

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA - REVISED
Monday, March 18, 2024 – 7:00 p.m.
Lakeshore Library – Community Room**

1. Call to Order, Welcome & Land Acknowledgement
2. Approval of Agenda (copy & motion)

[Motion #2024. – THAT the agenda of the March 18, 2024 meeting be approved as presented and amended.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
None at time of agenda creation

Consent Agenda

5. Approval of Previous Minutes (copy)
6. Correspondence (copy)
7. Reports for Information
 - a) CEO Report (copy)
 - b) Municipal Council Report (copy & information sharing)
 - c) Library Board Report (information sharing)
 - d) Board Committee Reports (copy & information sharing)
 - i. Finance Committee
 - ii. Fundraising Committee
 - iii. Truth & Reconciliation Committee
 - e) Health & Safety Update (copy)



Consent Recommendation

[Motion #2024. – THAT the consent agenda items 5a.01.01 to 7e.01.01, and the recommendations contained therein be approved as presented.]

Agenda

8. Staff Reports & Reports for Action
a) LIB-04-2024 Year End CEO Report (copy & motion)

[Motion #2024. – THAT the Staff Report LIB-04-2024 Year End CEO Report be received for information.]

- b) LIB-05-2024 2023 Year-End Results (Draft) (copy & motion)

[Motion #2024. – That Committee Report LIB-05-2024 regarding the 2023 Year-End Results dated March 18, 2024 be received, and

THAT the 2023 unspent library donations in the amount of \$4,592.52 be allocated to the Library's Donation Reserve Account.]

- c) LIB-06-2024 Spark Fundraising Event (copy & motion)

[Motion #2024. – THAT the Staff Report LIB-06-2024 Spark Fundraising Event Final Report be received for information as presented and amended.]

9. Business Arising
a) 2022 Operating Surplus (copy & motion)

[Motion #2024. – THAT the Board repeal Motion #2023.65, approved September 18, 2023; and FURTHER THAT, the 2022 operating surplus in the amount of \$71,293.00 be moved to the Library Computer Reserves account.]



10. Policies

- a) **EMPLOYMENT** – Education, Training & Development Policy #E-2024-07
- b) **OPERATING & TECHNOLOGY** – Piano Use Policy #2024-08
- c) **OPERATING & TECHNOLOGY** – Membership & Borrowing Policy #2024-09

(copy & motion)

Recommendation

[Motion #2024. – THAT the EMPLOYMENT – Education, Training & Development Policy #E-2024-07; the OPERATING & TECHNOLOGY – Piano Use Policy #2024-08; the OPERATING & TECHNOLOGY – Membership & Borrowing Policy #2024-09 be approved as presented.]

11. Strategic Issues
None at time of agenda creation

12. New Business
None at time of agenda creation

13. Comments and Announcements
- a) Calendar of Events (link)
<https://innisfil.bibliocommons.com/events/search/index>

14. In Camera

Recommendation

- a) Consideration of a resolution to Hold a Closed Session Meeting as provided for under the *Municipal Act*, 2001, as amended, the *Public Libraries Act*, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2023-03.

[Motion #2024. - THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board's Procedural By-Law Policy #B-2023-03 to deal with:



- a) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose.]*

[Motion #2024. – THAT the Board now rise and report on the “In Camera” Session and resume the regular Board meeting.]

15. Adjournment

[Motion #2024. – THAT the meeting be adjourned]



CORRESPONDENCE LIST for March 18, 2024

6a.01.01	<i>Christmas for Kids</i> , February 4, 2024, Thank you letter to Stroud Branch Staff for supporting their charitable initiatives.	(copy)
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**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, February 20, 2024 – 7:00 p.m.
Lakeshore Library – Community Room**

In Attendance: Anne Smith, Rob Nicol, Councillor Jennifer Richardson,
Councillor Robert Saunders, Barb Baguley, Sue Bennett,
Rhonda Flanagan, Cynthia Gordon, Raj Grover
Staff in Attendance: Erin Scuccimarri, Mandy Pethick, Jennifer Miyasaki,
Ashley Garcia
Regrets: None

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:01 p.m.
- The Board Chair delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2024.10

Moved by: Jennifer Richardson
Seconded by: Barb Baguley

THAT the agenda of the February 20, 2024, meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- a) Equity, Diversity & Inclusion in Collection Management – Mandy Pethick
- Mandy Pethick shared a presentation outlining collection management, including process in curating a diverse collection
 - The presentation was followed by a brief Q & A
 - The slides were shared via email with the Board

CONSENT AGENDA

5. Approval of Previous Minutes

6. Correspondence

7. Reports for Information

- CEO Report
 - The CEO highlighted that the Short Story Contest awards took place last month; this year was the most submissions ever received
 - An AI presentation is taking place at an upcoming staff meeting; Board members are welcome to attend the March 25, 2024 session
- Municipal Council Report
 - No additions
- Library Board Report
 - Roundtable of events attended by Board and Staff and upcoming events in our community. Items shared included:
 - Attendance at Board Boot Camp at the OLA Superconference
 - Looking for volunteers on the Accessibility Council to assist with school visits
 - InnisFULL; Youth darts on at Lions Hall
 - Powwow at Georgian College on March 9, 2024 at noon
 - Polar Bear Plunge to raise funds for RVH on March 9, 2024

Committee Updates:

- Fundraising Committee
 - Committee met February 20, 2024
 - Spark planning is going smoothly with Staff and Community looking forward to the event; updates on ticket sales, sponsorships and prizes received to date.
- CEO Evaluation Committee
 - Deferred to in-camera; agenda item 14.
- Health & Safety Update
 - JHSC Minutes included in package; no other updates

Motion #2024.11

Moved by: Cynthia Gordon
Seconded by: Rhonda Flanagan

THAT the consent agenda items 5a.01.01 to 7e.01.01, and the recommendations contained therein be approved as presented.

CARRIED.

AGENDA

8. REPORTS FOR ACTION

- a) Staff Report LIB-03-2024 Collections Usage 2023

Motion #2024.12

Moved by: Raj Grover

Seconded by: Rob Nicol

THAT the Staff Report LIB-03-2024 Collections Usage 2023 be received for information.

CARRIED.

9. BUSINESS ARISING

No business arising

10. POLICY

- a) **EMPLOYMENT** – Dress Code Policy #E-2024-03
- b) **EMPLOYMENT** – Professional and Associations Memberships Policy #E-2024-04
- c) **EMPLOYMENT** – Recognition of Life Events Policy #E-2024-05
- d) **EMPLOYMENT** – Staff Recognition Policy #E-2024-06

Motion #2024.13

Moved by: Jennifer Richardson

Seconded by: Sue Bennett

THAT the EMPLOYMENT – Dress Code Policy #E-2024-03, the EMPLOYMENT – Professional and Association Memberships Policy #E-2024-04 the EMPLOYMENT – Recognition of Life Events Policy #E-2024-05 and the EMPLOYMENT – Staff Recognition Policy #E-2024-06 be approved as presented.

CARRIED.

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

No new business

13. COMMENTS AND ANNOUNCEMENTS

- a) Calendar of Events
 - o Link to Library offerings was provided in the agenda.

14. IN CAMERA

- a) Consideration of a resolution to hold an “In Camera” Committee of the Whole meeting as provided for under the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board’s Procedural By-Law Policy# B-2023-03.

Motion #2024.14

Moved by: Rob Saunders
Seconded by: Jennifer Richardson

THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board’s Procedural By-Law Policy #B-2023-03 to deal with:

- a) Personal matters about an identifiable individual, including municipal employees.

CARRIED.

Motion #2024.15

Moved by: Cynthia Gordon
Seconded by: Rhonda Flanagan

THAT the Board now rise and report on the In Camera session and resume the regular Board meeting.

CARRIED.

Motion #2024.16

Moved by: Sue Bennett
Seconded by: Barb Baguley

THAT the CEO Appraisal Committee, having achieved their mandate of preparing, performing and providing recommendations regarding the annual CEO Appraisal, be disbanded.

CARRIED.

15. ADJOURNMENT

Motion #2024.17

Moved by: Barb Baguley

THAT the meeting be adjourned at 8:28 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, March 18, 2024 at 7:00 p.m.
Innisfil Public Library & ideaLAB – Lakeshore Branch – Community Room

Anne Smith, Board Chair

Erin Scuccimarri, Secretary



Christmas For Kids (All Year Round)

219 Bayshore Road Churchill ON

Myrlene Boken (705)456-6731 Debra Harrison (705) 627-6952

February 4, 2024

Innisfil Public Library
Stroud Branch
7883 Yonge St,
Innisfil, ON
L9S 1K8

Dear Library Staff:

We wanted to take a moment to express our sincere thanks for your support during our Christmas initiative. We received wonderful toys and gift cards, which are all needed to fulfill the wish lists of our children. The drop boxes also give our charity much needed community exposure. We are very grateful for your continued support.

Through your generosity, we were able to assist 205 families, totaling 705 individuals—primarily children and teens. This number has doubled in the past five years, reflecting the increased challenges brought about by COVID-19 and inflation. Notably, we provided support to 26 families affiliated with Elizabeth Fry, facing difficulties in obtaining assistance from other charities, as well as 23 vulnerable teens.

In addition to our Christmas programs, we also supported children at Easter and Thanksgiving, providing back-to-school supplies, celebrating birthdays, assisting with graduations, and offering warm clothing. Your support, directly contributed to making a positive difference in the lives of those in need.

Thank you for being a crucial part of our mission and for helping create a brighter holiday season for our community.

Kindest Regards

Myrlene Boken
President

Innisfil's Christmas for Kids

We Believe in the Magic of Christmas for Kids (all year round)

FEB 2024 CEO REPORT





CELEBRATING BLACK HISTORY – LOCALLY

The Vibrant History of Simcoe County: A Local Black History

Presented by Parents Against Racism Simcoe County (PARSC), an organization focused on bettering the experience of racialized children in schools, this workshop shared the roots of Simcoe County's Black history. The presentation began with a meaningful Land Acknowledgement statement, which took care to unpack the words included in the statement, as well the places it references.

The rest of the workshop focused on local Black landmarks, and the history that underlies them. Through the presentation itself, and an interactive quiz, participants were given a new appreciation and understanding of how our region's history impacts us today. Near the end of the presentation, the presenter (Natasha Shakespeare) transitioned to a discussion of some of the challenges still facing racialized children in the County school system today. This gave an opportunity for many of the participants to connect over some difficult shared experiences, where they or their children were the targets of racist language and actions.



Black History Month Displays across the branches.

Open UP opportunities to strengthen connection & engagement with our community

LIBRARY ON THE LOOSE

Childcare Centre Visits

The Library strives to maintain steady, positive relationships with all the local Child Care Centres, offering a Child Care Book Bag service as well as storytime visits throughout the year. Currently, Library staff visit four local Child Care Centres on a bi-monthly basis to do storytime outreach with their toddler and preschool classes. Visits to Innisfil Montessori Academy, Treasure Garden Child Care Centre, Quiet Waters Montessori Academy, and Bouncing Ball Nursery School allow Library staff to connect with families who may not otherwise be able to attend Library programs, share information about special events, and deliver resources to support developing every child's love of reading. At these visits, children are so excited for a special visitor and regularly ask if staff can "come back tomorrow" or "stay all day" because they have enjoyed the visit so much. What is more, staff at the Child Care Centres also benefit from additional shared resources, whether it's new stories, songs, or information about ways the Library can support them.



Youth Life Hacks & Kitchen Snacks: Joint Programs with the Horodysky Community Kitchen

The Library visited the Town of Innisfil's *Youth Life Hacks & Kitchen Snacks* program, a weekly program at the Horodysky Community Kitchen run through the Town's Health and Wellness team. The Town's Health & Wellness Project Coordinator, reached out to the Library asking if a previous workshop from *Zooming Into Adulthood* about healthy eating on a budget could be shared. It was a great collaboration. Library staff provided an engaging presentation about food budgeting, including an interactive game. In addition to the presentation, staff also participated in the cooking component of the program and gave all the participants a Library swag bag. After the program, one participant told the staff, "I love your library, by the way!" This outreach visit was an opportunity to connect with a different audience and to support the Town's programming. Supporting this program was just the starting point for further collaboration between the Town and Library connected to the Building Safer Communities Fund initiatives.



KEEPING COOL WITH WINTER WEEKENDS

Winter Weekends: Breakfast With Council

Library staff engaged with over 575 attendees at the kick-off to Innisfil's *Winter Weekends, Breakfast with Council*, held at the Innisfil Recreational Complex on Saturday, February 3. Staff distributed Library bags and brochures while sharing information regarding upcoming Library events. Children were invited to decorate one of the six-foot long colouring sheets created in the HackLAB. The event, featuring free pancakes served by Council members, a photobooth, balloon twisting, and other family-friendly activities, successfully brought the community together for a morning of fun and community building.



Families enjoyed gathering, and learning more about the community.



Winter Weekends: Family Fun Day

Family Fun Day, a partnership event with the Town of Innisfil, took place at the Lakeshore Branch and Innisfil Town Square on February 10. Over 750 people attended the event, which offered a variety of both indoor and outdoor activities.

The Library spaces were packed full of engaging activities and community members enjoying them! Storytime had an audience of over 60 children and caregivers. The HackLAB supported 190 visitors to create magnets using sublimation and laser-cut snowmen. Each activity enabled opportunities for new community members to explore the Library's spaces and services. These experiences highlight the Library's role in providing social opportunities and support for families in the community.

Additional indoor activities included: games, penguin walk, snowball toss, a magnetic tile building challenge, balloon twisting, face painting, and special performances by *Lollipop Lyra*, a juggling act, and an ice princess magic show. Outside at Town Square, families enjoyed the skate trail, played ice sculpture ring toss, and visited food trucks. A thrilling fire juggling skate show captivated audiences of all ages.

Family Fun Day fostered connections within the community and showcased the Library as a central hub for entertainment, learning, and social interaction.



Big crowds joined the fun. Left, Lollipop Lyra performs; Top Left, Storytime' Top Right, HackLAB activities.



LISTENING TO THE COMMUNITY

Town of Innisfil Communication Survey Results

At the end of December, the *Let's Talk Innisfil* (<https://www.getinvolvedinnisfil.ca/letstalk>) engagement project was initiated by the Town of Innisfil to address the changing communication landscape in Innisfil, recognizing the decline of traditional media sources and challenges with accessing credible news through social media. The project aimed to gather feedback from residents to inform the development of a Communications Strategy for the Town, focusing on improving accessibility, transparency, civic engagement, and connection to municipal services.

A survey was available to residents both online and in paper form with a survey station set up at each of our Library locations. 260 surveys were completed and within the results, the Library was highlighted as a source of information a number of times. We continue to listen to the community and our partners to determine the best ways to communicate information about the Library and beyond with the community.

Comments related to Library services included:

- Innisfil libraries are great and staffed by friendly and helpful people. A great place to go for information. You could also use arenas, curling clubs, etc to put up town info.
- Many seniors don't have access to computers and rely on Library facilities within close proximity of where they live.
- The library plays a massive role in communications I know it was mentioned but I have to highlight it
- The librarians are very knowledgeable...community liaison should be a title
- Our library is fantastic

COLLECTIONS MANAGEMENT UPDATES

Evergreen Upgrade

The Library upgraded the Evergreen Integrated Library System (I.L.S.) from version 3.7 to 3.11. The new version improves upon the appearance and functionality of the I.L.S., and includes many new and improved features, which benefit both staff and customers. These include:

- Renewal due date extended to cover the lost time from an early renewal
- Increased item details displayed for staff in the catalogue
- Improved note functionality in customer accounts
- Enhanced search engine capabilities
- User-friendly reporting functionality

Staff from Collection Services and I.T. worked with Equinox Open Library Initiative, a non-profit organization that provides a variety of services and support for libraries using open-source software. Equinox helped set-up a test system, provided staff training and facilitated the upgrade. During the upgrade, I.T. staff worked to ensure that all systems were operational including the circulation workstations, the self-checkout stations, and the various online systems including BiblioCommons and CloudLibrary. After the upgrade, staff will continue to work to set up the new features and ensure that all systems are fully operational.

LOCAL HISTORY

Genealogy Inquiries

During the course of the month, the Library received four requests from all across the country for assistance in finding genealogical information. Depending on how much information the researcher already has, and the type of information they are looking for, these requests can take anywhere from half an hour to multiple hours for the Community Librarian - Local History to resolve.

For example, one researcher in Ontario looking for the obituary of her great great grandmother already had the full name, date of death, and burial location, making it much easier to search the microfilm records. However, a different inquiry from British Columbia demonstrated how difficult genealogical research can be as the researcher was unsure about the details of a remarriage, the possible number of children and their names, or the location of baptismal records for those children while searching for her ancestor. This makes it much more difficult to resolve as the Community Librarian has to consult multiple sources over multiple time spans. Luckily, the Library's robust Local History collections, including microfilm, books, and pamphlets, offer a number of potential pathways to discovery and most inquiries are either resolved or are provided with new information to help the researcher on their journey.

Example of an obituary clipped from a microfilm scan of the Innisfil Scope, 15 December 2005.



OSIN, GABRYELA Peacefully at Simcoe Manor Beeton on Tuesday December 13, 2005. "Gay" Osin in her 82nd year, beloved wife of the late Leonard Osin and loving mother of Elaine of Pottageville and Virginia of Holland Landing. A family service will be held at Glendale Memorial Gardens, Rexdale at a later date.



Raise UP the Library's identity as an innovative hub

SPARK: AN EVENING OF CREATIVITY & IMAGINATION Inaugural Gala Raises Over \$22k For Library Services

The Library was thrilled to share with the community the success of its first fundraising gala event. In a tremendous showing of support and community spirit, the Library has raised over \$22,000 through its inaugural fundraising event.



The gala transformed the Library's Lakeshore Branch into a glittering event space bustling with activities and entertainment. Highlights of the night included keynote speaker, author and CBC host, Elamin Abdelmahmoud, a Book and Wine pairing experience with authors Hannah Mary McKinnon, Farah Heron and Thea Lim, local artists Jeanette Luchese and Maria Kelebeev, and musical entertainment from Jazz-Mandhu. Guests were invited to explore creations and technological experiences in the Library's world-class maker spaces. The Library received support from community members, organizations and businesses who sponsored the event and donated funds, in-kind services, or prizes. Community members shared with Staff and Board congratulations for such a successful event.



Left: Board Chair Welcomes guests; Right: Guest authors.

MUSIC MAGIC

February Blues Festival @ the Library

The February Blues Festival hosts live performances by talented jazz and blues artists across Barrie and Simcoe County. The Library's Cookstown and Lakeshore branches are ideal venues for these toe-tapping tunes. The Lakeshore Branch featured the captivating sounds of **Russdee** featuring Brigham Phillips, Bruce Rumble, and Russ Strathdee. In the audience, two local couples turned the evening into a delightful date night! The Cookstown Branch hosted the **Barrie Saxophone Quartet**, comprised of Greg Hardy, Robert Heppelle, Graham Hilliam, and Andrew Mitchell. The quartet serenaded an afternoon crowd with their performance. The February Blues Festival was a part of the Innisfil Winter Weekends festivities.





Light UP pathways to personal & professional growth

DROP-IN PROGRAMS DRAW LARGE CROWDS

Makelt Family Grows

Makelt Family continues to draw large crowds, driven mainly by word of mouth. These drop-in style programs are supported by the Building Safer Communities Fund, and are designed to help children and their caregivers work together to create a project in the HackLAB. Each drop-in program is seeing between 50 and 75 visitors. *Makelt Family* gives caregivers more opportunities to connect with each other while families complete projects, and share space and materials. The program attracts a mix of new and regular families, letting people share community information. This month at least two families connected, exchanging information, and made plans to meet up for other community events. Staff continue to look for ways to manage the large number of participants within the Library space, to deliver meaningful learning opportunities.



Drop-In Family Storytime

Drop-in Family Storytime continues to be one of the Library's most popular programs. In particular, the Friday and Saturday events brought in 351 participants during February, with an average of 45 people attending each storytime. The storytime audience includes regularly attending families, home daycare providers with their groups, and families who are new to the program or community. Storytime is an opportunity for staff to promote other Library services,



including other preschool programs, *Family Book Bags*, and special events. With larger groups, some children find themselves distracted or overwhelmed, and staff are happy to explain to caregivers how developmentally normal it is for children to lack the focus to make it through the entire circle time. Staff create storytimes to be developmentally appropriate; using music, movement breaks, and settling rhymes, and encourage families to participate, together.

SPACES FOR TEENS

Youth Programming

Teen programming has continued to develop its audience at the Library. *After the Bell* sees a number of returning teens, eager to earn their volunteer hours. Participants have engaged in crafts and staff have used *After the Bell* as a way to recruit volunteers for other programs and events throughout the Library. These teens have also participated in discussions about what other types of activities the Library should offer for Teens, though the most common response is that they simply want a space to hang out with their friends. Their feedback has helped with developing ideas for the Town of Innisfil's upcoming Youth Nights that will be launched in the future at the Library, YMCA, and Morgan Russell Memorial Arena and Community Centre.

STAFF DEVELOPMENT

De-Escalation Training

Staff participated in *Ryan Dowd's Homeless De-escalation Core Training*, online training through Niche Academy. This training outlines strategies and techniques to help de-escalate a variety of situations in the Library, including engaging with unhoused and vulnerable populations and resolving conflict with empathy. Staff participated in facilitated group discussions during the February staff meeting, to share their takeaways from the training, and ideas to implement their learnings to better support the community.

This training helped Staff further their knowledge and tools to help prevent and deal with conflict resolution. Staff are encouraged to work together to assess situations, protect themselves, and call for help if needed, whether from a manager, or the police.

STAFF UPDATE

Welcoming New Staff

The Library welcomed two new staff members, a part-time Creative Making & Discovery Programmer who will run HackLAB programming, and a Youth Programmer, who will lead teen programming, and help implement some of the goals laid out in the Building Safer Communities project.

APPENDIX A:

Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Feb 1, 2024	Innisfil Today	'Game changer': 4 ways OLG funding has helped Innisfil residents
Feb 1, 2024	Innisfil Today	How you can help the Innisfil library mark Black History Month
Feb 1, 2024	Barrie360	Stop Sharing Crime Videos Online, What's Being Done With Your Tax Dollars, and More
Feb 2, 2024	Bradford Today	Four events you have to check out in South Simcoe this weekend
Feb 2, 2024	Barrie Today	Innisfil providing Uber vouchers as part of transit pilot program
Feb 4, 2024	Innisfil Today	These 5 Black History Month events aim to inspire, help us think
Feb 4, 2024	Barrie Today	Seedy Saturday returning to Innisfil on March 23
Feb 5, 2024	FM101 Milton	Celebrating Black History Month
Feb 5, 2024	Midland Today	'Aging isn't a hindrance': Awards acknowledge work of seniors
Feb 6, 2024	Innisfil Today	Spring into gardening, 'discover' vendors at Seedy Saturday

Feb 7, 2024	Innisfil Today	Virtual and in-person Diversity Ambassador Training now available
Feb 7, 2024	Simcoe.com	Volunteers, businesses recognized for age-friendly activism in Simcoe County
Feb 7, 2024	Innisfil Today	'Connected and engaged': Library honoured for service to seniors
Feb 7, 2024	Orillia Matters	County to host Diversity Ambassador Training sessions
Feb 8, 2024	Simcoe.com	Innisfil testing more transit stops at Tanger Outlet Mall, Friday Harbour Resort with Uber vouchers
Feb 8, 2024	Innisfil Today	'We love this': GrandPals program bonds youth with older adults
Feb 9, 2024	FM101 Milton	And the award goes to...
Feb 9, 2024	Barrie 360	Innisfil ideaLAB & Library Hosting Fundraising Gala to Enhance Services
Feb 9, 2024	Innisfil Today	Five events you need to check out in South Simcoe this weekend
Feb 13, 2024	Innisfil Today	Black Cultural Expo celebrates diversity, community
Feb 17, 2024	Simcoe.com	Innisfil ideaLAB & Library wins W. Kaye Lamb award for service to seniors
Feb 27, 2024	Innisfil Today	Radiant Roots celebrates heritage, diversity in Innisfil
Feb 28, 2024	Innisfil Today	All Innisfil library branches closing early due to weather


Feb 28, 2024	Innisfil Today	Let your imagination run wild at Innisfil library's Spark gala
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Facebook Insights (February 1 to 29, 2024)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
3,810 (Followers) 3,233 Page Likes	62 during this period	903 engagements (780 reactions, 71 shares, 52 comments)	Posts earned 41.8K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):


Date: Feb 5, 2024 7.2K Reach




Innisfil Idealab & Library
 Published by Hootsuite · February 5 at 4:16 PM · 🌐

Don't dress for the job you want, dress for the book you're reading📖

Check out these looks to books from the 2024 Grammy's red carpet!




+6

X (Twitter) Insights (February 1 to 29, 2024)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,550	38 during this period	33 engagements (25 likes, 7 retweets, 1 quote tweets, 0 reply)	10K impressions over this period (number of times users saw our tweets)

Top Organic Post (based on reach):

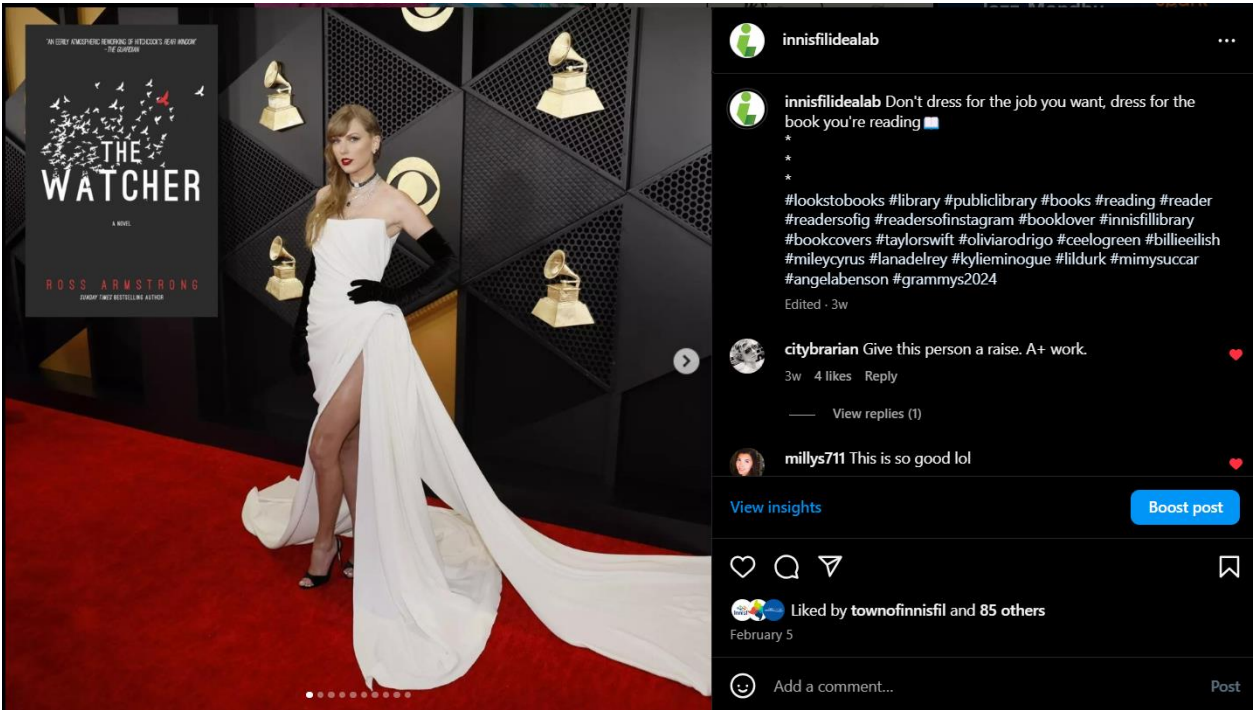
Top Tweet: Feb 14, 2024 earned 240 impressions



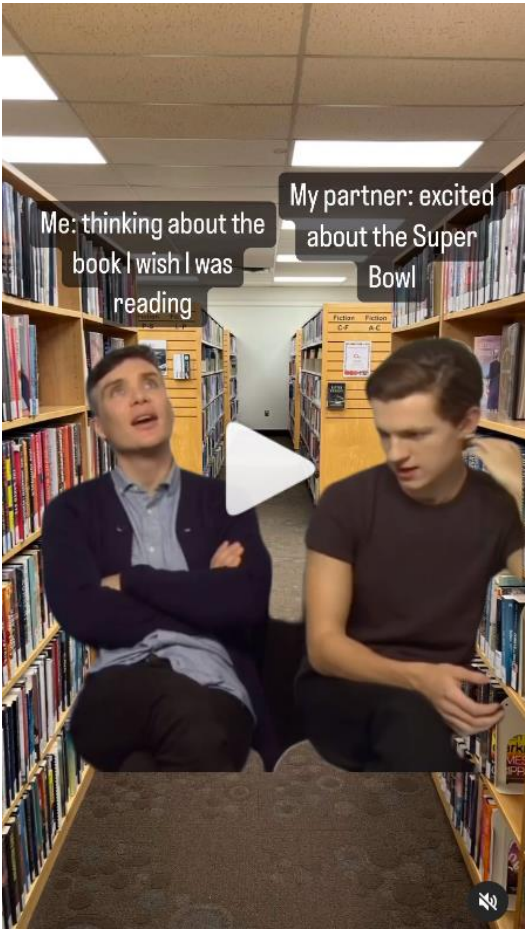
Instagram Insights (February 1 to 29, 2024)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
2,180	59 during this period	2875 accounts reached. 1256 likes.	13 comments in total on content posted during this period

Top Post (based on engagement): Feb 5, 2024 1,320 Reach



Top Reel (based on engagement): Feb 11, 2024 714 Reach



innisfilidealab

Original audio



innisfilidealab Anyone else reading and watching at the same time?

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#library #publiclibrary #SuperBowl #librarybooks #books #reader #reading #readersofinstagram #readersofig #booklover #bookworm #bookish #readerlife

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February 11



Add a comment...

Post

Municipal Council Report

February 14, 2024 Special Council Meeting

- [Watch the meeting.](#)
- Council held a closed session meeting to discuss labour relations or employee negotiations.
- Council received a [shareholder review of wholly-owned utility companies](#) (WOUCs), i.e. InnPower, InnTerprises, and InnServices. The report was received as information.
 - On March 8, 2023, Council approved Staff Report DSR-035-23, authorizing the procurement of consultant services to conduct a shareholder review of the WOUCs. The Ernst & Young report is presented in this report. [Watch the presentation.](#)
 - The report recommends best practices and opportunities to address challenges that range from alignment of services, re-absorption of services by the Town, to selling of services. These are presented as potential options, but no decisions have been made at this time.

February 14, 2024 Council Meeting

- [Watch the meeting.](#)
- The Heritage Committee shared a [Heritage Designation Presentation](#), its annual update to Council and the 2023 Heritage Property Award Winners: Bruce & Terry Chambers property on Hamilton Street in Cookstown, and Sylvain Desjeans & Suzanne Villeneuve property on the 10th Line in Stroud
- A delegation was received from the Innisfil Accessibility Advisory Committee re: a funding request for the Breaking Down Barriers Day Programs [2024.02.14 IAAC BDBAD Program](#). Funds were granted for the program, with the caveat they not exceed \$2500.
- During Councilor updates and reports, Mayor Dollin shared that she attended a recent AMO learning session on homelessness and encampments
- Town of Innisfil purchased property in Cookstown, 24 King St N, to be used as a future stormwater facility and passive parkland. [Property Purchase Disclosure - 24 King Street North, Cookstown](#)
- Fire Services requested an additional [capital project for the purchase of a Rescue Utility Terrain Vehicle](#) which is fully funded from the Firehouse Subs Public Safety Foundation of Canada grant in the amount of \$49,972.02
- [The MOU between the Town and YMCA](#) for partial operations of the Innisfil Recreation Centre was extended for another 15 years.
- Innisfil Community Foundation [requested an increase in funding](#) to the annual allotment of OLG funds to the ICF in the next budget cycle by \$50k. Staff have been asked to report back to Council.

February 21, 2024 Special Council Meeting

- [Watch the meeting.](#)
- Council received a delegation from the Boards of InnPower, InnServices, and InnTerprises re: the Shareholder review of the WOUCs.

Municipal Council Report

February 28, 2024 Council Meeting

- [Watch the meeting.](#)
- Innisfil Historical Society provided Council with an update
- The Facilities Master Plan was presented and approved. [View the presentation.](#) Note, facilities included in the plan are the Stroud-Innisfil Recreation Centre and the Cookstown Community Centre. [Read the full report.](#) Recommendation highlights include:
 - Feasibility and Business Case studies for Stroud Recreation Centre are recommended. It is recommended that Stroud and Morgan Russell be demolished and rebuilt on the same property with similar functions. A business case is recommended before investing in this recommendation
 - Note: one of the background studies referenced in the plan is the [Hewitt Community Centre](#) in Barrie South is set to be built by 2027 in Barrie South. This report considers the impact of this space to its future facilities. May be of future note in Library master planning.
 - The primary recommendation for Cookstown Community Centre is to follow the existing capital plan.
 - If the Library is supportive, the business case for the Morgan Russell Arena could also explore co-location of a library facility on this property, as well as within the future planning for the Stroud facility.
- The Orbit Secondary Plan was presented and approved. [View the presentation.](#) The [Secondary Plan](#) provides long-range policy for the development of the Orbit, including: streets and blocks, land use, heights and densities, active transportation, urban design, transit and public realm. [Read the staff report.](#) The Plan provides the vision and planning framework that will guide development within the Innisfil Orbit Secondary Plan Area.
 - Orbit will be made up of four precincts identified on Schedule B and Schedules I1-4. These include the Station Hub Precinct, North-West Precinct, South-West Precinct and South-East Precinct. Each precinct forms a complete, 15 minute neighbourhood and includes residential, commercial and employment opportunities, community services and facilities, recreational opportunities and parks and open spaces
 - The north-west precinct and south-west precincts will have lands designated as community use and should include a school, childcare centre, library, community centre or recreation centre.
 - North-west includes the lands between 6th Line and 7th Line west of 20th Sideroad, and the lands north of 7th Line between 20th Sideroad and the rail corridor.
 - South-West includes the lands between 5th Line and 6th Line west of 20th Sideroad. The South-West Precinct is intended to have an institutional focus. A higher education campus, health care
 - facility or research and development facility are encouraged uses within the precinct
- Kevin Jacob was appointed as Deputy Clerk for the Town of Innisfil

Municipal Council Report

News from the Community

- ['Really excited': Province provides \\$4M for pediatric care in region - Innisfil News](#)
- [Town to provide Uber vouchers as part of transit pilot program - Innisfil News](#)
- [Construction boom? Innisfil issued over 750 building permits in 2023 - Innisfil News](#)
- [BarrieToday, InnisfilToday recognized for police shooting coverage - Innisfil News](#)
- [How's your town performing? Innisfil launches accountability dashboard - Innisfil News](#)
- [HISTORY'S MYSTERIES: A look at Innisfil's immigration history - Innisfil News](#)
- ['New leadership': South Simcoe police hit promotion record - Innisfil News](#)
- [Council to consider more funding for Innisfil Community Foundation - Innisfil News](#)
- [South Simcoe police expect 10 new auxiliary recruits by summer - Innisfil News](#)
- [New deal ensures Innisfil Beach Road trail is 'properly maintained' - Innisfil News](#)
- [Innisfil council breaks down barrier to accessibility funding - Innisfil News](#)
- [Heritage Act changes put 57 Innisfil properties at risk - Innisfil News](#)
- [Innisfil's deputy mayor set to boogie for 'truly noble cause' - Innisfil News](#)
- [More than 80 dive into the lake at Innisfil Polar Bear Dip - Innisfil News](#)
- [Innisfil committee clears up heritage designation 'misconceptions' - Innisfil News](#)
- [Resist the urge: Unplug thoughts of InnPower sale, council told - Innisfil News](#)
- [Ahmadiyya Muslim Jama'at hosting Ramadan celebration in Innisfil - Innisfil News](#)
- [Innisfil's first She-roles Gala marks International Women's Day - Innisfil News](#)
- [Concerns voiced over proposed 314-home Innisfil development - Innisfil News](#)
-

News from the County:

- [City could check out library through 'value-for-money audit' - Barrie News](#)
- [Contract agreement for Bradford West Gwillimbury library staff represented by CUPE 905 finalized | CTV News](#)
- [Union for Bradford West Gwillimbury library staff says new deal has major holes | CTV News](#)
- [County trashes recycling program for non-residential properties - Innisfil News](#)
- ['Aging isn't a hindrance': Awards acknowledge work of seniors - Innisfil News](#)
- ['Everyone matters': Bradford library opens gender-affirming closet - Innisfil News](#)
- [High school mom continues fight for Black students](#)
- [United Way Simcoe Muskoka funding youth-led initiatives](#)

News from the Province

- [Toronto library, zoo attacks show public bodies need to boost cybersecurity: experts - Innisfil News](#)
- [How the Toronto library is recovering from a cyberattack, one book at a time - Innisfil News](#)
- ['Perfect timing': Innisfil blows by provincial housing target - Barrie News](#)
- [Calls to ban books are on the rise in Canada. So is the opposition to any bans | CBC News](#)
- [Endangered books welcome: Enter into OPL's 'book sanctuary' | Ottawa Citizen](#)

JHSC Meeting Agenda

MEETING DATE: Thursday, February 15, 2024

TIME: 1:00PM

LOCATION: Ops Meeting Room 2 and Teams

CO-CHAIRS: Management Co-Chair – Eric Chudzinski
Worker Co-Chair – Jennifer Sheremeto

MINUTES: Jennifer Sheremeto

ATTENDANCE: Eric Chudzinski, Jennifer Sheremeto, Elishia LaRose, Kristi Prentice, Kyle Stitt

GUEST(S): none

REGRETS: Paul Tomaszewski, Sierra Warren, Jennifer Miyasaki, Nick Ayres, Ken Schuyler

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Chair	- Time – opened	- Meeting started at 1:01 p.m.
2.	<u>Approval of Previous Minutes</u>	Chair	2024.01.18 JHSC Meeting Agenda Minutes Draft.docx	<ul style="list-style-type: none"> - Jennifer motioned to approve the minutes of the previous meeting. - Seconded by Elishia - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Chair	2024.02.13 JHSC Members February 2024.docx	<ul style="list-style-type: none"> - Committee welcomed Kyle Stitt (Supervisor, Facilities Operations) as a new Management Member from Operations. - Member list updated for posting on H&S Boards. <p>ACTION – Members to post updated Member List on H&S Boards during next inspection.</p>
4.	<u>Workplace Inspections WHIMIS LOTO</u>	Chair	Roundtable discussions	<p>Jennifer M – Inspections completed with no major issues reported.</p> <p>Nick- Inspection to be completed for Feb still.</p> <p>Paul – Inspections to be completed for Feb still.</p> <p>Jen S.- One concern at Town Square with plastic chain broken going to roof of Zamboni building.</p> <p>Kristi - Inspections to be complete for Feb still. The inspection findings for Jan were reviewed with team. One of the concerns raised was issues with icy parking lots. Eric mentioned that the concern was forwarded to Parks to address at that time, and that further issues noted should be reported to ensure Parks can follow up with the Contractor.</p>

				<p>Sierra – All inspections completed and no issues.</p> <p>Elishia – An interior door was jarred at Lefroy arena. It has been fixed since. The supervisor has told staff to please not jar the door open. The door may need to be replaced. Salt Dome has general housekeeping matters that will be addressed. A few fire extinguishers appeared and Jeff Calendar will address them, label them, and position them in the right locations.</p> <p>Eric – Thanks everyone for completing all their inspections for January, and great progress made for February!</p> <p>ACTION – Eric to send Kyle an overview and link to mySDS.</p> <p>ACTION - If any member would like Kyle to join your inspections, please reach out to him to coordinate.</p>
5.	<u>SOP's Corporate Policies</u>	Chair	Any updates for discussion?	<ul style="list-style-type: none"> - WSIB Safety Excellence Program - Eric walked the members through the program. Corporately, the Town has registered for the WSIB Safety Excellence Program. Under this program, we have selected up to five safety program topics to implement where we can receive a rebate upon completion. We registered in the past and have completed one program (Incident Reporting) to date. Eric will provide updates as we progress through the program.
6.	<u>Workplace Incidents & Accidents</u>	Chair	Report on accidents since last meeting accidents (January 2024)	<ul style="list-style-type: none"> - Eric presented the summary report for the month of January. January saw a spike in incidents, with one lost time injury and two injuries requiring medical attention. Compared to this time last year incident rates are much higher. We will continue to monitor this trend for Feb and take action as necessary. - Discussion on “near misses”, how they are reported and communicated, and how the importance of reporting near misses is relayed to staff. It was discussed that there is a Near Miss report form, and we have received minimal near misses in the past. It is common for near misses to be underreported as no one got hurt, but they are important to report as these are opportunity to learn and prevent a more serious incident from happening. Eric mentioned that more education could be made to staff once the Incident Reporting Procedure is updated early this year. - Discussion was raised around “near misses” with patching work being done throughout the Town on roadways. Some staff have informally raised concerns of vehicles coming close to hitting staff while working. - ACTION – Eric to review concerns, near misses, and opportunities to improve safety when patching with Roads management. Additionally, to seek

				information from other local municipalities on patching practices, for comparison.
7.	<u>Budget & Training</u>	Chair	1. Budget 2. Training	<ul style="list-style-type: none"> - Budget on track. - Member certifications up-to-date.
8.	<u>JHSC Other Business</u>	All Members	1. JHSC BBQ 2. Electric Vehicles – Risks?	<ul style="list-style-type: none"> - BBQ item will be tabled to next meeting in March. Eric has spoke to Fire JHSC and they will help support as needed. - EV item will be tabled to the next meeting when Paul is in attendance and after he has completed the EV training.
9.	<u>ACTION ITEMS Follow up</u>	Chair	Review of Action items from January 18, 2024 meeting minutes.	<p>ACTION – members to start thinking about new safety Slogan and Theme for 2024. Perhaps for 2024 we commit to another event around the National Day of Mourning (e.g. speaker). Everyone to brainstorm ideas and we will produce a plan for 2024. - In progress – Action remains open.</p> <p>ACTION – Discuss September meeting date change.</p>
10.	Close Meeting	Chair	Enter the time of the meeting closed.	The meeting closed at 2:12 p.m.



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.: LIB-04-2024

DATE: March 18, 2024

TO: Innisfil Public Library Board

FROM: Erin Scuccimarri, CEO

SUBJECT: 2023 Year End CEO Report

RECOMMENDATION:

That Staff Report LIB-04-2024 regarding the 2023 Year-End CEO Report be received.

SUMMARY:

This following report provides a high-level overview of the Library's achievements during 2023 in relation to the Strategic Plan.

Year-End Report

2023

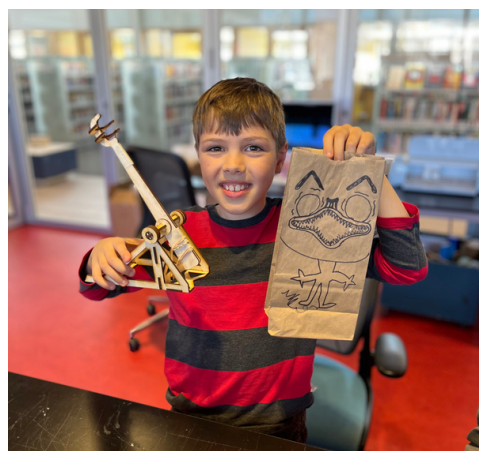


2023 Year in Review

As we conclude another transformative year at the idealAB & Library, it is with immense pride that we present the comprehensive year-end report, outlining our remarkable achievements in alignment with the pillars of our strategic plan.

This report serves to provide the Library Board with a broad overview of our accomplishments over the past year, showcasing our dedication to serving our community with excellence, inclusivity and innovation.

DISRUPTION SPARKS INNOVATION AT THE IDEALAB





Speak UP for Diversity & Inclusion

Our commitment to diversity and inclusion has been evident in our efforts to amplify underrepresented voices, foster barrier-free spaces, celebrate diversity, and reflect community memory. Through increased programming, partnerships with underrepresented communities, and ongoing staff professional development, we have cultivated an environment where every individual can feel valued, respected, and included.

Increased Programming and Events:

We have expanded our programming and events to include a wide range of diverse voices and perspectives. This includes dedicated initiatives such as Black History Month, Pride Month programming including Drag Queen Storytime, Indigenous History Month events and Truth and Reconciliation programs throughout the year. Moreover, we have made a conscious effort to highlight underrepresented voices in our programming beyond designated months or dates of significance.

Promotion of Resources:

To support various days, weeks, and months of recognition, we have curated book lists and promoted resources within our collection. This ensures that our Library remains a valuable resource for our community members seeking to engage with diverse perspectives and topics.

Enhanced Community Partnerships:

We have fostered enhanced partnerships with community groups, resulting in a proliferation of community-led programs and services. Notable examples include the UPLift Black art wall, the Indigenous History Month mural, Making Change's Mosaic of Black Culture, and the Words Matter event. These collaborations have not only enriched our programming but have also strengthened our ties with diverse community stakeholders.





Speak UP for Diversity & Inclusion

Advancements in Truth and Reconciliation:

The creation of a dedicated Truth and Reconciliation standing committee for the Board was identified as a critical component to supporting Truth & Reconciliation efforts. Through training, policy-making, and partnership building we are taking critical steps to addressing the 94 Calls to Action of the Truth & Reconciliation Commission Report.

Professional Development Initiatives:

We have invested in the professional development of our staff to enhance their understanding of Equity, Diversity, and Inclusion (EDI) principles and practices. Initiatives such as the 'Beyond GLAM Training' have equipped our staff with the tools and knowledge to integrate EDI principles within our organization. This has led to tangible outcomes such as the initiation of a project to decolonize our website, ensuring that our online presence reflects our commitment to inclusivity.

Collection Diversity Audits:

Continuing our commitment to diversity audits, we have undertaken systematic and ongoing reviews of our collection to ensure representation and inclusivity across various genres and subject matters.

Staff-Led Initiatives:

Our EDI Staff committee has been instrumental in bringing forward innovative ideas and initiatives, including advocating for washroom signage updates, policy changes resulting in the adoption of a new EDI policy, facilitating resource sharing amongst staff, and the successful launch of the special edition 'Love is Love' Library card.



Community Engagement and Relationship Building:

We continue to actively engage with the broader community, including becoming a member of the Local Immigration Partnership Council and fostering meaningful relationships with the Georgina Island First Nations Public Library. These efforts demonstrate our commitment to building bridges across diverse communities and fostering mutual understanding and collaboration.

Open UP opportunities to strengthen connection



As a trusted community asset, we have expanded our reach and deepened our impact through strategic partnerships and collaborative endeavors. Our Library branches have evolved into dynamic hubs, fostering meaningful connections and providing vital resources to our diverse community. From hosting community-led events to leading regional programming collaborations, we remain committed to fostering a sense of belonging and engagement for all.

Library Branches as Community Hubs:

Our branches have evolved into vibrant community hubs, serving as spaces not only for knowledge and learning but also for social connection and support. Social service providers actively utilize our spaces, and we have witnessed an expansion of community-led programs. Examples include space and programming from Empower Simcoe, successful Song Circle that regularly sees 40 to 60 participants, and CFS Youth Call.

Enhanced and New Community Relationships:

We have deepened our existing relationships and forged new partnerships within the community. Noteworthy collaborations include events such as the open house night and art shows with the Innisfil Arts, Culture and Heritage Council (IACHC), the revitalization of the Harvest dinner and installation of a Peace Pole with the Rotary Club of Innisfil, hosting County of Simcoe's Week of Welcome, and donor events with the Royal Victoria Hospital (RVH). These partnerships have allowed us to broaden our reach and impact, fostering mutual support and collaboration.



Open UP opportunities to strengthen connection

Partnership Initiatives:

Our Library has played a pivotal role in various community events, partnering on initiatives such as the opening of Town Square events and Winter Weekends, hosting events for entrepreneurs with Economic Development partners, as well as Neighbourhood Nights. These collaborative efforts with our closest municipal partners enrich our community engagement opportunities, contribute to the vibrancy of local neighborhoods, and position the Library as a key community asset.

Better Libraries Better World Campaign:

The launch of the Better Libraries Better World campaign marked a strategic shift in our approach, focusing on garnering support rather than solely emphasizing usage metrics. This campaign has not only raised awareness of the vital role libraries play in our community but has also developed a replicable model that can be adapted by other libraries within the County. By highlighting the transformative impact of libraries, we are advocating for their continued relevance and significance in the digital age.

ROI Study Completion:

The completion of a Return on Investment (ROI) study represents a significant milestone in quantifying the Library's impact on the community. By leveraging numbers and data, this study provides compelling evidence of the Library's contributions to community well-being, education, and economic development. It serves as a powerful tool for advocating for continued support and investment in our Library services.



Build UP our reputation as a trusted community asset

To enhance our standing as a reliable community resource, the Library aims to counter misinformation by fostering critical thinking, promoting factual content, and empowering individuals to grow and learn. We also strive to endorse democratic engagement, cultivate our platforms as hubs for open discussion, and maintain an inclusive and welcoming environment for everyone

Combatting Misinformation and Promoting Critical Inquiry:

In our ongoing efforts to combat fake news and stimulate critical inquiry, we have expanded our e-resources and actively advocated for the acquisition of specific resources to benefit our users, such as LinkedIn Learning. Additionally, we have prioritized intellectual freedom, providing focused professional development for both staff and the Board. The launch of the Book Sanctuary further solidifies our commitment to fostering open dialogue and the exchange of diverse ideas.



Build UP our reputation as a trusted community asset

Supporting Democratic Processes:

Our Library has played a crucial role in supporting and encouraging the democratic process within our community. Serving as the venue for candidate Meet & Greets during the fall of 2022, marked a change in how the Library would proactively work to achieve this goal. Our staff has received professional development on misinformation and disinformation, ensuring that we remain vigilant in promoting accurate information and supporting informed decision-making. Staff act as resources and partners for the Town's Electoral Engagement Advisory Committee.

Establishing Spaces for Dialogue and Idea Exchange:

Both our virtual and physical spaces have been intentionally cultivated as venues for idea exchange and dialogue. Strengthened policies related to information and idea exchange, as well as modifications to our physical spaces, such as the introduction of quiet pods and changes to the layout of teen and children's areas, have enhanced the accessibility and inclusivity of our Library spaces. These initiatives reflect our commitment to providing a warm, welcoming environment for all members of our community.

Receiving Accreditation:

We are proud that our Library has again received accreditation from the Ontario Public Library Guidelines Monitoring and Accreditation Council. This accreditation serves as a testament to our adherence to best practices and commitment to excellence in serving our community.



Raise UP the Library's identity as an innovative hub



At the forefront of innovation, we have embraced change and pushed the boundaries of traditional Library services. Through a combination of forward-thinking programming, staff empowerment initiatives, and a commitment to lifelong learning, we have positioned ourselves as a beacon of innovation within our industry. From the introduction of cutting-edge digital literacy programs to the revitalization of public art projects, we continue to inspire transformation and growth within our community.

Leadership in the Library World:

Our Library has maintained its position as a leader in the Library world, serving as a beacon of innovation and best practices. We have welcomed numerous libraries to tour our space at the Lakeshore Branch, fostering connections and knowledge-sharing with Library staff from across Ontario. This exchange of ideas has enriched our collective understanding and propelled us towards excellence.

Staff Empowerment and Engagement:

We have prioritized staff empowerment and professional development, encouraging our team to present at conferences, sit on Library committees and boards, and actively engage in community-led initiatives. Notable examples include staff representation at the Ontario Library Association conference, participation in OLITA Board membership, involvement in FOPL committees, and contributions to the Community Led ThinkTank. These opportunities for growth and collaboration have not only enriched our staff members' professional development but have also contributed to our Library's innovative practices and thought leadership.



Raise UP the Library's identity as an innovative hub

Enhancement of Programming and Services:

We have enhanced our programming and services to meet the evolving needs of our community. Through grant funding, we have expanded the Seniors Kits program, providing valuable resources and support to older adults in our community. Additionally, our Monarch Rearing & Pollinator program was recognized with the prestigious Angus Mowat Award, and our commitment to serving seniors earned us the CFLA W. Kaye Lamb Award. These accolades affirm our dedication to fostering meaningful connections and enriching experiences for all members of our community.

Revolutionizing Digital Literacy Programming:

Our Library has reimagined digital literacy programming through the HackLAB, offering innovative opportunities for learning and skill development. By revising and enhancing our digital literacy initiatives, we are empowering individuals of all ages to navigate the digital landscape with confidence and competence, thus bridging the digital divide and fostering digital inclusion.

Community Engagement through Public Art Projects:

We have revitalized community engagement through public art projects, including the revamped Ice Hut project. These initiatives not only beautify our public spaces but also foster a sense of pride and ownership within our community, inspiring creativity and connection.

Development of Library of Things Strategy:

Our Library has developed a Library of Things strategy, envisioning a future where our collection extends beyond traditional materials to include a diverse array of resources and experiences. This forward-thinking approach reflects our commitment to innovation and our dedication to meeting the diverse needs and interests of our community.



Light UP pathways to personal & professional growth

Central to our mission is the belief in the power of personal and professional growth. Through a diverse array of programming initiatives and ongoing staff development opportunities, we are dedicated to igniting curiosity, fostering lifelong learning, and empowering individuals to reach their full potential. From early childhood literacy programs to professional development workshops, we remain committed to lighting pathways to growth and enrichment for individuals of all ages and backgrounds.

Reintroduction of Pre-COVID Programming Levels:

Preschool and school-age programming, as well as summer programming, have been fully reintroduced to pre-COVID levels. This reinstatement not only signifies a return to normalcy but also underscores our commitment to nurturing curiosity, imagination, and joy among our young patrons. The Library continues to meet the growing demands of the community, providing program opportunities for all ages.

Resumption of Outreach Initiatives:

Our outreach efforts with schools, daycares, and other community institutions have resumed, with notable highlights such as the return of the Short Story author for in-person school visits. These initiatives serve to ignite a love of lifelong learning and discovery among our community's youth, fostering a culture of literacy and intellectual curiosity.



Light UP pathways to personal & professional growth



Expansion of Programming for Seniors and Older Adults:

Recognizing the importance of lifelong learning and engagement for individuals of all ages, we have significantly expanded our programming and outreach for seniors and older adults. These initiatives provide opportunities for connection, enrichment, and personal growth, ensuring that every member of our community has access to resources and experiences that promote well-being and fulfillment.

Leadership in Regional Programming Collaborations:

Our Library has demonstrated leadership in regional programming collaborations, exemplified by our involvement in the Simcoe Reads events. Hosting the event in Fall 2022 and developing the www.SimcoeReads.ca platform sets Innisfil apart as a leader in these collaborative initiatives. These partnerships solidify our reputation as a key player in regional cultural initiatives.

Increased Engagement with Special Guests and Authors:

We have welcomed a diverse array of special guests and authors to our Library, enriching our programming offerings and providing unique opportunities for our community to connect with notable figures. Most notably, celebrated author Vincent Lam, Indigenous knowledge keeper Kelly Brownbill, and gardening expert Lorraine Johnson brought new perspectives and unique experiences to Innisfil residents. These events foster dialogue and inspiration among our patrons.

Ongoing Professional Development for Staff:

Our dedication to empowering our staff and equipping them with the necessary skills and knowledge continues through ongoing professional development initiatives. Training programs such as Mental Health First Aid and conflict resolution workshops ensure that our staff are well-prepared to support our community members and navigate challenges effectively.





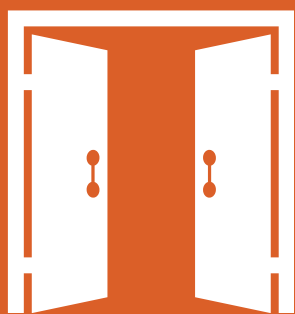
Books, DVDs,
magazines
borrowed.

187,168



eBooks and
eAudiobooks
borrowed.

87,568



82,878

Visits to the Library



16,066

Library Members



36,757

Questions Answered



1,722

Programs for all ages.



29,075

Participants at
programs and events.



by the
Numbers



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

STAFF REPORT NO.: LIB-05-2024

DATE: March 18, 2024

TO: Innisfil Public Library Board

FROM: Finance Committee

SUBJECT: 2023 Year-End Results (draft)

RECOMMENDATION:

That Committee Report LIB-05-2024 regarding the 2023 Year-End Results be received, and

THAT the 2023 unspent library donations in the amount of \$4,592.52 be allocated to the Library's Donation Reserve Account.

Background:

On February 8, 2023, through Staff Report DSR-018-23, Town Council approved the Library Board's 2023 Operating Budget in the amount of \$3,741,817, and the 2023 Capital Budget in the amount of \$350,915. The following report details the 2023 Year-End Financials (draft).

Financial Results – Operating

As of December 31st, 2023, the total operating budget was at 212% of total budgeted revenues, and 103% of total budgeted expenses. This results in an overall favourable year-end variance of \$45,489, which breaks down to an operating surplus of \$40,896 and unspent donations in the amount of \$4,592.52. (See Appendix A)

Overview of Revenues

Library revenues resulted in a positive variance of \$135,565, or 212% of the allocated budget.

Category	Variance	Comments
Opening (surplus) Deficit	\$79, 011	The 2022 Operating Surplus was transferred to reserves as follows: \$71,293 to Computer Replacement Reserve and \$7,719 to Donation Reserve
Registration & Facility Fees	\$6,538	Programming revenue and facility room bookings both realized a positive variance.
User Fees & Licenses	-\$3,956	Miscellaneous revenue did not achieve budget target; however, photocopy, fees for damaged books and ideaSHOP sales achieved higher than budgeted amounts.
Grants	\$44,379	The Public Library Operating Grant is included in the 2023 budget, and therefore does not contribute to the positive variance achieved. Other grants the Library received included the Canada Student Jobs Grant, New Horizon's for Seniors Grant, two Tourism, Culture & Sport Enhancement Grants through the County, and a Community Volunteer Income Tax Program grant.
Donations	\$9,593 (\$9,592.52)	Notable donations in 2022 include \$7.8k from the Tim Horton's Smile Cookie campaign and \$1k from the Innisfil Lions Club. \$5000 of donations will be used to offset Children's programming, specifically to cover the costs of the Short Story Contest.

Overview of Expenditures

Library revenues resulted in a negative variance of \$96,916, or 103% of the allocated budget.

Category	Variance	Comments
Fleet	\$3,545	A positive variance due to Capital Project for library vehicle not progressing to date.
Wages & Benefits	\$12,839	A positive variance was achieved due to employee leaves and staff changes.
Materials & Supplies	-\$42,790	<p>Significant savings are due to:</p> <ul style="list-style-type: none"> - Cleaning supplies - Advertising - Collections (as a whole) - Mileage - Software maintenance <p>Significant overages are due to:</p> <ul style="list-style-type: none"> - Education & development - Office supplies - Technology supplies (offset by programming revenue) - Children's programming (to be offset by donations) - Project Expense (all Materials & Supply costs related to expenses)
Utilities	-\$1,718	Slightly over due to new phones.
Contracted Services	\$13,080	Underspent due to fewer than normal contracted services.
Rents & Financials	\$685	Represents visa/debit charges.
Transfers to Reserves	-\$79,012	The 2022 Operating Surplus was transferred to reserves as follows: \$71,293 to Computer Replacement Reserve and \$7,719 to Donation Reserve.
Facilities	\$3,295	Overall, a slightly positive variance achieved with facilities as a whole:

		<ul style="list-style-type: none"> - Savings realized at Churchill and Cookstown - Lakeshore had significant maintenance costs related to HVAC and lighting - Cleaning contract and snow removal actuals higher than budgeted amount
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Appendix B provides a detailed financial report of the Year-End Operating Results (draft).

Financial Results – Capital

The 2023 approved capital budget consists of funding requests for planned capital expenditures expected to occur in the upcoming years that are required to undertake or complete capital initiatives. In addition to the 2023 approved capital projects, the Library Board has carried over projects approved in previous years.

- Year to date spending for capital projects is \$350,642.
- LIB44 completed; LIB39, LIB67, LIB68 near completion.
- LIB37 and LIB45 planned in coordination with Town Departments.
- LIB5 – carry forward of \$3470; return of \$40,000 to the Library Computer Reserve.
- LIB42 deferred to 2025.

Appendix C provides a detailed financial report of the year-end Capital Results.

Financial Consideration:

The Library achieved a positive variance in the year-end operating results. After the external auditors have formally reviewed the 2023 Financials in June, the recommendation will be to apply to 2023 operating surplus of \$40,896 to the 2023 operating budget (expected at the September 2024 meeting).

The recommendation included in this report, is that the unspent donations, in the amount of \$4,592.52, should be transferred to the Library Donation Reserve.

Conclusion:

This report provides information to the Library Board regarding the operating and capital 2023 year-end results.

PREPARED BY:

Erin Scuccimarri, CEO

APPROVED BY:

Finance Committee: Anne Smith, Rob Nicol, Sue Bennett & Rhonda Flanagan

Appendix A

Reconciliation of Innisfil Public Library (IPL)					
Donations Reserves and Bank Account as at December 31, 2023					
Innisfil Public Library Donation Reserves & Bank Account					
	IPL Donations	Town Account Donations	Total	2023 Donation Reserve Activity	
Library Donation Reserve Balance as of December 31, 2022				\$91,835.78	
2023 Donations Deposited to IPL Bank Account	\$8,592.52		\$8,592.52	\$100,428.30	
2023 Donations from IPL Bank Account - Spent			\$0.00	\$100,428.30	
2023 Donations Deposited to Town Bank Account		\$1,000.00	\$1,000.00	\$101,428.30	
2023 Donations from Town Bank Account - Spent	-\$5,000.00		-\$5,000.00	\$96,428.30	
Total Unspent 2023 Donations to be Transferred to Library Donation Reserve via Board Motion	\$3,592.52	\$1,000.00	\$4,592.52		
Library Donation Reserve Balance as at December 31, 2023				\$96,428.30	
Motion #2024. - THAT the 2023 unspent library donations in the amount of \$4,592.52 be allocated to the Library's Donation Reserve Account					

Appendix B



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended December 2023
Library

	Year to	YTD Actual as	2023	YE Variance
	Date	a Percent	Total	(+) = impact
	Actuals	of Budget	Budget	(-) = savings
Library Operating				
Library Fleet				
Total Library Fleet		0%	3,545	-3,545
Library Administration				
Revenue				
Opening (Surplus) Deficit				
Opening (Surplus) Deficit				
3100 Beginning Deficit(Surplus)	-79,012	7,901,200	-1	-79,011
Total Opening (Surplus) Deficit	-79,012	7,901,200	-1	-79,011
Total Opening (Surplus) Deficit	-79,012	7,901,200	-1	-79,011
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-11,190	112%	-10,000	-1,190
Total Facility Rental	-11,190	112%	-10,000	-1,190
Registration Fees				
4464 Programming	-28,348	123%	-23,000	-5,348
Total Registration Fees	-28,348	123%	-23,000	-5,348
Total Registration & Facility Fees	-39,538	120%	-33,000	-6,538
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-15,881	53%	-30,000	14,119
4490 Photocopy Etc.	-13,998	187%	-7,500	-6,498
4491 Books	-5,110	183%	-2,800	-2,310
4492 ideaSHOP sales	-3,355	168%	-2,000	-1,355
Total User Fees	-38,344	91%	-42,300	3,956
Total User Fees, Licences and Fines	-38,344	91%	-42,300	3,956
Other				
Government Grants				
4100 Grants - Ontario	-51,618	112%	-45,921	-5,697
4200 Grants - Federal	-38,681	0%		-38,681
Total Government Grants	-90,300	197%	-45,921	-44,379
Other Revenue				
4760 Donations	-9,593			-9,593
Total Other Revenue	-9,593			-9,593
Total Other	-99,893	218%	-45,921	-53,972
Total Revenue	-256,787	212%	-121,222	-135,565
Expenditures				
Wages & Benefits				
Total Wages & Benefits	3,061,455	100%	3,074,294	-12,839
Materials & Supplies				
Facility/Park Maintenance				
7080 Cleaning Supplies	5,447	61%	9,000	-3,553



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended December 2023
Library

	Year to	YTD Actual as	2023	YE Variance
	Date	a Percent	Total	(+) = impact
	Actuals	of Budget	Budget	(-) = savings
Total Facility/Park Maintenance	5,447	61%	9,000	-3,553
Advertising & Publicity				
7020 Advertising & Publicity	6,640	75%	8,865	-2,225
Total Advertising & Publicity	6,640	75%	8,865	-2,225
Clothing				
5210 Clothing/PPE	200	30%	675	-475
Total Clothing	200	30%	675	-475
Education, Seminars & Memberships				
5230 Education & Development	24,072	120%	20,000	4,072
7300 Prof. Dues & Memberships	3,221	108%	2,993	228
Total Education, Seminars & Memberships	27,293	119%	22,993	4,300
Equipment Maintenance				
7140 Equipment Maintenance	3,734	170%	2,200	1,534
Total Equipment Maintenance	3,734	170%	2,200	1,534
Office, Printing & Postage				
7040 Books/Publications/Subscriptio	-253		0	-253
7360 Office Supplies	15,712	169%	9,296	6,416
7400 Photocopy	10,773	108%	10,000	773
7440 Postage	943	94%	1,000	-57
7460 Printing	6,098	84%	7,240	-1,142
Total Office, Printing & Postage	33,273	121%	27,536	5,737
Materials				
7029 Electronic Collections	81,920	75%	108,525	-26,605
7041 Physical Collections	144,467	109%	132,000	12,467
7280 Material	24,731	112%	22,000	2,731
7283 Technology Supplies	34,226	176%	19,500	14,726
7284 ideaSHOP Supplies	249	50%	500	-251
Total Materials	285,593	101%	282,525	3,068
Other Expenses				
5120 Board&Committee /Non-payroll	3,100	78%	4,000	-900
7320 Mileage	7,810	79%	9,858	-2,048
7389 Culture Engagement	34,276	105%	32,500	1,776
7470 Programming - Children	19,336	136%	14,260	5,076
7545 Project Expense	26,637	0%		26,637
Total Other Expenses	91,159	150%	60,618	30,541
Public Relations				
7485 Public Relations	22,015	293%	7,503	14,512
Total Public Relations	22,015	293%	7,503	14,512
Software Maintenance and Licencing				
7580 Software Annual Maint. Fees	40,103	79%	50,752	-10,649
Total Software Maintenance and Licencing	40,103	79%	50,752	-10,649
Total Materials & Supplies	515,457	109%	472,667	42,790



Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended December 2023
Library

	Year to	YTD Actual as	2023	YE Variance
	Date	a Percent	Total	(+) = impact
	Actuals	of Budget	Budget	(-) = savings
Utilities				
Telephone and Utilities				
7600 Telephone	5,226	149%	3,508	1,718
Total Telephone and Utilities	5,226	149%	3,508	1,718
Total Utilities	5,226	149%	3,508	1,718
Contracted Services				
Audit Fees				
8080 Audit	5,292	101%	5,241	51
Total Audit Fees	5,292	101%	5,241	51
Contracts				
8250 Contracts - Labour	0		3,133	-3,133
8290 Contracts	637	6	10,888	-10,251
Total Contracts	637	5%	14,021	-13,384
External Legal Costs				
8640 Legal	253			253
Total External Legal Costs	253			253
Total Contracted Services	6,182	32%	19,262	-13,080
Rents & Financial				
Service Charges				
9110 Debit/Visa Charges	3,796	85%	4,481	-685
Total Service Charges	3,796	85%	4,481	-685
Total Rents & Financial	3,796	85%	4,481	-685
Transfer to Reserve & Reserve Funds				
Transfer to Reserves				
572011 Trsf to Reserve-LibCompReplace	71,293			71,293
572013 Trsf to Reserve-Lib. Donations	7,719			7,719
Total Transfer to Reserves	79,012			79,012
Total Transfer to Reserve & Reserve Funds	79,012			79,012
Conservation Authorities, Local Boards & Grants				
Contributions to Local Board				
9562 Contr. from Town				
Total Contributions to Local Board	0		0	0
Total Conservation Authorities, Local Boards & Grants	0		0	0
Internal Recoveries/Transfers				
Internal Transfers				
9630 Salaries/Ben. Internal Chgs	0			0
9696 Depart. Overhead Allocations	0		0	0
Total Internal Transfers			0	0
Total Internal Recoveries/Transfers			0	0
Total Library Administration	3,671,128	103%	3,574,212	96,916
Stroud Branch	45,081	103%	43,620	1,461
Churchill Branch	10,983	67%	16,364	-5,381



Corporation of the Town of Innisfil
 Budget to Actual Variance Report - Operating
 For the Period Ended December 2023
 Library

	Year to	YTD Actual as	2023	YE Variance
	Date	a Percent	Total	(+) = impact
	Actuals	of Budget	Budget	(-) = savings
Cookstown Branch	63,562	95%	67,088	-3,526
Lakeshore Branch	162,360	103%	158,209	4,151
Total Facilities	281,986	99%	285,282	-3,296
Total Library Expenditures	3,953,114	102%	3,863,039	90,075
Total Revenues	-256,787	212%	-121,222	-135,565
Total Variance	3,696,327	99%	3,741,817	-45,489

Appendix C

	Carryover	2023	Total	Actual	Variance	Remaining	
	from Prior	Budget	Approved	Spent to	2023 Planned	Budget	Carryover
	Years	Approved	Budget	Date	Spend to Actual	(Budget-Spent)	to 2024
Library Capital Projects							
LIB37 Cookstown Facility Assessment & Repairs	112,298	0	112,298	15,009	97,289	97,289	97,289
LIB39 Job Evaluation/Job Description/Pay Equity	7,185	0	7,185	4,612	2,573	2,573	2,573
LIB4 RFID	0	50,000	50,000	0	50,000	50,000	50,000
LIB42 Design / Preparation for ideaLAB & Library with Recreation	550,000	0	550,000	0	0	550,000	550,000
LIB44 Organizational Review	40,000	0	40,000	39,936	64	64	0
LIB45 Updated Needs Assessment Study	40,000	0	40,000	0	40,000	40,000	40,000
LIB5 Electronic Equipment - All Branches	34,948	80,915	115,863	72,393	43,470	43,470	3,470
LIB52 Replacement Furnishings	19,458	30,000	49,458	47,236	2,222	2,222	2,222
LIB65 Marketing Kiosks	99,993	0	99,993	12,800	87,193	87,193	87,193
LIB66 Mobile Outreach Unit (InnMotion)	78,000	0	78,000	0	78,000	78,000	78,000
LIB67 Space Planning	0	100,000	100,000	73,391	26,609	26,609	26,609
LIB68 Movable Meeting Space	0	90,000	90,000	85,265	4,735	4,735	4,735
Total Library	981,882	350,915	1,332,797	350,642	432,155	982,155	
Percentage of planned spend achieved at Q4				45%			



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

STAFF REPORT NO. LIB-06-2024

DATE: March 18, 2024

TO: Innisfil Public Library Board

FROM: Fundraising Committee

SUBJECT: Spark Fundraising Event Final Report

RECOMMENDATION:

THAT Staff Report LIB-06-2024 Spark Fundraising Event Final Report be received as information.

INTRODUCTION:

This report provides an overview of the Library's inaugural fundraising event, *Spark: An Evening of Creativity and Imagination*. The event served to raise funds for valued-added services and programs and foster community engagement. This report delivers a high-level overview of the event's background, its impact on the community, financial impact, and considerations for future events.

BACKGROUND:

The Innisfil Public Library Board established a Fundraising Committee in 2023 to make recommendations to the Board on matters relating to advocacy, fundraising, donations, and sponsorships. In the Committee's efforts to raise awareness of the library's value proposition and to secure funds in support of the library's strategic objectives, the Committee and Library Staff planned and executed a major fundraising event. *Spark: An Evening of Creativity and Inspiration* was held on February 29, 2024 and raised over \$22,000 for Library services.

ANALYSIS/CONSIDERATION:

Event Planning began in fall 2023 with the Board Fundraising Committee and a Staff Event

STAFF REPORT #LIB-06-2024 – Spark Fundraising Event Final Report

Team. The event featured authors, keynote speakers, activities exploring Library services, food, wine tasting experience, as well as revenue generating activities such as prize draws.

Entertainment

Attendees were offered a wide variety of experiences during the event. These included:

- Keynote Address with author and CBC host, Elamin Abdelmahmoud
- Book and wine tasting featuring notable Canadian authors Hannah Mary McKinnon, Farah Heron, and Thea Lim
- Music by jazz trio, Jazz-Mandhu
- Art Slam, live art painting by artists Jeanette Luchese and Maria Kelebeev
- Custom green screen photos
- Interactive light painting in the HackLAB

Revenue Streams

The event generated revenue through various streams, including ticket sales, sponsorships, donations, prize draw ticket sales, and silent auctions. Sponsors provided financial support, contributing to the event's success. Numerous community partners, individuals, and businesses donated prizes. See Appendix A for a full list of prize donors.

Sponsors:

Gold Sponsors (\$5000): Horodysky Farms

Silver Sponsors (\$2500): Tempo Flexible Packaging

Bronze Sponsors (\$1000): Baguley Family, Rotary Club of Innisfil.

InnServices/InnPower, Tarpin Lumber

Community Sponsors (\$250): Plumbtech, Whitehots, Ainley Group and Sandycove Acres

In-Kind Donations:

Jazz-Mandhu

The Cove Café

DJ Meats

Barilla Pasta

Foodland Stroud

Stewart Foodservice Inc.

Moosehead Breweries

Creemore Springs Brewery

Lion's Club of Innisfil

GOALS AND OUTCOMES

As the Library's first major fundraising event, the initial goals of the event served to guide and develop the Library's approach to fundraising and engage the community in re-framing the Library as a potential funding partner. These outcomes lay a strong foundation for future events and initiatives, enabling the Library to continue making a meaningful impact in the community.

STAFF REPORT #LIB-06-2024 – Spark Fundraising Event Final Report

Community Engagement & Awareness:

A key goal was to engage the community in the event, fostering awareness and support for the Library. This included using strategic promotional efforts to reach attendees, partners, supporters and community members. Attendees expressed enthusiasm for the cause and indicated a desire to stay involved beyond the event. Staff have identified community supporters, and a willingness within the community to support future fundraising initiatives.

Partnership Development:

Strengthening partnerships with existing supporters and forging new relationships with sponsors and collaborators was a strategic goal. These partnerships were vital not only for financial support but also for expanding the Library's network. Staff and Board members identified a number of new businesses, organizations, and individuals with whom the Library can work to build stronger relationships.

CONSIDERATIONS FOR FUTURE EVENTS:

Spark provided many learning opportunities for Staff and Board, and we look forward to implementing new ideas and opportunities for future fundraising efforts. The Staff events team and the Fundraising Committee have completed an event debrief and identified some areas for future consideration. These include:

- Logistics: Look for improvements to managing sound amplification from the stage, or sound dampening from crowds, improvements to event flow, including directing guests to appropriate areas.
- Diversification of Revenue Streams: Explore other revenue generating opportunities including live versus silent auctions; explore additional pricing models.
- Entertainment: Increased focus to highlighting Library spaces, increased information for guests about various activities, explore different entertainment options at various price points.

FINANCIAL CONSIDERATIONS:

The event incurred costs totaling \$7,532.38, which included entertainment, catering, marketing, photography, and décor (including rentals). It generated revenue of \$29,644.96 through ticket sales, sponsorships, donations, prize draws, and auctions, resulting in a net profit of \$22,112.58. Staff will be developing recommendations for how these funds can be spent to best meet community needs, and these plans will be brought to the Board at a future date.

CONCLUSION:

In conclusion, *Spark*, the Library's first major fundraising event was a resounding success, both in terms of fundraising goals and community engagement. The event showcased the organization's commitment to the community and underscored the collective power of community support. By building on the lessons learned and valuable benchmarking from this inaugural event, the Library is poised to host even more impactful fundraising activities in the future, furthering its mission and creating positive change in the community.

APPENDIX A: Full List of Prize Donors

400 Chrysler
Alcona Esso
Anastasia Cheetham
Anne Smith
Barb Baguley
Barilla Pasta
Bruno's Bakery & Café
C.W. Coop's Innisfil
CANDY Entertainment
Cookstown Dental
Creemore Springs Brewery
Davidson's Country Dining
Domino's Pizza Innisfil
Eggsmart Innisfil
Friday Harbour
Harbour View Golf & Country Club
Hot Box Huts
Innisfil Brazilian JiuJitsu
Innisfil Fire & Rescue
Iris Optical Alliston
Johnny Burger
Killarney Beach Market
Mayor Lynn Dollin
Moon Cafe & Craft Beer
Moosehead Beer
MP John Brassard
MPP Andrea Khanjin
Muskoka Beer Spa
Pharmasave Innisfil Drugstore
Refs Pizza & Ice Cream
Schoutsen Family
South Simcoe Police
South Simcoe Theatre
Tanger Outlets Cookstown
The Cortel Group
The Cove Cafe
The Library Board of Directors
Whitehots Books

Policy Changes Summary

10a.01.01 EMPLOYMENT – Education, Training & Development #E-2024-07

- Removal of unnecessary words in policy title
- Gender neutral language
- Wording and format changes
- Clarification regarding meal reimbursements when travel is required for training
- Guidelines for various training simplified

10b.01.01 OPERATING & TECHNOLOGY – Piano Use Policy #2024-08

- Minor wording and format changes
- Recommended proficiency revised

10c.01.01 OPERATING & TECHNOLOGY – Library Services Policy (Formerly Borrowing Policy) #2024-09

- Formerly the Borrowing Policy.
- New definitions added.
- Expansion of eligibility for membership to include Indigenous, Metis, and Inuit persons residing in Ontario.
- New Access Memberships for those who do not have stable, long term housing
- More detailed overview of library services provided with updated fee schedules.



SUBJECT: EMPLOYMENT - EDUCATION, TRAINING & DEVELOPMENT POLICY

Policy No: E-2024-07

Date: March 18, 2024

Review Date: March 2028

Pages: 7 (including appendix)

PURPOSE

The Innisfil Public Library Board is committed to supporting the continuous learning needs of Employees. This policy provides guidelines to ensure that Employees are able to participate in relevant training and development opportunities as much as possible.

POLICY

General

This policy provides direction for all Employees regarding eligibility for, and reimbursement of, tuition or other expenses related to external education, including professional development programs, legislated or mandatory training, seminars, conferences, workshops, conventions, and post-secondary courses or training.

Application

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members. For the purposes of this policy, the reference to "employees" will include all individuals outlined in the statement above.

Definitions

There are three types of education or training discussed in this policy:

Employer Paid Mandatory Education or Training is training which the Employer is obligated to provide and which has a direct application to the Employee's duties and responsibilities - e.g. Health & Safety Training.

Employer Paid Non-Mandatory Education or Training, includes job related seminars, conferences, workshops, conventions, and meetings, where an Employee's attendance will:

- *build core competencies, develop leadership capacity, organizational skills and the personal attributes needed to meet the Library's Strategic goals and objectives or*
- *enhance and build relationships (network) on behalf of the Library.*

Employee Initiated Voluntary Education or Training includes programs and courses, usually at the university/college level, which are generally offered over a specific period of time. They are not necessarily required for the Employee to carry out their duties and responsibilities. However, the Employee has requested this opportunity as they believe that this training has the potential to elevate their job performance for various reasons, including the acquisition of valuable job related skills, knowledge and/or increased understanding.

Guidelines

Employer Paid Mandatory Education and Training

The *Training & Development Application Form (Appendix #1)* will be completed in full (course description, timing, accommodation and all costs, etc.) by the Employee's team leader. Costs associated with the training, such as travel, meal and accommodation, will be paid by the Library and any other expenses will be reimbursed subject to approved limits (see *Guidelines Section #4*). Approval must be granted by the CEO or team leader prior to registration.

The Employee will be deemed to be at work during attendance at the training. Travel time to approved training may be included within the work day at the discretion of the CEO/team leader. The applicable hours will be paid at the Employee's regular rate. An Employee will be deemed not to be "at work" during social events (including meal time, unless it forms part of the event) or during evenings or days off when no sessions or meetings are scheduled.

The Library reserves the right to request repayment of such course fees if the Employee does not pass the course (if applicable) or fails to attend.

Employer Paid Non-Mandatory Education or Training

The *Training & Development Application Form (Appendix #1)* will be completed in full by the Employee. All costs (registration, textbooks, mileage) will be approved for reimbursement **subject** to a review of scheduling requirements, budget availability and approved limits (see *Guidelines Section #4*). Approval must be granted by the CEO or team leader prior to registration.

The Employee will be deemed to be at work while in attendance at the training. Travel time to approved training may be included within the work day at the discretion of the CEO/team leader. The applicable hours will be paid at the Employee's regular rate. An Employee will be deemed not to be "at work" during social events (including meal time, unless it forms part of the event) or during evenings or days off when no sessions or meetings are scheduled.

The Library reserves the right to request repayment of such course fees if the Employee does not pass the course (if applicable) or fails to attend.

Employee Initiated Voluntary Education and Training

The *Training and Development Form (Appendix 1)* must be completed in full by the Employee, including all proposed expenses and a short description that illustrates the benefit to the Library. In order for expenses to be considered for reimbursement, authorization must be granted by the CEO or team leader prior to registering for the program.

Eligibility Requirements:

- Employees must have completed their three (3) month probation period.
- Requested programs and/or courses must be expected to:
 - Provide skills and/or knowledge relevant to an employee's current position within the Library.
 - Provide skills and/or knowledge relevant to an employee's current or future position at the Library in an employee's current or related field of work.
 - Work-related and consistent with the employee's performance objectives as well as development plans as discussed with their team leader.

Expenses Eligible for Reimbursement:

- The Employee will **not** be deemed to be "at work" while travelling to and from, while attending and while spending related time (homework etc.) on the program(s).
- Proof of successful completion of the course and all related receipts must be submitted with a completed reimbursement form for the reimbursement process to be initiated.
- Employees may not claim any portion of tuition assistance reimbursed by the Library for personal income tax purposes.

- Eligible expenses include registration, tuition, text books, and exam costs where required. All expenses must be directly related to the course.
- The maximum amount of educational reimbursement for *Employee Initiated Voluntary Education and Training* is 50% of the cost of the course/program. Approval of the maximum amount is contingent on authorization by the CEO or team leader prior to registering for the program.

Limitations – Repayment:

Where an Employee has been granted approval by the CEO to pursue a program of study and has received approval for the maximum level of funding per calendar year, the Library may require the Employee to enter into an agreement for the repayment of the amounts paid by the Library towards the program of study, based upon the following criteria:

- In the event the Employee leaves (voluntary or otherwise) the employment of the Library within 12 months from being reimbursed for the program-of study, the Employee will be obligated to repay 50% of the reimbursed amount to the Library.

Reimbursement of Expenses Incurred for Education, Training and Development – General Guidelines

A *Training & Development Form*, including all anticipated expenses **must** be completed, submitted and approved in advance of the learning opportunity or reimbursement will **not** be considered. Final costs which exceed the approved amounts may not be reimbursed.

Employees are expected to consider the least expensive combination of expenses when calculating travelling and accommodation expenses. Carpooling should be considered as a viable option in situations where Employees are travelling to the same location for the same length of time.

Meals

A meal may be claimed where buying a meal is the most viable alternative because of the distance travelled, the length of stay, the timing of the training/educational program and the facilities provided. Meals will be reimbursed to a maximum of \$75.00 per day (as set out below), including HST and gratuities; with the submission of receipts.

- \$30 for breakfast & lunch;
- \$45 for dinner.

- The following will **not be** reimbursed:
 - the cost of meals included as part of the registration fee or accommodation costs or supplied by others;
 - alcoholic beverages.

Mileage

Mileage costs will be calculated and reimbursed in accordance with the Library's current Mileage Policy. Mileage costs may be estimated for pre-approval using online resources.

Air, Rail, Bus, Other Travel

Reimbursement for travel fares will take into account the most economical and viable method of travel as calculated and pre-approved and upon the submission of receipts. CEO or team leader will have discretion to approve method of travel under special circumstances where time or other considerations may inform travel mode and cost decisions.

Accommodation

Accommodation costs may only be claimed for a reasonable, standard room rate where daily travel from home is not reasonable. Upon submission of receipts, the amount of the accommodation as pre-approved will be reimbursed.

Parking and Toll Roads

Upon submission of receipts, the actual amount of parking costs will be reimbursed. 407ETR and other toll costs should be minimized by utilizing non-toll roads whenever possible. Team leaders will need to determine when it is reasonable for Employees to incur toll charges taking into consideration timing and urgency for Employees to return to work, etc.

Appendix 1 – Training and Development Application Form #HR-18-2014**Related Policies**

Employment - Mileage Policy

Approved by the Innisfil Public Library Board, March 18, 2024, Motion Number: 2024.XX

Supersedes Policy #E-2020-10, approved March 9, 2020, Motion #2020.25; and Policy #E-2014-08, approved March 17, 2014, Motion #2014.23; & Policy #E-2011-26, approved November 21, 2011, Motion #2011.75

Training and Development Application Form



*This form **must** be completed in full, including **all** applicable costs (estimates if necessary.) The Employee is responsible for obtaining all approvals from a Manager and the CEO (or designate) before registering for the course/workshop/conference. Please attach a copy of the course registration form and an outline of the course content.*

Date:

Employee Name (surname first):

Course Name:

Offered by (Company + Presenter):

Course Date(s):

Location:

COSTS:

Course Registration/Tuition Fees

Course Expenses (Books, etc.)

Travel (Train, Plane, Bus, Uber, Parking)

Car (Mileage) *online estimate

Accommodation

Meals

TOTAL COSTS

Pre-Tax

Total Cost

Projected Travelling Time

none

Registration Form Attached

Register by Admin./Self?:

Course Outline/Conf. Schedule Attached

Date completed:

*Estimates (where applicable) Attached

In 1500 words or less, explain why this course/event directly relates to your role and how your attendance would benefit the Library

Manager's Authorization:

CEO (or designate's) Authorization:

Administrative Use Only -

Approved Paid Time in Hours

Mandatory ☐ Non-Mandatory ☐ Employee Initiated ☐

Please return completed form to the Executive Assistant



SUBJECT: PIANO USE POLICY

Policy No: 2024-08

Date: March 18, 2024

Review Date: March 2028

Pages: 2

PURPOSE

The purpose of this policy is to identify the guidelines under which the Innisfil Public Library Board's public use pianos may be made available to the public.

POLICY

General

Recognizing the public ownership of the Library and the public's right to use its facilities, the Library's pianos are available to the public under specific guidelines approved by the Library Board.

Application

This policy applies to all Employees who may be involved in the administration of and all members of the public and organizations who may be interested in the booking and playing of the Library's public use pianos.

Guidelines

Maintenance & Tuning

The pianos are tuned and receive maintenance regularly from a licensed professional. If a customer/partner requests additional tuning for their event/booking, the request must be made with sufficient notice beforehand and the cost of tuning will be charged to the sponsoring party and is due when tuning is requested.

Reservation Guidelines:

- Piano use must be reserved through Library Staff.
- Sessions can be up to one hour in length.
- Musicians are not paid, and are asked to play pieces in full.
- As the Library is a public space, a proficiency level equal to Grade 4 Level Royal Conservatory is recommended.
- Any group or individual damaging or defacing the pianos and their associated accessories in any way is liable for the cost of repairs.
- The pianos shall remain covered and locked at all times when not in use.
- Nothing may be placed on or in public use pianos, even when covered.
- No food or beverages are allowed on or near the pianos or their benches.
- Pianos may only be moved by Library Staff. When moving, the piano should be closed/locked and covered.
- Persons not following these regulations may be denied future access to the public use pianos.
- Library Staff have final authority in determining appropriate use and scheduling of the public use pianos.

Approved by the Innisfil Public Library Board, March 18, 2024.
Motion #2024.XX

Supersedes Policy #E-2020-09, approved February 10, 2020, Motion #2020.18; and Policy #E-2016-09, approved March 21, 2016, Motion #2016.33.



SUBJECT: MEMBERSHIP & BORROWING POLICY
(Formerly the Borrowing Policy)

Policy No: 2024-09

Date: March 18, 2024

Review Date: March 2025

Pages: 19 (including fee schedules)

PURPOSE

The purpose of the Membership & Borrowing Policy is to:

- Promote universal access to a broad range of human knowledge, experience, information and ideas;
- Protect intellectual freedom and respect individuals' rights to privacy and choice;
- Ensure stewardship of materials, which are public assets;
- Make materials widely available to the community;
- Maximize use of collections and services;
- Facilitate requests for materials; and
- Retrieve overdue materials and collect fees as required.

The Innisfil Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44, is to ensure equal access to library resources for all citizens, regardless of their ability to pay or the nature of the format.

POLICY

Application

The policy applies to all users of Innisfil Public Library. It covers activities relating to the registration of library users and the borrowing and use of library collections and services. It sets:

- Conditions and use of library membership;
- Borrowing privileges, responsibilities and restrictions; and
- A schedule of fees and fines.

Fines, fees, loan periods and borrowing limits are all reviewed on a regular basis to ensure that they are reasonable, effective and in line with other public library systems.

Definitions

An **Account in Good Standing** is one that has:

- Less than \$25.00 in fees outstanding
- No overdue items
- Has not expired
- Has not been blocked
- Individual has not been banned or trespassed from Library property, in accordance with the Rules of Conduct Policy

Adult means individuals aged 18 years and older.

Children means individuals aged 0-11 years of age.

Cost Recovery refers to the fee charged to the Library by established vendors, plus an administrative charge to offset administrative costs.

Dependent Adult means a person aged 18 years or older who is under the legal guardianship of another individual or institution.

Interlibrary Loan refers to the system, managed by the Ontario Library Service, for lending and borrowing information resources between public libraries throughout the province.

Library of Things means a collection of items outside traditional library materials. This includes accessible devices, technology, equipment, toys, and more.

Member/Account Holder refers to the person for whom the account is registered; the person in whose name the account is registered.

Permanent Resident refers to a person who maintains their primary residence located within the geographic boundaries of the Town of Innisfil.

Youth means individuals aged 12-17 years of age.

TYPES OF MEMBERSHIPS

Full Membership

The following individuals qualify for a membership:

- Permanent residents of Innisfil.
- Students attending a school located in Innisfil.
- Those who work at a business, organization, or institution located in Innisfil.
- Those who own property in Innisfil.
- Indigenous, Metis, and Inuit persons residing in Ontario.
- Individuals who qualify for a membership through a valid Reciprocal Borrowing Agreement.

Access Membership

Those who reside in Innisfil and do not have stable long-term housing may be issued an Access Membership. This type of membership provides full access to the Library's Digital Collection, and limits borrowing of physical materials to three (3) items at any given time.

Access Memberships do not qualify for use of the Interlibrary Loan Service, and restrictions may be placed on borrowing some items from the Library of Things collection.

Photo ID is not required to register for an Access Membership; however, proof of name and disclosure of other personal information is necessary.

Temporary Membership

A Temporary Membership may be issued to those who qualify for a Full Access Membership but do not have proof readily available at the time of registration. This membership is offered at the discretion of Library Staff, and may be converted to a Full Access Membership by providing proof of qualification.

- Limited to borrowing a maximum of three (3) items, at the time of registration
- Expires in 24 hours
- Temporary Memberships cannot be renewed

Non-Resident Membership

Non-residents who do not qualify for any of the above membership types may purchase a membership. Photo identification and proof of address is required.

Digital Membership

Digital Memberships are available to anyone who qualifies for a Full Membership, and who does not already have an account with the Library. Members may register online and the account will be activated within two (2) operational days.

Members can convert to another type of membership by visiting one of the Library's Branches and providing proof of qualification.

Visitor Membership

A Visitor Membership is issued to people who want to use in-Library services only, such as computers. This type of membership does not include borrowing privileges or access to the Library's Digital Collection.

Organization/Business Membership

Businesses, institutions, and other organizations with a physical location in Innisfil can apply for an Organization/Business Membership. Up to five accounts may be created for use by employees/volunteers for a single organization.

One person at the organization will be responsible for the account, and will act as a contact person for any account related issues, including but not limited to: overdue and lost items, damaged items, and replacement fees. The organization assumes responsibility for all fees applied to the accounts, and will track which account holders have access to them. Account holders must have the physical Library Card with them in order to borrow materials

MEMBERSHIP CONDITIONS & USE

Individuals may only register themselves or an individual for which they are the legally assigned guardian for a Library membership. Memberships are not transferable; however, family members may use an account when they have possession of the Library Card and the permission of the account holder.

Members may only have one account at a time; however, a second account may be created for children of divorced/separated parents, with each account being used under the oversight of one parent.

Responsibility of Members

By registering for a membership with the Library, members agree to:

- Assume responsibility for all activity on the account, even if they allow someone else to use it to borrow materials.
- Present their Library card at the request of staff, including to borrow materials, and to access some services and programs.
- Return materials in good condition.
- Return materials by the due date, or renew items when this option is available.
- Pay the replacement fee for damaged and lost materials.
- Report loss or theft of a Library Card as soon as possible.
- Update the account with change of name, address, phone number, and email address as soon as possible.

- The Library Card remains the property of the Innisfil ideaLAB & Library and must be returned upon request.

Membership Renewal

Memberships expire annually and can be renewed by presenting proof of qualification in accordance with the parameters of this policy. All outstanding fines and fees must be paid at time of renewal.

Suspension of Services

The Library has the right to suspend a member's account, and block borrowing privileges and access to digital resources under the following conditions:

- Total outstanding fees on the account exceed \$25.00.
- There are 10 or more items overdue on the account.
- Extensive history of long overdue, damaged, or lost items.
- Misuse or destruction of Library property.
- Breaching the Library's Rules of Conduct Policy.

Library staff have the authority to suspend accounts for all individuals residing in the same household.

Verification

Adults aged 18 and older are required to provide proof of their name and address to register for most types of membership (see Types of Membership below for details). Only one of the following forms of identification is required:

- Valid Ontario driver's license, with current address.
- Valid Ontario photo card, with current address.
- Metis Nation of Ontario photo card, with current address.

If an individual does not possess any of the above forms of identification, they must present one of the following from each of these two categories:

1. Name

- a. Valid Ontario driver's license, with previous address
- b. Valid Ontario photo card, with previous address
- c. Metis Nation of Ontario photo card, with previous address
- d. Permanent Resident Card
- e. Canadian Citizenship Certificate
- f. Secure Certificate of Indian Status card
- g. Birth Certificate
- h. Social Insurance Card
- i. Passport

2. Address

- a. Current lease or rental agreement
- b. Utility bill (less than 3 months old)
- c. Employer pay stub
- d. Motor vehicle ownership or insurance policy slip
- e. Any benefit statement issued by the Government of Canada or the Government of Ontario (less than 3 months old)

Children

There is no minimum age requirement to apply for a membership, and guardians are encouraged to register children for a Library Membership as early as possible in life.

Children aged 11 or under must have a legal guardian complete the Child Membership application form, and guardians must provide proof that they qualify for a membership, or that the child attends school in Innisfil.

Guardians assume responsibility for the account, including but not limited to:

- Overdue and lost items
- Damaged items
- Replacement fees

The Library does not place any restrictions or limits on the items that children may borrow. It is up to the parent or guardian to determine what materials are suitable for their children. See the Library's Children's Services Policy for more information.

Youth

Youth aged 12-17 may apply for a membership independently by showing proof of residency or school registration: a student ID is acceptable. Youth who are unable to provide proof may have a legal guardian complete the Child Membership Application form instead

Dependent Adults

Dependent Adults must be registered by their Legal Guardian who assumes responsibility for the account, including but not limited to: overdue and lost items, damaged items, and replacement fees.

The Library does not place any restrictions or limits on the items that Dependent Adults may borrow. Guardians are responsible for deciding what materials are suitable.

BORROWING CONDITIONS & USE

Borrowing Materials

Account holders may borrow materials from any of the Library's service points, provided their account is in good standing. They must present their Library card, or acceptable alternate digital forms, in order to borrow materials.

Loan Periods

Loan periods vary by format, demand, and collection size. The CEO or designate may adjust loan periods as necessary to ensure the efficient management of the Library's collections. In the case of digital formats, options for loan periods may be limited by the platform or service. Items belonging to the Library of Things collection have varied loan periods, determined by a variety of factors including their purpose, functionality, and replacement costs. Members will be informed of the loan period at the time of borrowing. See *Schedule A - Loan Periods, Limits, and Renewals*.

Reserving Materials

Members may reserve materials, also known as "placing a hold" on an item. Holds will be permitted on most circulating materials.

- Customers whose requests have been filled will be notified when the item is ready to borrow.
- All physical materials will be held for one calendar week after the customer has been contacted. After this time period, the materials will return to general circulation or be passed on to the next customer on the reserve list.
- Customers who fail to pick-up physical materials within the appropriate time-period or who do not contact the Library, can request the same materials again but will not retain their priority position.
- eBooks and eAudiobooks will be held for five (5) days.

Renewals

The member's account must be in good standing in order to renew items of any format. When there is a hold on an item, it will not be renewed. The number of renewals permitted for a given format or material type may be changed at the discretion of the CEO or designate. See *Schedule A - Loan Periods, Limits, and Renewals*.

Returning Materials

Physical materials must be returned to any location with a return box operated by the Library.

eBooks and other digital formats are "returned" automatically at the end of the loan period, at which time they are removed from the member's account. Digital materials may be returned early when the platform permits, allowing the account holder to borrow a new title in its place.

Book Club Sets

The Library has sets of books, consisting of approximately 10 to 20 copies of the same title, available for Library members and other public library systems in Ontario to borrow. No borrowing charge will be levied to borrowing libraries, as the Library benefits from the free borrowing of sets for book club sets for programming purposes. If sets or copies are lost or damaged, the borrower will be invoiced for the replacement charge.

Book Bag Service

The Library offers various Book Bag services for Innisfil residents and organizations with the goal of supporting literacy and lifelong learning. Child Care Book Bags, Classroom Book Bags, and Family Book Bags provide curated collections of materials that are assembled by Library staff. A library card in good standing is required for Family Book Bags. Child Care and Classroom book bag services are supplied to individual Child Care providers and Classroom Teachers who have registered for this service. Book Bag programs may change over time, at the discretion of the CEO.

Limits

Library Staff may limit the number of items an individual or household can borrow at a time, based on heavy demand for specific subjects or formats, with consideration for the collection size and availability.

Library of Things items are limited to one per account. However, Library Staff may make an exception when multiple items are needed. See *Schedule A - Loan Periods, Limits, and Renewals*.

Non-Circulating Items

Some items may only be used at the Library, including items in the following collections:

- Reference
- Local History
- In-Library use technology (e.g. laptop)

Members may still be required to check items out on their account for in-library use. Other items may be designated as non-circulating at the discretion of the CEO or designate.

Interlibrary Loans

Where materials and/or information are not available from our Library, Staff may offer to submit a request through the Interlibrary Loan system (ILLO). Priority will be given to materials required for research purposes, and those for which a reasonable substitute is not readily available in our collection. Only physical books and audiobooks published more than two years prior can be requested through the interlibrary loan service. There is no guarantee that any specific title will be available. The following guidelines apply to the ILLO service:

- Members must be in good standing to participate.
- Members may have only one ILLO account with the Library.
- Most libraries provide ILLO service without compensation. Where a lending library or institution applies a charge, the member will be informed of the charge. If the member is not willing to pay the charge, the ILLO request will be canceled.
- ILLO items are subject to the rules, regulations and policies established by the governing Provincial Library agency.
- Members are limited to borrowing two (2) ILLO items at any given time.
- Members may borrow ILLO materials for three (3) weeks, unless the loaning library assigns a shorter loan period, and items cannot be renewed.
- Library Staff will inform members when their item is ready to be picked-up. Items will be held for one calendar week. ILLO items not picked up cannot be reordered for six months.
- Library Staff may suspend an individual's access to the service when they have a history of repeatedly failing to pick-up items.
- Due to system restrictions or limited resources, it may become necessary for the Staff to temporarily restrict or suspend borrowing through the ILLO system.

Service Fees

In accordance with the Ontario Public Library Act, RSO, 1990, c. P.44, s. 23 (1), the Library does not charge members fees for borrowing materials, whether physical or digital.

Fees are charged for some services provided by the Library, and are set out in the schedules appended to this policy. The CEO or designate may adjust service fees as necessary to ensure the Library operates in a fiscally responsible manner.

Overdue Fees

The Library does not charge overdue fines for books, audiobooks, DVDs, Blu-Rays, video games, or magazines that are returned late. A late fee will be charged for items from the Library of Things collection, which will vary depending on the item cost. See *Schedule C, Overdue Fees - Library of Things*.

Replacement Fees

Replacement fees align with costs incurred by the Library, plus an administrative charge to offset the cost of cataloguing and processing materials. Replacement fees may be charged when a physical item as a whole is damaged or lost, or when a piece/item belonging to a set is damaged or lost. *See Schedules B for details on replacement fees.*

Program Fees

Fees may be charged for programs, as required. When there is a restricted number of spaces and the program is based on cost-recovery, all attendees, including parents/caregivers, will be charged to attend the program. The Library will waive program fees for a mediator or caregiver accompanying a person with a disability or other support needs.

HackLAB Fees

The Library charges fees for use of equipment and materials in the HackLAB. In order to make these services as accessible as possible, fees are based on cost recovery for materials, and to help offset maintenance costs. Due to fluctuations in the cost of materials, fees may be adjusted by the CEO or designate as necessary. *See Schedule D - General Fees.*

Printing, Faxing, and Copying

The Library offers printing and photocopying in black and white, and colour. A fee is charged for each side of the paper with printing (a single piece of paper with printing on both sides qualifies as two prints).

The Library offers faxing service, providing sending services at all three branches, and receiving at the Stroud Branch only. A fee is charged for each page transmitted or received, and varies by the location of the receiving number. *See Schedule D - General Fees.*

Lost Items

When items become three (3) weeks overdue, they will be assumed to be lost and the replacement fee will be applied to the member's account. If the items are returned within six (6) weeks of becoming overdue, the replacement cost will be waived. When items become six (6) weeks overdue they may be deleted from the Library's system, and the member will be required to pay the replacement fee.

Members may also self-report that they have lost an item owned by the Library, and will be charged the replacement fee accordingly.

Once a customer has paid the replacement fee, the Library will not issue a refund if the item is found. In this case, the item is deemed the property of the customer. If a customer locates the item and returns it before the record has been deleted and paid for, the fee will be waived.

Damaged Items

Items returned in poor condition will be subject to a replacement fee. Damage may include but is not limited to stains and tears in print materials, as well as chips and cracks in other formats, missing or damaged pieces, or any damage that makes the item unusable as determined by Library Staff. When damage occurs as a result of normal wear and tear, no charge will be applied. Library Staff will decide if damage is a result of normal wear or from negligence on the part of the account holder, and will determine if missing or damaged pieces of a kit or item will render the whole item unusable.

Related Policies

Collection Management Policy

HackLAB Policy

Home Library Service Policy

Membership Policy

Program Policy

Approved by the Innisfil Public Library Board, March 18, 2024,

Motion Number: 2024.XX

Supersedes Policy #2010-16 (Borrowing Policy), approved June 15, 2020, Motion #2020.49; & Policy #2019-10, approved April 15, 2019, Motion 2019.37; & Policy #2017-07, approved March 20, 2017, Motion #2017.27; & Policy #2013-17, approved November 18, 2013, Motion #2013.101; & Policy #2010-18, approved October 12, 2010, Motion #2010.64; & Policy #2006-06, approved March 20, 2006, Motion #2006.24; & Policy #2002-34 (Lost/Damaged/Overdue Materials), approved November 11, 2002, Motion #2002.52; & Policy #2002-33 (Patron Borrowing), revision approved November 11, 2002, Motion #2002.51; & Policy #2002-32 (Circulation), approved November 11, 2002, Motion #2002.49; & Policy #2002-31 (Fees & Fines), approved December 9, 2002, Motion #2002.63 & Motion #2002.64; & Policy #2002-28 (Seasonal & Temporary Residents), approved December 9, 2002, Motion #2002.62; & Policy #2002-25 (Fees & Fines Schedule), approved October 15, 2002, Motion #2002.43; & Policy #2001-16 (Circulation), approved November 11, 2002, Motion #2002.49; Policy #2001-14 (Lost/Damaged/Overdue Materials), approved January 14, 2002, Motion #2002.07; Policy #2001-01 (Patron Borrowing), approved October 12, 2000, Motion #2000.36; & Policy #12 (Overdues), issued May 26, 1993, Motion #93.36; Policy #07 (Circulation), issued September 11, 1995, Motion #95.38

Policy #6 (Borrowing), issued July 15, 1991.
Policy #5 (Overdues), issued June 24, 1991.

Schedule A - Loan Periods, Limits, and Renewals

ITEM	LOAN PERIOD	LIMITS	RENEWALS
Books, Audiobooks	3 weeks	As necessary due to demand	3
DVD and Blu-Ray (movies)	1 week	10 total (movies and TV series)	1
DVD and Blu-Ray (TV series)	3 weeks	10 total (movies and TV series)	1
Video Games	1 week	3 per account	1
Magazines	1 week		1
Library of Things Items (laptops, maker kits, etc.)	1 to 3 weeks	1 per account, with some exceptions	1 or 3
eBooks and eAudiobooks	1,2, or 3 weeks, as selected by the customer	Holds: 10 Checkouts: 15	3

Schedule B - Replacement Fees

Books & Media	FEE
Adult Fiction (Hardcover)	\$40.00
Adult Fiction (Mass Market Paperback)	\$10.00
Adult Fiction (Trade Paperback)	\$30.00
Adult Non-Fiction (Hardcover)	\$45.00
Adult Non-Fiction (Paperback)	\$30.00
Young Adult Fiction (Paperback)	\$20.00
Young Adult Fiction (Hardcover)	\$30.00
Juvenile Picture Book (Hardcover)	\$25.00
Juvenile Picture Book (Paperback)	\$10.00
Juvenile Fiction (Paperback)	\$12.00
Juvenile Fiction (Hardcover)	\$25.00
Juvenile Easy Read (Paperback)	\$9.00
Juvenile Easy Read (Hardcover)	\$20.00
Board Books	\$15.00
Juvenile Nonfiction (Hardcover)	\$25.00
Juvenile Nonfiction (Paperback)	\$15.00
Fiction or Nonfiction – Large Print	\$40.00
Reference	\$85.00
Magazine	\$10.00
Adult Audiobooks CD format – Fiction and Non-Fiction	\$40.00
Adult Audiobooks CD format - (more than 5 pieces)	\$50.00
Juvenile Audiobooks CD Format	\$30.00
Juvenile Book Plus Audio	\$75.00
Juvenile Audiobook RFID Card	\$20.00

DVD Series	\$50.00
DVD/Blu-ray Fiction	\$35.00
DVD/Blu-ray Non-Fiction	\$40.00
DVD/Blu-ray Juvenile	\$25.00
Video Games	\$90.00
Case/cover art replacement for: DVD/Blu-Ray, video game, or audiobook	\$10.00
Interlibrary Loan	<i>TBD by Lending Library</i>

Library of Things (Full item)	FEE
Maker/Robotics Kits	\$75.00 to \$280.00
Video Camera Kit	\$2050.00
Camera Kit	\$600.00
Tripod	\$150.00
Audio Recording Kit	\$470.00 to \$1686.00
DAISY Player	\$575.00
Magnifier	\$20.00 to \$29.00
CD Player	\$60.00
Book Stand	\$15.00 to \$35.00
Board/Card Games	\$10.00 to \$60.00
Cricut Press	\$100.00 to \$240.00
Cricut Maker	\$430.00
eBook Reader	\$300.00
Kill-a-Watt Meter	\$100.00
Laptops and Tablets	\$600.00 to \$1300.00
Light Therapy Lamp	\$49.00

Reader pen	\$380.00
Wifi Hotspot	\$300.00
Explorer Backpack Kit	\$200.00
Yoto Audiobook Player	\$270.00 to \$300.00
Envoy Connect Audiobook Player	\$130
Ontario Parks Vehicle Permit	\$225.00
Gardening Tools/Equipment	\$25.00 to \$40.00
Storytime Kit	\$15.00 to \$25.00
Toy/Musical Instrument Kit	\$10.00 to \$30.00
Partial damage/lost item to any of the above	A reasonable percentage of the full replacement cost

Schedule C - Overdue Fees (Library of Things)

ITEM TYPE	FEE	MAXIMUM CHARGE
Maker Kits	\$1.00 per day	\$5.00
Video Camera Kit	\$20.00 per day	\$100.00
DSLR Camera Kit	\$20.00 per day	\$100.00
Laptops and Tablets	\$20.00 per day	\$100.00
Tripod	\$5.00 per day	\$25.00
Audio Recording Kit	\$10.00 per day	\$50.00
DAISY Player	\$5.00 per day	\$25.00
Magnifier	\$1.00 per day	\$5.00
CD Player	\$1.00 per day	\$5.00
Book Stand	\$1.00 per day	\$5.00
Board Games	\$1.00 per day	\$5.00
Cricut Press	\$1.00 per day	\$5.00
Cricut Maker	\$1.00 per day	\$5.00
eBook Reader	\$1.00 per day	\$5.00
Kill-a-Watt Meter	\$1.00 per day	\$5.00
Light Therapy Lamp	\$1.00 per day	\$5.00
Reader pen	\$1.00 per day	\$5.00
Wifi Hotspot	\$1.00 per day	\$5.00
Explorer Backpack Kit	\$1.00 per day	\$5.00
Yoto Player	\$1.00 per day	\$5.00
Ontario Parks Vehicle Permit	\$1.00 per day	\$5.00
Gardening Tools/Equipment	\$1.00 per day	\$5.00
Storytime Kit	\$1.00 per day	\$5.00
Toy/Musical Instrument Kit	\$1.00 per day	\$5.00

Schedule D - General Fees

Printing, Copying, Faxing	Fee
Printing - black and white	\$0.25 per print (per side for double-sided printing)
Printing - colour	\$0.50 per print (per side for double-sided printing)
Faxing - local or toll-free number	\$1.00 per page
Faxing - long distance	\$2.00 per page
Faxing - international	\$4.00 per page
Faxing - incoming	\$1.00 per page

Membership	Fee
Non-Resident (3 months)	\$25
Non-Resident (6 month)	\$35
Non-Resident (1 year)	\$60
Replacement Card	\$5

HackLAB	FEE	MINIMUM CHARGE
Laser Cutter (machine use only)	\$5.00 per hour	\$2.50
3D Printing (material included)	\$2 per hour of print time	\$1.00
Heat Press (machine use only)	\$1.00 per hour	\$1.00
Vinyl Cutter, GS-24 or Cricut (machine use only)	\$2.00 per hour	\$1.00
Vinyl Print and Cut, BN-20	\$5.00per hour	\$2.50

(machine use only)		
Embroidery (material included)	\$1.00 plus \$1.00 per thousand stitches	\$2.00
Sublimation Printing (machine use only)	\$2.00 per 8.5x11 sheet	\$2.00
Button Maker (material included)	\$1.00 per 2 ¼" button	\$1.00