

**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Tuesday, April 21, 2026 – 6:30 p.m.
Lakeshore Boardroom**

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

[Motion #2026. – THAT the agenda of the April 21, 2026 meeting be approved as presented and amended.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
 - a) Alex Loewen, Children’s Librarian & Megan Legg, Director, Lifelong Learning – Programming Update

Consent Agenda

5. Approval of Previous Minutes (copy)
6. Correspondence (copy)
7. Reports for Information
 - a) CEO Reports (copy & information sharing)
 - b) Municipal Council Reports (copy & information sharing)
 - c) Library Board Report (information sharing)
 - d) Board Committee Reports (information sharing)
 - Finance Committee (See item 8)
 - e) Health & Safety Update (copy)
 - f) Library Associations Report (information sharing)



Consent Recommendation

[Motion #2026. – THAT the consent agenda items 5a.01.01 to 7f.01.01, and the recommendations contained therein be approved as presented.]

Agenda

8. Staff & Committee Reports
a) LIB-04-2026 - Annual Report for 2025
(copy & motion)

[Motion #2026. – THAT the Staff report LIB-04-2026 – Annual Report for 2025 be received.]

- b) LIB-05-2026 – 2025 Programming Trends
(copy & motion)

[Motion #2026. – THAT the Staff report LIB-05-2026 – 2025 Programming Trends be received.]

- c) LIB-06-2026 - 2025 Year End Financial Results
(copy & motion)

[Motion #2026. – THAT the Committee Report LIB-06-2026 regarding the 2025 Year-End Results be received; and THAT the recommendations regarding the 2025 Donation Reserves contained therein, be approved as presented.]

- d) LIB-07-2026 Q1 2026 Finance Report
(copy & motion)

[Motion #2026. – THAT the Committee Report LIB-07-2026 regarding the Q1 2026 Operating and Capital results be received; and FURTHER THAT the recommendations regarding LIB42 be approved as presented.]

- e) LIB-08-2026 – Library Fees and Charges
(copy & motion)

[Motion #2026. - THAT the Staff Report LIB-08-2026 - Library Fees and Charges be received and the recommendations contained therein be approved.]



- f) LIB-09-2026 – Procurement of Digital Archive Infrastructure Services
(copy & motion)

[Motion #2026. - THAT the Staff Report LIB-09-2026 – Procurement of Digital Archive Infrastructure Services be received and the recommendations contained therein be approved.]

- g) LIB-10-2026 – Laser Cutter Replacement (copy & motion)

[Motion #2026. - THAT the Staff Report LIB-10-2026 - Laser Cutter Replacement be received and the recommendations contained therein be approved.]

- 9. Business Arising
None at time of agenda creation

- 10. Policies

- a) **EMPLOYMENT** – Conflict of Interest Policy #E-2026-09
- b) **EMPLOYMENT** – Flexible Work Arrangement Policy # E-2026-10
- c) **OPERATING & TECHNOLOGY** – The Library and Political Elections Policy #2026-11
- d) **OPERATING & TECHNOLOGY** - Membership & Borrowing Policy #2026-12
- e) **OPERATING & TECHNOLOGY** - Room Rental Policy #2026-13

(copy & motion)

Recommendation

[Motion #2026. – THAT the EMPLOYMENT – Conflict of Interest Policy #E-2026-09; the EMPLOYMENT – Flexible Work Arrangement Policy # E-2026-10; the OPERATING & TECHNOLOGY – The Library and Political Elections Policy #2026-11; the OPERATING & TECHNOLOGY - Membership & Borrowing Policy #2026-12; and the OPERATING & TECHNOLOGY - Room Rental Policy #2026-13 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>
<https://calendar.innisfil.ca/default/Month>
14. In Camera
No in camera at time of agenda creation
15. Adjournment

[Motion #2026. – THAT the meeting be adjourned]



CORRESPONDENCE LIST for April 21, 2026

6a.01.01	<i>Community 4 Kids</i> , March 5, 2026, Thank you letter to the Library for support during their Christmas initiative	copy
6a.02.01	<p><i>CBC.ca</i>, March 1, 2026, article entitled <i>Vancouver Public Library Lending Grief and Loss Books to Tumbler Ridge in Wake of Tragedy</i>, written by Tom Summer</p> <p>Vancouver Public Library lending grief and loss books to Tumbler Ridge in wake of tragedy CBC News</p>	link
6a.03.01	<p>BBC News, March 7, 2026, article entitled <i>The Century-Old Library that 'Hid' from Bombs</i></p> <p>https://ca.news.yahoo.com/century-old-library-hid-bombs-114118046.html</p>	link
6a.04.01	<p><i>CBC.ca</i>, March 11, 2026, article entitled <i>Correctional Service Moving to Cut Prison Librarians at Federal Institutions</i>, written by Akshay Kulkarni</p> <p>Correctional service moving to cut prison librarians at federal institutions CBC News</p>	link
	<p><i>Yahoo! News</i>, October 31, 2025, article entitled <i>World Series 2025: Toronto Library 'Knocked it Out of the Park' in Book Battle vs. Los Angeles</i>, written by Sadak Ahsan</p> <p>World Series 2025: Toronto library 'knocked it out of the park' in book battle vs. Los Angeles - Yahoo News Canada</p>	link

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, March 9, 2026 – 6:30 p.m.
Lakeshore Boardroom**

In Attendance: Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Sue Bennett, Cynthia Gordon

Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki, Kathryn Schoutsen

Guests: Angela Wanigasekera and Jennifer Lloyd – Human Services Navigation Project Update

Regrets: Anne Smith, Rhonda Flanagan, Raj Grover

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:30 p.m.
- The Board Vice Chair delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2026.07

Moved by: Jennifer Richardson
Seconded by: Cynthia Gordon

THAT the agenda of the March 9, 2026 meeting be approved as presented and amended.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- a) Angela Wanigasekera and Jennifer Lloyd – Human Services Navigation Project Update
- Angela and Jennifer highlighted aspects of their respective roles in the Library and the ways in which they and the Library assist residents and connect them with the services and resources they need.

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. Correspondence

- No comments or additions

7. Reports for Information

- CEO Report
 - January and February reports were included in package
 - The CEO provided highlights on events and programs during January and February, including Staff and Board attendance at OLA in January; Radiant Roots event in February
 - Sue Bennett shared her experience attending Board Boot camp at OLA
- Municipal Council Report
 - No additions to reports
- Library Board Report
 - Roundtable of good news stories and events attended were shared
- Board Committee Reports
 - Truth and Reconciliation Committee
 - Kathryn Schoutsen provided a report in section 8a, outlining the Committee's achievements and planned initiatives
- Health & Safety Update
 - January and February minutes were included in package
- Library Associations Report
 - Link to Canadian Urban Libraries Council study was included in agenda.

Motion #2026.08

Moved by: Rob Saunders

Seconded by: Sue Bennett

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

CARRIED.

AGENDA

8. STAFF AND COMMITTEE REPORTS

- a) LIB-02-2026 Truth & Reconciliation Committee Annual Update

Motion #2026.09

Moved by: Jennifer Richardson

Seconded by: Cynthia Gordon

THAT the Committee Report LIB-02-2026 Truth & Reconciliation Committee Annual Update be received for information and the recommendations contained therein be approved.

CARRIED.

- b) LIB-03-2026 Stroud Facility Status Update

Motion #2026.10

Moved by: Rob Saunders

Seconded by: Barb Baguley

THAT the Staff Report LIB-03-2026 Stroud Facility Status Update & Next Steps be received for information and the recommendations contained therein be approved.

CARRIED.

9. BUSINESS ARISING

- a) Revised 2026 Operating and Capital Budgets

Motion #2026.11

Moved by: Jennifer Richardson

Seconded by: Sue Bennett

THAT the Library Board accepts the revised 2026 Operating Budget that was amended and approved by Council on January 14, 2026, per Council Resolution #2026.01.14-CR-02, in the amount of \$4,685,945, which now includes the addition of \$53,700 for youth programming;

and FURTHER THAT the Library Board accepts the revised 2026 Capital budget that was amended and approved by Council on January 14, 2026, per Council Resolution #2026.01.14-CR-02, in the amount of \$298,750, which now includes the addition of \$60,000 for the Our Stories Innisfil – Digital Archive Infrastructure and Hosting Model Update.

10. POLICY

- a) **BOARD** – Advocacy Policy #B-2026-05
- b) **BOARD** – Delegation of Authority to the CEO Policy #B-2026-06
- c) **EMPLOYMENT** – Scent-Free Policy #E-2026-07
- d) **OPERATING & TECHNOLOGY** - Donations, Sponsorship & Fundraising Policy #2026-08

Motion #2026.12

Moved by: Cynthia Gordon
Seconded by: Rob Saunders

THAT the BOARD – Advocacy Policy #B-2026-05; the BOARD – Delegation of Authority to the CEO Policy #B-2026-06; the EMPLOYMENT – Scent-Free Policy #E-2026-07; and the OPERATING & TECHNOLOGY - Donations, Sponsorship & Fundraising Policy #2026-08 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
 - Links for Library and Community events were shared in the agenda.

14. IN CAMERA

No in camera

15. ADJOURNMENT

Motion #2026.13

Moved by: Barb Baguley

THAT the meeting be adjourned at 7:46 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, April 20, 2026 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

Anne Smith, Board Chair

Erin Scuccimarri, Secretary



Innisfil's "Community 4 Kids"
219 Bayshore Road Churchill ON
Myrlene Boken (705) 456-6731
Debra Harrison (705) 627-6952

March 5, 2026

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

Dear Library Staff:

We want to take a moment to express our sincere thanks for your generous support during our Christmas initiative. Having donation boxes placed throughout the community is so important, and the wonderful toys and gift cards we receive play a vital role in fulfilling the wish lists of our children. The drop boxes also help raise awareness of our charity, and we are truly grateful for your ongoing commitment to our work.

This year, the demand for our services continues to grow. We are focused on supporting children 18 and under who are still in school, as well as older individuals with disabilities. Thanks to your generosity, we were able to assist 240 families, reaching a total of 588 children. In addition, we provided support to 41 vulnerable teens referred by Nantyr Shores, 12 families connected with Elizabeth Fry who faced challenges accessing other forms of assistance, and individuals experiencing homelessness, as well as seniors referred by the Library Social Worker.

Our support goes far beyond the Christmas season. We provide back-to-school supplies and shoes, celebrate birthdays and graduations, offer warm clothing in the fall, and assist larger families with holiday celebrations such as Easter and Thanksgiving.

Your generosity makes a meaningful and lasting difference in the lives of those in need. Thank you for helping us bring joy, comfort, and hope to so many families in our community.

Kindest Regards

A handwritten signature in black ink that reads "Myrlene Boken". The signature is written in a cursive style.

Myrlene Boken

President

Innisfil's Community 4 Kids

MARCH 2026 CEO REPORT





Open UP opportunities to strengthen connection & engagement with our community

A SPECIAL STORYTIME

Community Helpers Storytime with South Simcoe Police Services

Families at all three branches enjoyed storytime with a special guest from South Simcoe Police Services (SSPS). Over March Break, the SSPS Community Liaison joined in at Drop-in Storytimes at Lakeshore, Stroud, and Cookstown where 91 children and caregivers enjoyed songs, stories, and a craft all about the people that help our community.

SSPS expressed interest in building a relationship with the Library and patrons, with the aim to connect primarily with a tween and teen audience. We hope that our storytime success will be the first step towards a meaningful partnership to support youth in our community.



SPRING IS HERE

Seed Packing Parties with the Innisfil Seed Library

With new volunteer leadership, the Innisfil Seed Packing Parties at Cookstown and Lakeshore prioritized packing seeds that will support food sustainability this season. A total of 1,350 seed envelopes were prepared for community use. Participation included 5 volunteers at the Cookstown Branch and 16 at the Lakeshore Branch, demonstrating strong community engagement. Volunteers learned about cleaning, packaging, and labelling seeds for distribution.



CREATIVE WORKSHOPS

March Into Art with Shay Mundle

At the end of March, we welcomed a workshop by Shay Mundle, a young artist who has worked with us in the past to create work for our Youth Art Wall. Shay's workshop saw a full group create a unique painting meant to help celebrate the start of spring. Attendees appreciated the opportunity to paint and create with a fresh perspective, and were excited to do more.

Sole Sessions

During March Break, our featured teen program was led by UPlift Black Artist Collective members Keishia Abrams and Kirkland Brown. Sole Sessions was a 3-day program, which covered sneaker care and design while sharing entrepreneurship skills.



After completing the series, the organizers shared the following message:

“I think the workshop series went very well overall. We had a great group of participants—they were engaged, easy to work with, and consistently involved throughout.

I also had the opportunity to connect with one participant, who showed a strong passion for sneakers and really embraced the workshops. I spoke with their mother, who shared that they have been interested in this hobby for some time and was excited to see that the library had this workshop!



Because Sole Sessions is not only about sneaker care, but also about environmental responsibility, skill-building, and creativity, I put together a small starter kit for this participant as a token of encouragement, which I passed along to their mother.

Overall, it was a positive experience, all the staff was amazing and very accommodating! We are excited about the potential of future partnerships!”

Build UP our reputation as a trusted community asset

PRESENTATION TO COUNCIL

Presenting the 2025 Annual Report

The Library Board delivered the Library's annual presentation to Mayor and Council, highlighting the Library's role as a vital community service and a trusted public resource. Board Chair, Anne Smith, Vice Chair Rob Nicol, and Board member Sue Bennett emphasized the Library's strong alignment with community needs, its evolving service model, and the meaningful impact staff deliver across all ages and stages of life. The presentation is available on YouTube [Presentation to Council](#), as is the 2025 [Library Impact Video](#).



At the same Council meeting, Board Chair Anne Smith and Board Member Sue Bennett were recognized with the Province of Ontario's Volunteer Service Award for their years of volunteerism in our community.



Board Chair, Anne Smith, and Board Member, Sue Bennett with their awards.

REAL WORLD DIGITAL LITERACY

Be Scam Smart

The "Be Scam Smart" session, hosted by the Canada Revenue Agency (CRA), provided our community with practical tools to recognize and respond to tax-related scams, an issue that has been increasingly affecting community members. With 47 attendees, the strong turnout reflected both the urgency of the topic and the trust our community places in the Library as a space for reliable information and support.

Six participants openly shared their personal experiences with scams, fostering a supportive environment where others could learn firsthand how scams unfold and how to avoid them. These exchanges not only validated participants' experiences but also empowered others to take preventative action.



This partnership was especially valuable, as they made a special exception to deliver this session in person which enhanced accessibility and engagement, allowing attendees to build trust, ask specific questions, and leave with clear, actionable steps, as well as the PowerPoint presentation with resources and contact information.



By hosting this session, the Library helped reduce vulnerability, increase awareness, and empower individuals with knowledge that can prevent financial and emotional harm.

COLLECTION SPOTLIGHT

Hidden Gems Book List

To promote underused materials in the collection, the Library has launched the '*Hidden Gems*' book list. Similar to our *Best Seller Lists*, this new book list highlights great, new content and gives customers a chance to borrow material they may have otherwise missed. This initiative also aligns with other ongoing collection promotion strategies, including face-out displays and staff picks, to help circulate lesser-known books in the collection.



100 Staff Picks Mega List

Due to the popularity of staff recommendations, the Library curated a "Staff Picks" mega list of 100 titles. Representing diverse genres and age groups, the list enhances access to trusted recommendations and encourages reading for all audiences.



Raise UP the Library's identity as an innovative hub

YOUTH IN ACTION

Teen Volunteer Spotlight

2025 set a new record for teens volunteering at the Library and we are keeping the momentum going in 2026. Last year over 100 teens volunteered 750 hours, earning them hours required for high school graduation, adding experience to their resumes, and connecting them to their communities. Most of the teen volunteer opportunities work with children's programs, resources, and staff. There are also opportunities for teens to submit book and movie reviews or support special events. Teens can choose opportunities that suit their skills, such as working with children or working alone. Teen volunteer opportunities at the Library are a low-barrier, accessible option for teens looking to meet their graduation requirements that can be otherwise challenging to acquire.

Over March Break we hosted two *Teen Volunteer Information Sessions* at Lakeshore and Cookstown to introduce teenagers into our spaces and share information about the kind of volunteer experiences we have to offer. 10 teenagers attended and each one of them submitted a volunteer application form, qualifying them for future experiences. We look forward to seeing them back in our branches and will continue to provide these opportunities to support youth in our community.



A MAGICAL DAY

Lofty the Magician's Magic Show

This March Break's headline special guest was *Lofty the Magician*, who visited the Lakeshore branch to entertain and amaze a crowd of a hundred kids and caregivers with his magic tricks and illusions. The show was filled with audience participation, from getting kid volunteers to help on the stage, to loud crowd sourced answers to questions. After the show lots of chatter filled the air with theories about how he did it. Caregivers expressed appreciation for bringing special experiences to the Library that become favourite childhood memories.





Light UP pathways to personal & professional growth

LEARN, PLAY, DISCOVER: MARCH BREAK

March Break was packed with 38 children's programs across six days. Over 750 participants of all ages enjoyed literacy, STEM, and art-based activities, building core family and library memories. In an effort to offer families flexible options and reduce barriers to participation, half of the programs were drop-in and were met with enthusiastic attendance, including the hit of the week drop-in St. Patrick's Day Party. This event was a collaboration across multiple departments and had a record 120 attendees.



STEAM March Break

Imagineering took centre stage in this year's suite of March Break programming for school age children. Children's programmers experimented with new programs and resources centred around building.

Family Fort Fun invited families into the Library in the evening at Cookstown and Lakeshore and challenged them to make a space to share a book. Equipped with tablecloths, plastic clamps, and a flashlight, families worked to build a comfy reading fort and share bedtime stories together. One mother of four children, ranging in age from one to eight years old, shared that she's been searching for activities that are engaging for the whole family, but that it is difficult to find things that toddlers and her third grader are both interested in. She said that this was a fantastic experience for her and her spouse to share with their children and asked if we would be running this program again in the future.



March Break's *MakeDo Building Party* was a success, inviting children ages 7-10 to engage their design and building skills using kid-friendly building tools and recycled cardboard. MakeDo is a new kit we've added to the children's programming resources, and it has been very well received by children and families. Kids use miniature saws, screwdrivers, screws, and craft materials to bring their imaginations to life. So far, they have made spaceships, cars, interactive art pieces, and even a life-sized doghouse.

Digital Literacy for All Ages

Throughout March Break, Library Staff offered a wide range of opportunities for children of all ages to participate in digital literacy programming. For our youngest participants, ages 4-6, staff designed programs that worked on developing key early digital literacy skills such as using a mouse, the difference between left and right clicking and how to enlarge an image and add text. Using these skills, children created their own custom colouring page using the TA-20 Large Format Printer, personalized stuffed bunnies using the Cricut and designed and printed their own sublimation water bottle.

For 7–9 year-olds, Library Staff planned programs that reinforced and extended existing digital literacy skills by introducing participants to a variety of design software, including Inkscape, Cricut Design Space, Canva and TinkerCAD. Using these tools, participants made laser engraved LED lights, designed their own posters and created custom 3D printed flowerpots.

For our oldest group of March Break participants, ages 10-13, Staff focused on developing higher level digital literacy skills and building independence in the HackLAB. Participants used Inkscape to design their own custom tote bags, created and printed photo collages using Canva and learned to code using MakeCode Arcade to build their own platform game. This March Break also saw our popular *Learn to Sew* program return, which featured two projects: creating mini drawstring bags and sewing custom scrunchies.

In total, Library Staff delivered 21 registered digital literacy programs during March Break: 12 at the Lakeshore Branch, 7 at the Cookstown Branch and 2 at the Stroud Branch. Across all locations, programs saw a combined total of 130 participants.

PROFESSIONAL DEVELOPMENT

Celebrating International Women's Day

On March 2, the Lakeshore Branch was the location for an internal International Women's Day event in partnership with DMZ Innisfil and the Town of Innisfil. Staff from the Library, Town and neighbouring municipalities enjoyed an afternoon of networking and heard from speakers on topics such as financial literacy, self-identity, and building confidence when networking. Speakers included Anette Lan, who spoke on identity and embodied leadership, Emily Baillie, who shared insights on communication and confidence, and Laura Wilson, who presented on investment and financial literacy. The event provided a welcoming space for people to connect, learn, and share experiences.



APPENDIX A: Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
Mar. 1, 2026	Innisfil Today	Radiant Roots Expo celebrates heritage and diversity
Mar. 6, 2026	Innisfil Today	Five events you have to check out in South Simcoe this weekend
Mar. 6, 2026	Innisfil Today	Leaders, entrepreneurs reflect on 'significant' role of women in Innisfil's history, future
Mar. 13, 2026	Innisfil Today	Five events you have to check out in South Simcoe this weekend
Mar. 13, 2026	Innisfil Today	'You too could fall victim': CRA shows Innisfil residents how to avoid scams amid tax season
Mar. 18, 2026	Innisfil Today	Is the Innisfil Y's price for 'welcoming, high-quality' services too costly for residents?
Mar. 27, 2026	Innisfil Today	Four events you have to check out in South Simcoe this weekend
Mar. 28, 2026	Innisfil Today	Council remuneration increases, but Innisfil's costs stay flat
Mar. 30, 2026	Innisfil Today	How Innisfil's library is helping residents expand their digital, tech literacy

Facebook Insights (March 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,312 Followers 4,316 Page Likes	34 during this period	1,986 engagements. 479 reactions.	Posts earned 58.6K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):

March 26, 2026. 6K Reach, 8K Views

The Innisfil Seed Library is now open at Cookstown and Lakeshore! Borrow seeds to grow your own plants this season, then harvest and return seeds in the fall to help keep the collection thriving.

Have extra commercial seeds from your own garden? Consider donating them to support the Seed Library and your community! 🌱

Find out more about the Seed Library here: www.innisfilidealab.ca/innisfil-seed-library



Instagram Insights (March 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3,229	34 during this period	5,441 accounts reached. 682 likes.	15 comments in total on content posted during this period

Top Post (based on engagement): March 16, 2025. 1.6K Reach



Top Reel (based on engagement): March 4, 2026. 4.3K Reach



Municipal Council Report

March 11, 2026 Council Meeting

- [Watch the meeting.](#)
- The proposed [Fire Master Plan](#) will come back to Council at the April 8 meeting for further discussion.
- Council supported advancing the construction of a new pedestrian crossing on Webster Boulevard near Webster Park. As recommended by the Traffic Safety Advisory Committee, work is now scheduled to begin in 2026 to support ongoing efforts to improve road safety.
- Newly acquired technology will help staff assess the pavement condition of Town roads more frequently and consistently. This tool automatically collects data on pavement condition during road patrol to support more responsive service delivery and long-term capital planning.
- Council approved the creation of “TransCo”, a new transmission entity that will help ensure the town is prepared to meet future energy needs in the most cost-effective way possible. That’s why Council recently approved a proposal that we call “TransCo” for short. Basically, this involves creating a new company to work towards the construction of an upgraded transmission line and transformer station to serve Innisfil, potentially involving other partners too. Council approved the TransCo proposal at its March 11 meeting, and now the next steps to implement this innovative approach are being taken. Under the proposal, both the Mayor and the CAO are expected to have key governance roles in this new company
- The Rotary Club of Innisfil was awarded \$1,000 to support the Rotary's About Town magazine and their upcoming golf tournament, which will help raise funds for the future RVH Innisfil Campus.

March 25, 2026 Council Meeting

- [Watch the meeting.](#)
- The Ahmadiyya Muslim Youth Association was recognized for raising \$25k in support of the RVH Innisfil Campus through their 2025 Run for Innisfil event.
- The Innisfil Library Board presented its 2025 achievements, highlighting expanded collections, new outreach initiatives, teen programs, and enhanced community services.
- Mayor Lynn Dollin presented 2025 Ontario Volunteer Service Awards to Sue Bennett and Anne Smith in recognition of their many years of dedicated volunteer service in the community.
- Council voted to defer approval of the Transit Master Plan to its April 22 meeting to allow for additional community feedback. The plan outlines a phased 10-year vision for Innisfil Transit including early fare and policy changes to existing rideshare services, the addition of fixed-route transit, and new on-demand and specialized accessible services. Learn more at getinvolvedinnisfil.ca/transit.
- Council is requesting Metrolinx to reconsider its position not to support the grade crossing at Innisfil Beach Road (part of the CR21/20th Sideroad Improvement Project) so this safety and growth supporting upgrade can move ahead in 2026. The project involves widening Innisfil Beach Road to two lanes in each direction where it crosses the

Municipal Council Report

Metrolinx Barrie rail corridor.

News from the Community

- [Innisfil's first Coldest Night of the Year walk surpasses fundraising goal - Innisfil News](#)
- [Woman finds 'sweet spot' in life, wins prestigious global tech award - Village Report](#)
- [Big Bay Point Road traffic lights are up, but not quite ready to go on, town says - Innisfil News](#)
- [Second public meeting coming on long-proposed Belle Ewart development - Innisfil News](#)
- [Leaders, entrepreneurs reflect on 'significant' role of women in Innisfil's history, future - Innisfil News](#)
- [Innisfil councillor did not violate code of conduct during Dollarama incident: report - Innisfil News](#)
- [Elmvale, Stroud face off in Kraft Hockeyville contest - Innisfil News](#)
- [She-Roes Gala aims to 'support and uplift others' at Innisfil Town Hall - Innisfil News](#)
- [Power project would allow Innisfil to 'be masters of \(their\) own destiny' - Innisfil News](#)
- [A dream come true? Innisfil game developer offers fun without screens this March break - Innisfil News](#)
- [Three youths arrested following assault at Innisfil apartment complex - Barrie News](#)
- ['Accident waiting to happen': Pedestrian crossing gets green light - Innisfil News](#)
- [Stroud arena misses the cut in Kraft Hockeyville contest - Innisfil News](#)
- [New airboat motors into Innisfil Fire's rescue fleet - Innisfil News](#)
- ['Right thing to do': Petition calls for Innisfil to delete X account - Barrie News](#)
- [Council agrees to boatload of variations for Lake Simcoe build - Innisfil News](#)
- [New Alcona walk-in clinic looks to become 'staple of health and wellness' - Innisfil News](#)
- [Traffic lights to go live at dangerous Innisfil intersection](#)
- [Metrolinx warns Innisfil Beach Rd. rail crossing 'high-risk' as traffic surges - Barrie News](#)
- ['We have to push back': Innisfil to fight Metrolinx's 'stupid decision' - Innisfil News](#)
- [Police unveil plan to protect Bradford and Innisfil over next 4 years - Innisfil News](#)
- ['Forward-looking roadmap': South Simcoe police unveil strategic plan - Innisfil News](#)

News from around the County:

- ['Mind to market': Partners pledge \\$3.7M to create auto, mobility innovation network - Innisfil News](#)
- [INSPIRE conference celebrates 'strength and resilience' of local students - Innisfil News](#)
- [Premier helps break ground on 'deeply personal' Alliston hospital expansion - Innisfil News](#)
- [Premier stays coy on whether school board trustees will be elected this fall - Innisfil News](#)
- [Province providing additional \\$5.7M for Simcoe County ice storm costs - Innisfil News](#)
- [Libraries urge residents to defend right to read amid rise in censorship - Innisfil News](#)
- [Is the Innisfil Y's price for 'welcoming, high-quality' services too costly for residents? -](#)

Municipal Council Report

[Innisfil News](#)

- ['Just the right thing to do': Petition calls for Innisfil to delete its X account - Innisfil News](#)
- [New airboat motors into Innisfil Fire's rescue fleet - Innisfil News](#)
- [County highlights 'lessons learned' during 2025 ice storm - Innisfil News](#)

Library News from the Province and Beyond

- [BEYOND LOCAL: New book about residential school survivor 'pulls at the heart strings' - Innisfil News](#)
- [Vancouver Public Library lending grief and loss books to Tumbler Ridge in wake of tragedy | CBC News](#)
- [Union urges Sask. to increase library supports after attacks on workers | CBC News](#)
- [Hagersville Library and Active Living Centre now open to public | Simcoe Reformer](#)
- [Valid Library Card Required to Enter Hamilton's Central Library Beginning March 16 – TPR Hamilton | Hamilton's Civic Affairs News Site](#)
- [Calgary artists decry residency program that incorporates AI](#)
- ['Risk is now': Hamilton library board backs card-check pilot](#)
- [The case for a nationalized, public AI in Canada | Day 6 | On Demand | CBC Listen](#)
- [How to host a mini Canada Reads at your local library | CBC Books](#)
- ['Working so far': Hamilton chief librarian says initiative to curb drug use at Central branch is effective](#)
- [Virtual library card introduced in Casselman - The Review Newspaper](#)
- [BEYOND LOCAL: Why it could take years to trace the Indigenous artifacts returned by the Vatican - Innisfil News](#)
- [Local MPP says controversial FOI changes about 'restoring the balance' - Innisfil News](#)
- [Liberals to debate age restrictions on social media, AI chatbots - Innisfil News](#)
- [Ontario must prepare for 'tougher times' ahead, finance minister says before budget - Innisfil News](#)
- [House committee calls for changes to Elections Act to thwart long ballot protests - Innisfil News](#)



JHSC Meeting Agenda

MEETING DATE: Thursday March 19, 2026

TIME: 10:00am

LOCATION: Ops Meeting Room 2 and Teams

CO-CHAIRS: Management Co-Chair – Eric Chudzinski
Worker Co-Chair – Elishia LaRose

MINUTES: Sierra Warren

ATTENDANCE: Paul Aniya, Brendan Bone, Wes Chancey, Eric Chudzinski, Tom Ehlers, Elishia LaRose, Vivian Lough, Jennifer Sheremeto, Sierra Warren

GUEST(S):

REGRETS: Kristi Prentice, Barrie Vickers

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:06am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.02.19 JHSC Meeting Agenda Minutes Draft.docx	- Wes motioned to approve the minutes of the previous meeting. - Seconded by Jennifer. - All in favour; Motion Carried.
3.	<u>JHSC members</u>	Co-Chair	2025.05.02 JHSC Members List.docx	- No updates to members list.
4.	<u>Workplace Inspections WHIMIS LOTO</u>	All Members	Roundtable discussions <ul style="list-style-type: none"> • Findings worth sharing? • Additional action needed? • Repeat findings? • Changes to the schedule, or support needed. 	<p>Jen – Town Square – minor housekeeping required. Snack bar is fully leased by a vendor. Many rooms were cleaned up and organized – looks great!</p> <p>Ec. Dev – couldn’t attend the first time due to closure. Attended yesterday, but unable to go into the main meeting room as an event was taking place. Minutes were updated. Supply room requires housekeeping and organization.</p> <p>Kristi – absent. Last inspection found clutter on top of cabinets. Fire extinguisher inspections were also missed.</p> <p>Sierra – Operations – no major items to report. Housekeeping required in the sign shop and the lunchroom.</p>

				<p>Elishia – Salt Dome – housekeeping required and missed fire extinguisher inspection. The eye wash station in the brine room doesn't work, but the shower still works.</p> <p>Lefroy Arena – grinder wheel guard requires to be replaced.</p> <p>Vivian – Cookstown – eye wash bottle replaced. New pads were ordered for the AED as they are expired. Wire is roughly taped in the HackLab but need to find proper taping.</p> <p>Stroud – no issues to report.</p> <p>Lakeshore – inspection not complete yet but housekeeping is required. Fire extinguisher inspection was missed the last few months.</p> <p>Tom – Fleet – lifts, stands and safety equipment are currently being inspected. Floors need to be cleaned.</p> <p>Brendan – IRC – workplace inspection schedule missing. Water coming in the electrical room. Sinkhole outside of the building – emergency locates were received and work is currently sitting with Facilities to repair.</p> <p>IBP – fire extinguisher missing a mount. Workplace inspection missing from H&S board.</p> <p>Paul – Churchill CC – housekeeping was required. Facility monitor was there and rectified the hazards. Green book is missing.</p> <p>Rizzardo – stockpiled cardboard posing a falling risk. Entrance to the shipping and receiving doors were blocked by garbage bins. Garbage bins did not have their brakes on.</p> <p>Knock CC – the anti-slip strips are still hazardous. Wes will be taking to facilities to discuss the anti-slip strips on the ramp. Staff are clearing out as much snow as they can and putting calcium to melt the snow and ice on the strips.</p> <p>Barrie – absent.</p> <p>Wes – no items to report.</p> <p>Eric – Meeting and inspection schedule updated (2026 JHSC Meeting & Workplace Inspection Schedule.xlsx). Reminder to please be as detailed as possible when completing findings in MOAR (hazard and location).</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	<ul style="list-style-type: none"> - 6.1.3.9 Roll Off Truck SOP approved (new procedure). - Training was rolled out for this SOP to staff. - ACTION: assign training to Fleet staff. - 2.4.1.14 Office Ergonomic - Setup Guideline approved (new guideline).

6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	<ol style="list-style-type: none"> 1. February 2026 incidents 2. Critical Injury (Roll Off Truck) – Feb 13, 2026 - Update 3. Critical Injury (Head Injury) – March 3, 2026 / MOL Site Visit Report 4. Section 52 Reports – Shoulder Injury x2 5. 2025 Year in Review - Incident Stats Presentation 	<ul style="list-style-type: none"> - Incident document for February will be completed next week. - Discussed the critical injuries that occurred this year. - The Town completed the orders (SOP and training) that the MLITSD requested. - Anyone who will be utilizing the equipment will require the training. - MLITSD was involved with the reported critical injury that involved an injury to the head. - Investigation has identified no apparent workplace causes or hazards that resulted in the incident. - There are two Section 52 reports that Eric will be sending out. - Multiple recent shoulder incidents were discussed as a group. - Eric presented the 2025 Year in Review – Incident Stats presentation to the committee. - Discussion was made on incidents occurring with residents and what Town procedures look like.
7.	<u>Budget & Training</u>	Co-Chair	<ol style="list-style-type: none"> 1. Budget 2. Training 	<ul style="list-style-type: none"> - Budget on track. - Training will be booked for staff requiring Part 1, 2 and refresh courses.
8.	<u>JHSC Other Business</u>	All Members	<ol style="list-style-type: none"> 1. JHSC BBQ 2. Town Hall Redesign (Update) 3. Round Table 	<ul style="list-style-type: none"> - All comments on draft #1 of the Town Hall redesign from affected parties were to be received March 18. - Consultation was made with staff and comments were to be sent to Facilities. - If we are getting close to 200 employees, we will need a first aid room. - Paul advised that there is an extension being added to the Ops building. - The Ops building is still in the consulting phase, but expecting expansion to be completed by September. - IRC parking lots will be completed this year. - Eric advised that the Ministry is looking to change construction legislation to require type 2 hard hats and potentially chin straps. - Sierra advised that online training has been sent out to front-line staff and will discuss mandatory training with managers. - Committee discussed JHSC BBQ planning with a tentative date in June for the BBQ to take place at Operations.
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from February 19, 2026 meeting minutes.	<p>ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress</p> <p>ACTION: Eric to discuss winter vehicle washing (RE: Slip and fall hazard) with Roads and Fleet supervisor/manager – In Progress.</p> <p>ACTION: Eric to reach out to Facilities to review eye wash stations and H&S requirements in Town Hall redesign. - In Progress</p>

				<p>ACTION: Vivian to research a permanent solution to prevent the cable tripping hazard at the Cookstown Library. – In progress</p> <p>ACTION: Eric to issue Roll Off Truck Training to Fleet Staff.</p>
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:58am

JHSC Document Collection: [JHSC Minutes and Documents](#)

INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO. LIB-04-2026

DATE: April 21, 2026

TO: Innisfil Public Library Board

FROM: Erin Scuccimarri, CEO

SUBJECT: Annual Report for 2025

RECOMMENDATION:

That Staff Report LIB-04-2026 regarding the Annual Report for 2025 be received as information.

BACKGROUND:

In accordance with regular governance practices, the Library prepares an Annual Report summarizing progress, key achievements, and service highlights from the previous year.

ANALYSIS/CONSIDERATION:

The attached 2025 Annual Report provides an overview of major initiatives, outcomes, and operational highlights achieved during the reporting period.

CONCLUSION:

The 2025 Annual Report reflects the collective commitment and leadership of the Library Board and staff in advancing high-quality, responsive library services. The Board can be proud of the accomplishments achieved over the past year and the Library's continued positive impact on the community.

ATTACHMENT: Annual Report for 2025 – Full Report



A Place Where Everyone Belongs 2025 Annual Report



- 01** Introduction
- 02** Rooted in Respect
- 03** Uplifting Voices
- 04** Supporting Newcomers and Building Belonging
- 05** Out in the Community
- 06** Introducing the Sandycove Holds Locker
- 07** Community Spotlight: Alina's Story
- 08** Supporting Wellbeing: Social Services
- 09** Community Spotlight: Rodger's Story
- 10** Space for Dialogue & Community Resilience
- 11** Hacking Confidence: Digital Literacy & Makerspaces
- 12** Community Events & Shared Experiences
- 13** Stories That Bring Us Together
- 14** Youth Leadership & Volunteerism
- 15** Early Years and Early Literacy
- 16** Lifelong Literacy
- 17** Looking Ahead
- 18** 2025 At a Glance

A Place Where Everyone Belongs

There are many ways to measure a library's impact. We can count visits, track attendance, and report circulation. But the true measure of Innisfil ideaLAB & Library is found in moments that matter.

It's in a preschooler confidently singing along at storytime for the first time.
It's in a newcomer who says, "This is where I feel hopeful."
It's in teens gathering in a space that feels safe and welcoming.
It's in a senior mastering new technology with patience and support.

In 2025, the Library continued to grow as a place where people feel seen, supported, and inspired. Across branches, parks, schools, and neighbourhoods, we worked to ensure that access, belonging, and opportunity were not privileges, but shared community experiences.

Our work this year continued to be guided by five strategic pillars:

Speak Up for Diversity & Inclusion

We deepened our commitment to equity by amplifying diverse voices, fostering dialogue, and creating spaces where everyone feels welcomed and respected.

Open Up Opportunities to Strengthen Connections & Engage with Our Community

We expanded our reach beyond Library walls, meeting residents where they gather and strengthening partnerships across Innisfil.

Build Up Our Reputation as a Trusted Community Asset

We reinforced the Library's role as essential civic infrastructure, providing reliable services and responding to evolving community needs.

Raise Up the Library's Identity as an Innovative Hub

We embraced creative technologies and new service models to improve access and inspire exploration.

Light Up Pathways to Personal & Professional Growth

We supported learning at every stage of life, helping residents build skills, confidence, and connection.

The following stories highlight how our priorities have taken shape in a meaningful way. They demonstrate how the Library is not just a building, but a valuable community asset.

Rooted in Respect

Truth and Reconciliation in Action

This year, we planted a Remembering Garden at the Lakeshore Branch. This Indigenous medicine garden is a living space for learning, reflection, and connection. Rooted in Indigenous knowledge and developed in partnership with Indigenous Knowledge Keepers, the garden offered a place for learning, conversation and shared teachings.

Four plants – tobacco, cedar, sage, and sweetgrass, along with native pollinator plants, were chosen for the garden for their significance across many Indigenous Nations. Recognizing that Indigenous Nations and cultures are diverse, with distinct languages, traditions, and teachings, the garden reflects shared elements, such as the Four Sacred Medicines.

The garden was made possible with support from the TD Friends of the Environment Fund. Founding garden partner, Tanya Gluvakov of Roots and Raven, led a respectful harvesting session in the fall. Tobacco seed pods were harvested for future plantings, and sweet grass bundles were donated to the Barrie Native Friendship Centre and other community members in need of traditional plants.

Through the series, Walking Together, Kelly Lavallee explored the traditional Indigenous teachings of the Four Directions – East, South, West, and North. Kelly is an Anishinaabe-Métis Knowledge Keeper from the Deer Clan, and founder of Memengwaa Healing and Sitting Turtle Healing and Consulting. Each session invited participants to explore Indigenous knowledge and cultural practices through storytelling, hands-on learning, and guided reflection.

Truth and reconciliation are ongoing commitments. In 2025, the Library continued to honour that responsibility by creating opportunities for education, dialogue, and meaningful connection.



Uplifting Voices and Celebrating Identity

We created opportunities in our programs and partnerships where residents could see themselves reflected and learn from one another.

Pride programming, including a Pride Book Chat, Drag Storytime, and a special appearance from Drag Personas at Teen Nights, welcomed community members of all ages into conversations about the importance of inclusivity and acceptance. For allies and members of the 2SLGBTQIA+ community, seeing themselves represented in programs helps them find a safe and affirming space.

Radiant Roots, delivered by Making Change Simcoe County, brought community members together in a joyful celebration of Black Culture during Black History Month. The event highlighted some of our local Black authors, artists, and vendors, and featured a Pan-African fashion show where vendors and members of Making Change showcased their talents on the main stage.

Last fall, UPLift Black offered weekly drop-in services at the Lakeshore Branch, providing mentorship, business coaching, wellness activities, and MediaLAB training. Following the loss of their space in Barrie, this partnership offered continuity and visibility while aligning with the Library's commitment to inclusive, community-led programming.



Literacy-based programs such as Book Clubs, Book Chats, and Storytimes also sparked meaningful conversations about identity and equity. For example, a *Black History Month Book Club* facilitated by Roxann Whittingham explored Desmond Cole's *The Skin We're In*, creating space for thoughtful discussion about racism in Ontario. Participants described the Library as a comfortable place for open exchange with engaging and thoughtful conversation.



Beyond programs and events, the Library's displays and collections reflect the diversity of the community it serves. When people see their identities, histories, and experiences represented in public spaces, it strengthens belonging and shows them that their stories matter.



Supporting Newcomers and Building Belonging

As Innisfil continues to grow and diversify, the Library remains a trusted and accessible first stop for newcomers. Through programs and partnerships, the Library helps reduce isolation, increase confidence, and foster belonging.

Language Learning as Lifeline

English as a Second Language (ESL) classes provided structured, small-group instruction. ESL classes move at a pace designed for individuals who are just beginning to build vocabulary and sentence structure. Participants developed practical language skills to help them navigate their everyday life.

The French Conversation Circle strengthened the community's bilingual identity. This program provided French dialogue practice for adults so they could better engage with their children's schools, and improve their conversation skills.

Demand for language learning and newcomer supports continues to rise. While the Library remains committed to this work, capacity constraints have limited the consistency of some services. These programs are not supplementary, they are foundational to helping new residents integrate, participate, and thrive.

Access to Resources and Community Connections

The Library expanded its juvenile multilingual collections, adding both Ukrainian and Russian materials. This addition is a reflection of growing community needs. Currently, the Library offers children's materials in French and Spanish along with multilingual digital resources such as PressReader, Cantook, and Lote4Kids. Research shows that building strong literacy skills in a child's first language creates a foundation for learning additional languages. By fostering a love of reading from an early age, especially in a language that feels familiar, we help set children up for lifelong learning and success.

During Simcoe County's Week of Welcome, the Lakeshore Branch hosted community partners from the Town of Innisfil, Simcoe County, CFS Spark'd program, and the Innisfil Indian Association. The event connected newcomers with local supports and services at the Library.

I come every week because this is where I feel seen, supported, and hopeful for my future in Canada. If the library didn't offer it, I would have nowhere to go.



Out in the Community in New Ways

In 2025, *ideaLAB on the Go* expanded the Library beyond our walls.

This summer, the *ideaLAB on the Go* van hit the road, bringing books, technology, creativity, and connection directly into neighbourhoods. From large events like the Innisfil Farmer's Market and the EarlyOn Picnic, to the Citizen Police Academy at Sandycove Acres and Lefroy Family Fun Day, to local parks and beaches, residents explored Yoto Players, Ozobots, and browsed curated collections. They learned about programs, upcoming events, and also signed up for library cards. Families discovered new ways to engage with the Library, some for the first time. *ideaLAB on the Go* visited 16 different locations on a regular schedule throughout the summer months.

ideaLAB on the Go reinforces a simple but powerful idea: the Library goes where the community gathers.



Your library is the most community focused I've ever seen. There's always something going on, I've seen the music circle, so many kids programs, computer classes, and so much more. It's amazing!



Introducing the Sandycove Holds Locker

The Library extended services to Sandycove Acres with the installation of a new Library Holds Locker. The Locker allows residents to conveniently pick up and return materials closer to home, removing barriers related to transportation while adapting to community needs. The secure Locker opens with a library card or the mobile app and features a Browse & Borrow collection. The Library Holds Locker is a pilot project that will be evaluated to assess its impact and potential for expansion. Through this service, the Library has built a new partnership and has strengthened our connection with the Sandycove Acres community.

After using the Sandycove Holds Locker and attending workshops we organized to support health literacy for seniors, a resident told staff that "the Library seems to be involved in a lot of things lately, and it is so good."



Holds Locker at a glance:

Holds Fulfilled: **135**

Browse & Borrow Items
Checked Out: **47**

Items Returned
at Locker: **173**

All residents should be using this. It's so easy and convenient. Thank you library for allowing this service in Sandycove.

From Homelessness and Grief to Stability and Hope

When Alina, a newcomer and single mother of two, first walked into the library, she was overwhelmed by grief after losing her spouse and was on the verge of homelessness. With no extended family in Canada and limited income, she did not know where to turn.

Library staff immediately connected Alina to the S.H.I.F.T Outreach Program, which helped prevent her family from becoming homeless. At the same time, CONTACT Affordable Housing supported her in securing safe, long-term housing close to her childrens' school.

Through the library, Alina connected with Hospice Simcoe for grief and bereavement support, helping her process her loss and rebuild emotional resilience. Financial stability followed with support from Ontario Works, which provided temporary financial assistance while she got back on her feet.

As a newcomer, Alina also accessed YMCA Immigrant and Settlement Services, which helped her navigate the education system, healthcare, and community resources. She attended the ESL Classes at the library, dramatically improving her confidence and ability to communicate.

Today, Alina is housed, emotionally supported, financially stable, and actively planning her future. She described the library as "the place that saved my family when everything was falling apart."



The Library is the place that saved my family when everything was falling apart.



Supporting Wellbeing: Social Services at the Library

For many residents, the Library is the first point of contact when life feels uncertain. We have continued to strengthen our role as a key access point for social service supports. By providing services within a trusted community space, we help remove barriers and create an environment where people feel comfortable seeking help. Through partnerships with community agencies and the Human Services Navigator program, the Library connects individuals to meaningful support while fostering understanding, accessibility, and care.

Human Services Navigator Partnership

The Human Services Navigator, delivered in partnership with the County of Simcoe and CFS Counselling + Wellbeing, has continued to offer support to residents. The Navigator provided 458 client interactions, supporting 131 unique individuals, with 326 repeat visits. The high rate of repeat engagement reflects sustained, relationship-based support, and ongoing case management needs.

People came forward with concerns around financial instability, housing challenges, stress, employment, and family or relationship needs. Mental health concerns often connected to housing and financial pressures were also common.

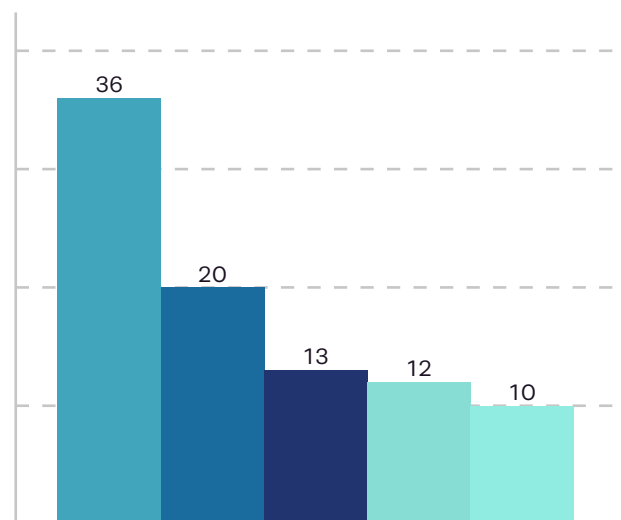
Most common concerns facing clients of the Navigator service

A Hub for Coordinated Support

Relationship-building between the Library, the Navigator, and social service agencies without a permanent presence in Innisfil continued to grow. This collaboration has reduced the need for residents to travel, ensuring they can access services close to home. Working closely with partner agencies, the Navigator provides a timely and coordinated approach to care. Stronger connections between the Navigator and service providers improve communication, support advocacy on behalf of clients, and strengthen community partnerships. The Library has become a hub for integrated social service delivery in Innisfil, helping to fill a long-standing gap in the community.

Library Social Service Partners:

- Agilec
- Alzheimer Society of Simcoe County
- CFS Newcomer Counselling & Services
- CFS YouthCALL
- CONTACT Community Services
- Georgian College, Newcomer Employment Services
- Hospice Simcoe
- John Howard Society
- My Sister's Place
- Ontario Works and Ontario Disability Support Program caseworkers
- S.H.I.F.T Support and Hope for Individuals and Families Today
- YMCA settlement and newcomer services



- Financial Instability
- Housing Insecurity
- Stress
- Employment & Vocational Issues
- Family and Relationship Challenges

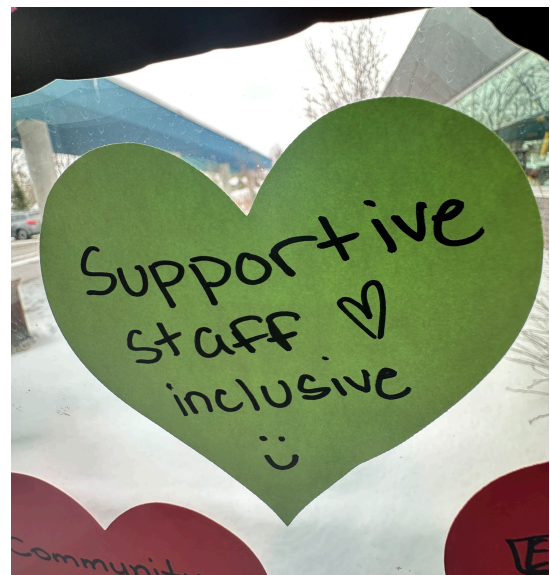
Rodger's Way Home

*"I had no hope. Now I have hope.
It's only been a year but I've
turned my life around."*

Rodger was a familiar face at the Library, spending a good part of his day at the Lakeshore Branch, reading the newspaper, using a computer and talking with staff. Rodger was also unhoused in Innisfil. Staff often provided assistance to Rodger where possible, connecting him first with S.H.I.F.T and then with CONTACT Community Services within the Library. Because of these connections, he became the first resident in a new transitional housing project in Collingwood, and thanks to the success of that placement, he has now moved into stable housing. In recognition of his journey, the project has been renamed "Rodger's Way Home."

"I found my way home, through them," said Rodger in an interview with Innisfil Today. "I had no hope. Now I have hope. It's only been a year but I've turned my life around."

This is a powerful example of how our relationships with our customers, with service partners, and with the County's Housing Navigator program, can change lives and strengthen our community.



A Space for Dialogue: Supporting Democracy

Through partnerships with the Town of Innisfil and the Electoral Engagement Advisory Committee, the Library offered programs that helped residents learn about local government, explore leadership opportunities ahead of the 2026 municipal elections, and take part in open conversations about inclusion and representation of diverse voices in leadership.

We offered new programs to support growing interest in civic learning. Interactive sessions like **Game Changers** connected past social movements to today's challenges, and partner-led programs like **Lessons from Allandale Station Park** shared lessons from community organizing. The family-focused **Love Lettering Project** invited residents to share what they love about their community, helping build civic pride from an early age. The Library also supported democratic participation by serving as a polling station during the federal election. Together, these efforts strengthen the Library as a trusted place for information, conversation, and participation.



Community Resilience: The Library in Times of Crisis

In late March, a severe ice storm impacted Innisfil and surrounding communities, resulting in prolonged power outages and significant disruption. During this period, the Library demonstrated its role as an essential community hub.

Once power was restored, the Stroud and Lakeshore Branches reopened as warming and charging centres. With schools closed and conditions unsafe, residents relied on the Library for heat, internet access, and a comfortable space. Staff offered informal activities for children while adults accessed connectivity and recharged devices.

The response reinforced the Library's importance during emergencies, and community feedback reflected strong appreciation for access to warmth, connection, and support.



*Thank you for
being open.
You have been
so kind.*

*I've been
without power
for days, I'm so
glad you
opened so we
can recharge
our phones*

*Finally! Some
warmth!*

*I'm so glad you
have WI-FI!*



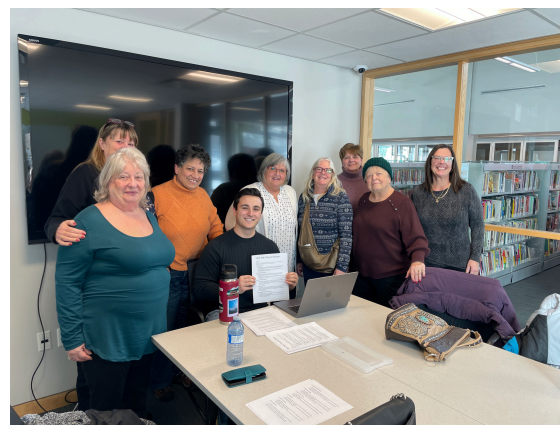
Hacking Confidence: Digital Literacy Through Makerspaces

The Library strengthens digital literacy skills across all ages through a hands-on, project-based makerspace model that builds technical skills and confidence. In 2025 over 5,300 people attended over 1,000 *Tinkershops*, *Computer Classes*, and *Tech Talks*.

Our digital literacy programs combine entry-level support with creative, skill-building experiences. *Tech Help*, *Tech Talks*, and *Computer Classes* teach basic digital literacy skills, *MakeIT* Programs and *Tinkershops* introduce participants to tools like laser cutters, vinyl cutters, sublimation printers, design software, and digital media production.

Rather than focusing only on digital troubleshooting, the makerspace model positions learners as creators. Participants design photo books, engrave keepsakes, create custom items, experiment with podcasting, and explore virtual reality. These projects build key digital literacy skills such as file management, digital design, and online safety, turning digital learning into practical, confidence-building outcomes.

By connecting skill-building with meaningful outcomes, the Library transforms digital learning from an abstract concept into a tangible, confidence-building experience.



In 2025, we introduced a new HackLAB space at the Stroud Branch. This dedicated area created expanded programming opportunities, including *Seniors MakeIT* and *Tech Help*, delivered in a more intimate environment that supports smaller groups and hands-on learning.



1110 Tinkershops & Computer Classes



5374 Program Attendees



The presentation of the program, and how the staff explains the step by step approach. The patience of the staff member who encourages us. Then the end product which makes the time worthwhile



Community Events and Shared Experiences

Throughout the year, the Library served as both host and partner in a wide range of community events, cultural celebrations, and creative initiatives.

By opening our doors to diverse voices, local artists, community organizations, and residents of all ages, the Library helps fill an important gap, providing accessible opportunities to support artistic culture and expression that strengthen the fabric of Innisfil. Throughout the year the Library was the venue for key community events:

- ComicFEST
- Fall Author Series
- Fresh Air Flicks
- Innisfil Arts, Culture and Heritage Council Art Show and Sale
- MakerFEST
- Making Change's Radiant Roots Black Cultural Expo
- Innisfil Seed Library's Seedy Saturday
- Rotary Club of Innisfil's Annual Simcoe County Gingerbread House Contest



Stories That Bring Us Together: Author Visits in 2025

One of the most powerful ways a library builds connection is by bringing stories to life through the people who create them. In 2025, we welcomed a remarkable group of Canadian authors whose voices sparked conversation, inspired young writers, and invited readers into deeper reflection.



Drew Hayden Taylor

Drew Hayden Taylor, reading from his soon-to-be-adapted thriller, *Cold*, offered commentary grounded in Indigenous storytelling, humour, and lived experience. His visit encouraged reflection on identity, reconciliation, and the power of narrative to challenge and connect. Drew's visit was so inspiring to one high school teacher in attendance that she purchased a classroom book set of *Motorcycles and Sweetgrass* for her students.



Lindsay Zier-Vogel and Teri Vlassopoulos

An inspiring evening featuring authors Lindsay Zier-Vogel and Teri Vlassopoulos. Lindsay shared insights into *Fun Times Brigade*, while Teri read from *Living Expenses*, both explored themes of motherhood, creativity, and the pressures of life. The authors discussed their writing journeys and inspirations, engaging the audience with thoughtful questions and lively conversation.



Heather Marshall

Heather Marshall shared historical insight and emotional depth, drawing readers into conversations about resilience, memory, and untold stories. Heather's books have been book club favourites, and our readers enjoyed hearing more about her research methods, character development, and insights into her stories. This virtual talk had in-library watch parties, creating a variety of ways for participants to access and engage with Heather.



Terry Fallis

National best-seller Terry Fallis captivated audiences with an in-depth, behind the scenes look at the inspiration behind his latest book, *The Marionette*. The capacity crowd was made up of long-time readers and new visitors to the Library.

Youth Leadership and Volunteerism

We are building strong leaders at the Library. 100 teen volunteers spent over 750 hours supporting younger children during programs, helping with creative projects, and assisting at events. There were almost 400 volunteer opportunities for teens to help complete their 40 hours of volunteer work. Teen volunteers gained confidence, responsibility, and real-world experience.



The Building Safer Communities-funded *Teen Nights* continued to offer a safe environment for youth to connect socially and creatively. The program provided an important space just for teens with 2318 attendees at the Lakeshore Branch Teen Nights throughout the year.

“
When I come into this library, I feel like I belong. I can be myself.
”

Through Teen engagement we heard a common goal: employment. The Library hosted a *Youth Job Fair* that welcomed over 300 teens. Employers were able to connect directly with youth, collecting resumes, answering questions, and offering interviews. Leading up to the fair, our *Gotta Get a Job* program offered resume building and interview preparation. Participants reported securing interviews (and jobs!) after attending the fair.

With the unique ability to bring together young people with the opportunities and skills to build their own futures, teens increasingly see the Library as a place where they make a difference.



Volunteer Highlight: Reading Buddies

Over the course of the year, 198 teen volunteers supported 286 children aged 7 to 10 in Reading Buddies where teens work one-on-one with students to build reading skills.

Early Years and Early Literacy

Learning begins at birth, and in 2025, the Library continued to nurture the youngest members of our community through research-informed early literacy programming.

Storytimes, Baby Bookworms, preschool programs, and family literacy initiatives are developed on the principles of *Every Child Ready to Read*. These programs build foundational literacy skills. Songs, rhymes, repetition, movement, and shared reading support early brain development and language acquisition. Research from organizations such as the Canadian Paediatric Society and the Offord Centre for Child Studies at McMaster University consistently reinforces what libraries have long understood: regular shared reading and caregiver interaction are among the strongest predictors of early language development, school readiness, and long-term academic success.

Caregivers consistently shared that these programs offer more than education; they provide connection. Parents and grandparents build confidence in supporting learning at home, gain practical strategies for literacy development, and form relationships with other families. Over 13,000 participants attended a program with an early literacy focus this year.

In 2025, the Library expanded its drop-in storytime offerings to include additional evening programs. Unregistered early literacy programming continues to meet the needs of families seeking flexibility, and evening storytime has proven particularly valuable for working parents.

Evening programming has attracted a broader cross-section of families, including increased participation from culturally diverse households and greater attendance by fathers. Several parents noted that evening storytime is the only time compatible with their work schedules and family routines. These sessions have become fun, family outings where families spend quality time together while building early literacy skills.

The Library's children's spaces remain vibrant hubs of activity, where songs, stories, and play lay the groundwork for lifelong learning. Early literacy programming does more than prepare children for school. It builds confidence, strengthens caregiver-child relationships, and fosters a sense of belonging that supports healthy development.



Lifelong Literacy

While early literacy remains a critical component of library programming, the skills we build extend across all ages. We know that for some kids, reading can feel like a chore, but the right book can ignite curiosity and unlock the imagination.

Some children struggle to read independently, and Library staff will tell you that all reading is good reading. Our collection is diverse and offers many options for early and hesitant readers including Board Books, Picture Books, Graphic Novels, Decodables, Talking Books and Yoto Cards – where kids can enjoy listening to stories and talking about them afterwards.

The Library offers a diverse range of literacy-based programs for all ages.

149 kids participated in *Early Readers Book Club* helps young children discover picture book authors they love and build early literacy skills through interactive storytelling and activities designed for emergent readers.



You always have such great programs, I'm very excited about all the variety for this summer



The *Short Story Contest*, in its 24th year, received 124 entries from Innisfil students in grades three through twelve. The contest offers students an opportunity to further develop literacy skills and build confidence through creative writing. We toured eight elementary schools in Innisfil over three days with guest judge, Lindsay Zier-Vogel. Lindsay shared her passion for writing with over 2000 students.

275 people participated in *Book Clubs* and *Book Chats* for adults and teens. These programs encourage reading engagement, increase circulation, broaden our understanding of unique perspectives, and provide opportunities for discussions about books and authors.



TD Summer Reading Club
Participants **510**
Books Read: **6442**

The more students read in the summer, the less their literacy skills decline, and the better prepared they are to head back to class in September.

Looking Ahead

The stories shared throughout this report offer just a glimpse of how the Library continues to grow alongside the community it serves. Each program, partnership, and conversation helps strengthen a place where curiosity is encouraged, voices are valued, and people feel they belong.

In the year ahead, we look forward to building on that momentum. In 2026, we will welcome the return of beloved community events including the third edition of ComicFEST and the 12th annual MakerFEST. We are also excited to reopen the Children's Area following construction, creating an improved space designed to better serve our growing community and support early learning and discovery. Digitally, we are updating and expanding the infrastructure for the online historical archive, Our Stories Innisfil.

We will continue to expand programs and deepen partnerships with social service organizations, creating more opportunities for residents to access learning, resources, and community support. We will also continue investing in staff training and professional development to ensure our team is equipped to meet the evolving needs of the community.

As we head into an election year, the Library will continue its longstanding role in supporting the democratic process by providing access to reliable information, civic resources, and welcoming spaces for community engagement.

At Innisfil ideaLAB & Library, we remain committed to evolving with our community, strengthening partnerships, and creating opportunities for learning, belonging, and connection for everyone who calls Innisfil home.



LIBRARY AT A GLANCE

2,977
Programs for
all Ages



46,644
Program
Attendees

Visits to Library 171,148

Customer Questions Answered 59,847

New Library Members 2,880

Physical Items Borrowed 187,026

Digital Items Borrowed 105,873

Holds Fulfilled 19,627



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.: LIB-05-2026
DATE: April 21, 2026
TO: INNISFIL PUBLIC LIBRARY BOARD
FROM: Megan Legg, Director, Lifelong Learning
SUBJECT: 2025 Programming Trends

RECOMMENDATION:

THAT Staff Report LIB-05-2026 regarding 2025 Programming Trends be received as information.

BACKGROUND:

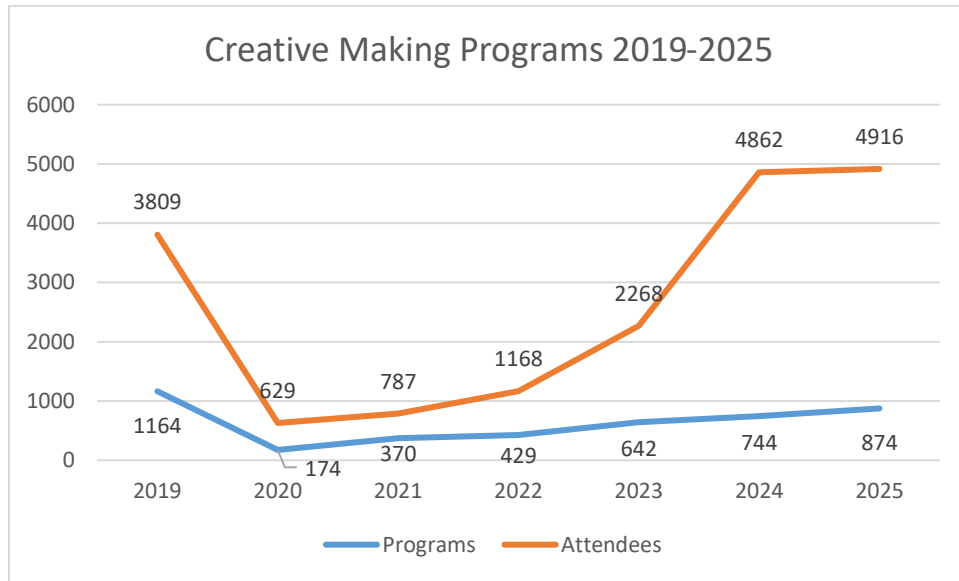
Library programming is an ever evolving entity, responsible for bringing tens of thousands of community members through the doors each year. Over the past seven years, the Library has experienced both the highest programming attendance in its history and, during the pandemic, its lowest. During this time, the Library also secured grant funding to support often underserved or underrecognized populations, particularly seniors and teens, and continued to serve as a community hub, connecting residents with programs and services delivered by community partner agencies.

As the Innisfil community evolves, Library programs and services are continually evaluated to ensure alignment with the Library's mission, vision, and strategic priorities, as well as the changing needs of the community. To that end, staff have been actively working to clarify key areas of program focus, including digital literacy and community engagement and connection, while also re-examining the core tenets of early literacy and intentionally weaving them throughout programming to promote print literacy for all ages. Over the past two years, this work has resulted in another significant evolution in Library programming to better serve the community Innisfil is today.

ANALYSIS:

Creative Making & Digital Literacy Programming

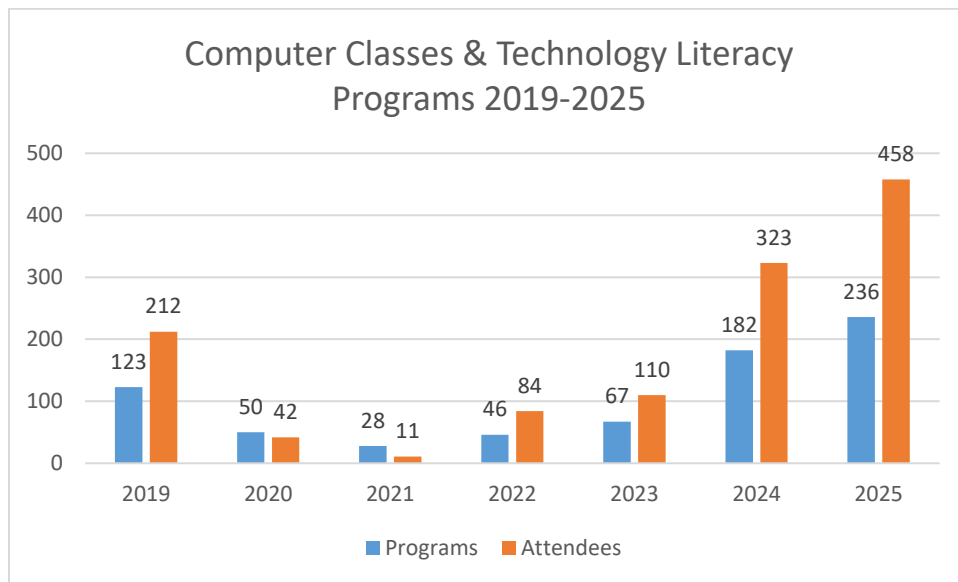
Demand for Creative Making and Digital Literacy programming continues to grow year after year. Staff continue to be highly responsive to community needs and desires, adding programming where and when the demand presents as space and staffing allows.



Over the past year, the Library has seen increased demand for programs focused on sewing and crochet, which combine practical skill development with creative expression. This resurgence of interest in traditional handcrafting reflects a desire for hands-on making, often missing from many workplaces, as well as a growing focus on repairing and repurposing goods in response to increasing living costs.



Alongside this return to traditional skills, customers are also increasingly interested in and engaged with programming that focuses on core digital literacy skill building through programs like Tech Help, Tech Talks, and Computer Classes.



Each program brings a different experience for customers, allowing them to find a setting that matches their needs or preferences in learning. Tech Help provides focused one-on-one assistance for a specific problem, Computer Classes provide an in-depth look at a topic with the opportunity to practice skills in a classroom setting, and Tech Talks offer a social setting where everyone is able to engage with a topic while building community connections. Topics like AI and online safety have been the most popular

across the board, with customers looking to understand how best to safely and consciously engage in technology.



The MakeIT family of programs, which started in 2023 as drop-in opportunities for families to engage in HackLAB programming together and build skills and connections with each other, continues to see high registration, participation, and waitlists at all branches. Since 2023, the program has moved from MakeIT Family, to include MakeIT programs for ages 4-6, 7-10, 10-13, Teens, and Seniors. All of the programs teach skills that build upon each other, allowing participants to increase their confidence with technology and the equipment housed in the LAB spaces, enabling them to engage with the spaces outside of programming and create projects independently.

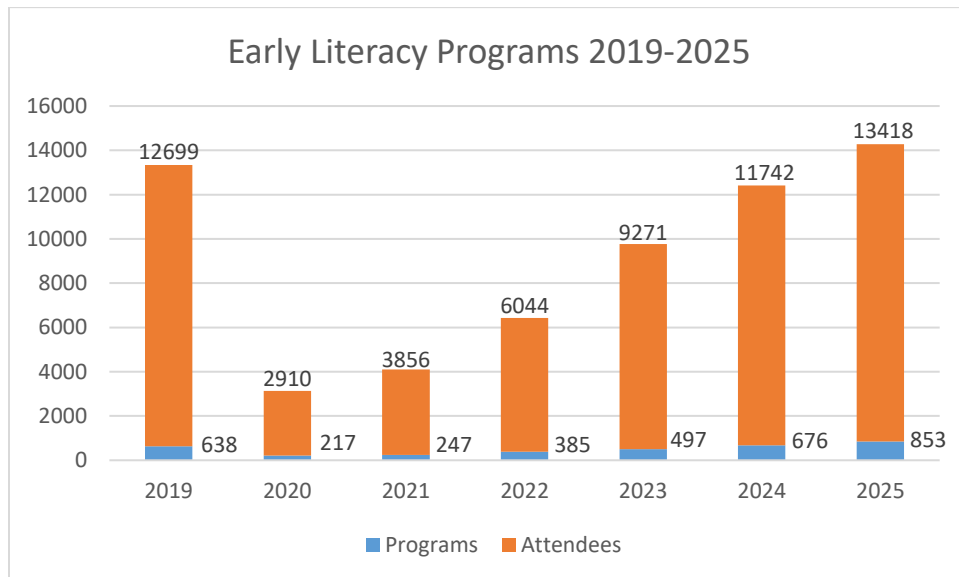


Finally, the introduction of a HackLAB space at Stroud and weekly programs has been a highlight for 2025. Customers have reported enjoying the quieter setting, which hosts smaller groups and offers more support as a result. Being able to offer HackLAB

programming at all three branches is a key piece of providing core services across the community and making it more accessible to a broader audience.

EARLY LITERACY & OTHER CHILDREN'S PROGRAMMING

Over the last several years the main focus for Early Literacy programs has been increasing access to meet community demand. The 0-14 population in Innisfil has become the largest segment of the population at 17.4% (based on 2021 census data). Continual scaling up of the program offerings, experimenting with different topics, times, and drop-in versus registered programs has allowed staff to better understand the needs of this population and their caregivers, many of whom are new to the Innisfil area in the last number of years.



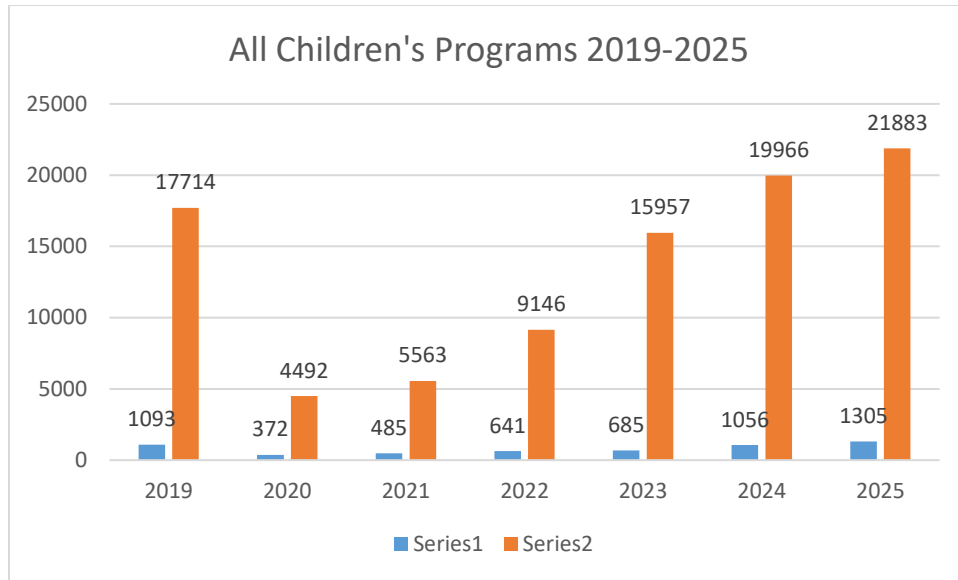
In 2024, the Drop-In Storytime schedule was restructured to ensure daily access to storytime programming across the system. In 2025, the introduction of evening storytimes at the Lakeshore Branch further broadened access, attracting strong attendance and engaging more dads and male caregivers than is typically seen in daytime programs. Those changes, along with a shift in registration status for both the Baby Bookworms and Fun for Ones programs, from registered to unregistered drop-in, have allowed more flexibility for the community and made early literacy focused programming more accessible overall.



While STEAM programming has been a cornerstone of Children’s services since 2012, staff expanded offerings in 2025 to include targeted literacy support for children aged 4–10. Early Readers Book Club and Reading Buddies build on the foundational literacy skills embedded across early years programming and reflect the principles of the American Library Association’s *Every Child Ready to Read* model.

Early Readers Book Club builds on phonological awareness skills introduced in Kindergarten and critical to early reading development. The program promotes both the picture book and early reader collections, with a particular focus on decodable early readers added in 2022–2023 as part of the Library’s commitment to evidence-based literacy resources.

Reading Buddies pairs high school student volunteers with struggling or reluctant readers, providing a supportive, low-pressure environment to practice reading skills outside the classroom. This encouragement enables children aged 7–10 to more confidently access the juvenile fiction, graphic novel, and juvenile non-fiction collections.



New robotics kits were introduced in 2025 as part of the Library's school-aged programming and outreach. LEGO BrickQ and LEGO SPIKE kits replaced the LEGO WeDo kits and have been enthusiastically received by participants in both programs and school outreach settings. These building and coding-focused tools will continue to be incorporated into expanded programming opportunities in 2026 and beyond. To further support learning outside the library, several robotics and coding kits have been added to the Library of Things, allowing children and families to explore and build skills at home.



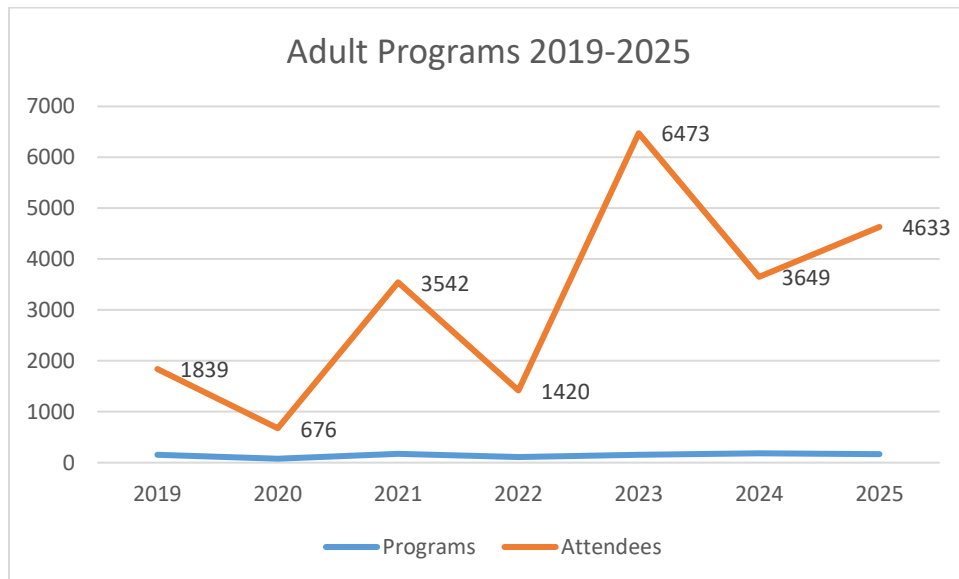
Accessibility was further enhanced in 2025 through the addition of Saturday programming and expanded community outreach. Saturday drop-in programs at the Lakeshore and Cookstown branches increased access for children and families already using the branches on weekends, as well as those seeking flexible, low-barrier programming. These initiatives have enabled broader participation from families unable to attend weekday programs and have been met with very positive feedback. The purchase of an outreach vehicle also allowed the Library to expand its presence at community events and deliver pop-up programs throughout Innisfil during the summer of 2025.



Community Building and Partnership Programming

Staff have continued to develop programs for adults and seniors with an emphasis on civic engagement and social connection. In 2025, programs focused on Indigenous culture and ways of knowing saw strong attendance and generated overwhelmingly positive feedback. Activities such as the Indigenous Medicine Garden, planting and harvesting workshops, an author talk with Drew Hayden Taylor, and the Walking Together series exploring traditional Indigenous teachings of the Four Directions demonstrated a clear community interest in engaging respectfully with Indigenous perspectives and relationships.

Partner programming also maintained strong momentum in 2025, with experts offering sessions on financial literacy, healthy ageing, mental health and wellbeing, and other general interest topics. Participation in partner-led lifelong learning programs continues to trend upward, with attendance surpassed only during the New Horizons Grant-funded senior programming delivered in 2023.



Finally, partner programming also took the form of community organizations and agencies delivering a wide range of programs and services within Library spaces, including support for newcomers, English and French language learners, caregivers, seniors looking to stay physically active, and job seekers. In 2025, over 2,785 individuals participated in partner-led programs or accessed services from staff representing more than 15 community organizations.

YOUTH PROGRAMMING

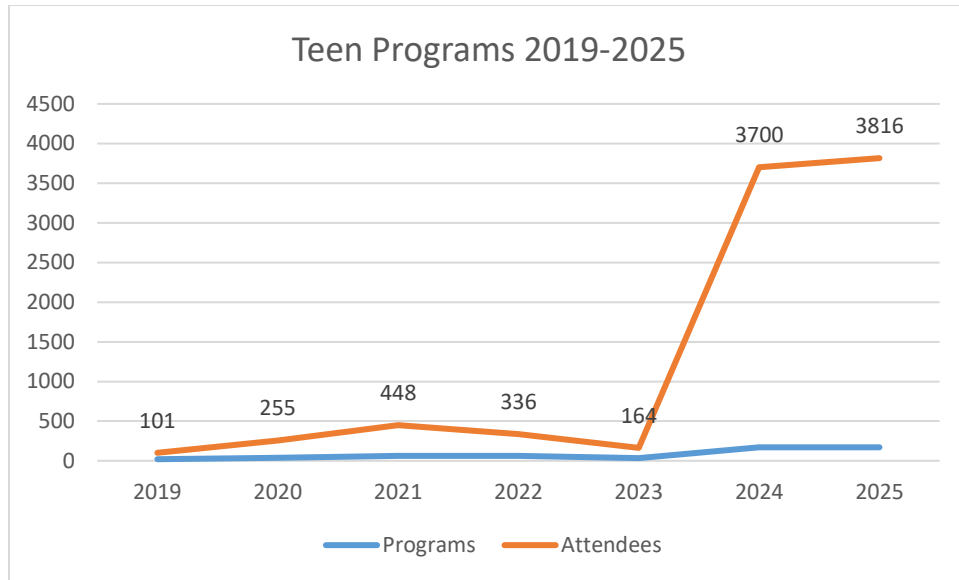
Over the past two years, the Town of Innisfil, in collaboration with the Library, the Innisfil YMCA, and CFS Counselling + Wellbeing, has used Building Safer Communities grant funding to expand programs and services for teens. Designed to strengthen social connection and community belonging, this funding enabled a significant increase in teen programming across Innisfil. Initiatives included three weekly Teen Nights offering food and activities in safe spaces, free social, art, and educational programming for teens and tweens at the Library, and ongoing access to mental health services delivered by CFS Wellness staff.

Although early expectations included a reduction in negative youth behaviours, particularly at the Lakeshore Branch, this outcome has not fully materialized. However, staff have successfully built positive relationships with teens, supported access to volunteer opportunities, and provided connections to job fairs and other employment-related resources.



In both 2024 and 2025, the Library delivered 170 programs for teens annually, attracting 3,700 participants in 2024 and 3,816 participants in 2025. This represents a 725% increase over the next highest teen participation recorded over the past seven years, achieved during pandemic-era virtual programming.

In 2025, over 100 teens contributed 750 volunteer hours by assisting with programs and events. Many completed their required secondary school volunteer hours, with several earning the full 40 hours needed to graduate.



FORECAST FOR 2026 and beyond:

- Digital literacy programming will continue to evolve beyond the traditional classroom model, with a focus on bringing learning opportunities into spaces where the community already gathers.
- Children’s programming will return to the refreshed Children’s Area at the Lakeshore Branch, improving access to the collection and creating space for families and children to gather alongside in-branch programming.
- Opportunities to bring programs to Cookstown and Stroud in new and creative ways will continue to be explored, with staff seeking to build community connections that support sustained customer engagement.
- Fostering inclusion and reflecting the community back to itself will remain key priorities. Existing partnerships will be maintained and strengthened, while new partnerships will be actively pursued to support this work.
- Community-led partner programming will continue to be a key focus, providing an avenue for the Library to connect community members with specialized programs and services that extend beyond the expertise of library staff.
- Work undertaken as part of the Strategic Plan renewal in 2026 will inform program direction and priorities for 2027 and beyond.

CONCLUSIONS:

Library programming plays a critical role in supporting community connection, lifelong learning, and access to Library services. Rooted in staff expertise and informed by community needs, these programs deliver meaningful outcomes that are not always fully captured by attendance statistics. The work of the programming team directly

supports key Strategic Plan priorities and advances the Library's mission on a daily basis.

Through continuous evaluation and evolution of program offerings, staff have demonstrated a strong commitment to innovation, responsiveness, and community engagement. As Innisfil continues to grow and diversify, this ability to align services with changing needs and implement both incremental and transformational changes will ensure the Library remains a relevant and trusted community resource.



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

REPORT NO.: LIB-06-2026
DATE: April 21, 2026
TO: Innisfil Public Library Board
FROM: Finance Committee
SUBJECT: 2025 Year-End Results (Draft)

RECOMMENDATION:

That Committee Report LIB-06-2026 regarding the 2025 Year-End Results (draft) dated April 21, 2026 be received, and

THAT the 2025 unspent library donations in the amount of \$14,428.09 be allocated to the Library's Donation Reserve Account.

Background:

On January 29, 2025, through Council Resolution #2025.01.15-CR-02, Town Council approved the Library Board's 2025 Operating Budget in the amount of \$4,366,874, and the 2025 Capital Budget in the amount of \$485,784. Finalized Operating and Capital results to December 31, 2025, are included in this report.

Financial Results – Operating

As of December 31st, 2025, the total operating budget was at 256% of total budgeted revenues, and 103% of total budgeted expenditures. This results in an overall favourable year-end variance of \$52,072, which includes \$14, 428 in unspent donations. (See Appendix A).

Overview of Revenues

Library administration revenues resulted in a positive variance of \$208,441.

Category	Variance	Comments
Registration & Facility Fees	\$21,000	Programming revenue and facility room bookings both realized a positive variance.
User Fees & Licenses	-\$2,076	Miscellaneous revenue was under target; however, photocopy, fees for damaged books and ideaSHOP sales achieved higher than budgeted amounts.
Grants	\$164,089	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: Canada Student Jobs, Building Safer Communities, Human Navigator Project, TD Friends of the Environment and the County Age Friendly grant.
Donations	\$21,428 total <ul style="list-style-type: none"> • \$7,000 spent • \$14,428 to reserve 	Notable donations in 2025 include fundraising from the Buy a Shelf Campaign, Tim Horton’s Smile Cookie campaign, the Elizabeth Fry Society, the Innisfil Lions Club, and various other donations. In 2025 the Library used donation dollars totalling \$7,000 to fund: <ul style="list-style-type: none"> - Fresh Air Flicks in Cookstown - Short story contest

Overview of Expenditures

Library expenditures resulted in a negative variance of \$156,369, or 103% of the allocated budget.

Category	Variance	Comments
Fleet	\$1,423	A positive variance due to vehicle purchase mid-way in 2025.
Wages & Benefits	-\$45,117	A negative variance is represented; however, staffing expenses covered by grant dollars resulted in the bulk of this variance. <i>Grant dollars applied to this category resulted in a positive variance of approximately \$22k</i>
Materials & Supplies	-\$121,424	The library limited spending to offset other overages in the following categories: <ul style="list-style-type: none"> - Electronic Collections - Culture Programming - Advertising Significant overages are due to: <ul style="list-style-type: none"> - Cleaning Supplies - Education & development - Equipment Maintenance - Technology supplies (offset by programming revenue) - Project Expense (all Materials & Supply costs related to grant expenses)
Utilities	-\$4,316	Slightly over due to new phones.
Contracted Services	\$8,186	A positive variance is due to limiting contract costs to offset other overages.
Rents & Financials	\$3,264	Represents savings from visa/debit charges due to moving to a new POS system.

Fleet	\$1,423	Positive variance due to purchase of vehicle mid-2025
Facilities	\$6,799	Overall, a positive variance achieved with facilities as a whole: <ul style="list-style-type: none"> - Churchill incurred unexpected costs related to preparing the facility to be leased, but was offset by rental revenues - Insurance trending lower than budgeted due to new policy

Appendix B provides a detailed financial report of the Year-End Operating Results (draft).

Financial Results – Capital

The 2025 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 2025 approved capital projects, the Library Board has carried over projects approved in previous years.

- Year to date spending for capital projects is \$257,88.
- LIB37, LIB39, LIB67 completed.
- All other projects moved forward, except LIB45 planned in coordination with Town Departments; LIB4 due to resourcing; LIB71 work has progressed with invoicing in 2026; LIB42 deferred to 2026.

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

Financial Consideration:

The Library achieved a slight positive variance in the year-end operating results. After the external auditors formally review the 2025 Financials in June, the Library Board will recommend the appropriate course of action to manage the operating variance.

The recommendation included in this report, is that the unspent donations, in the amount of \$14,428, be transferred to the Library Donation Reserve.

Conclusion:

This report provides information to the Library Board regarding the operating and capital 2025 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, 2025

Innisfil Public Library Donation Reserves & Bank Account				
	IPL Account Donations	Town Account Donations	Total	2025 Donation Reserve Activity
Library Donation Reserve Balance as of December 31, 2024				\$101,613.34
2025 Donations Received	\$21,168.09	\$260.00	\$21,428.09	
2025 Donations Spent	-\$7,000.00	\$0.00	-\$7,000.00	
Total Unspent 2025 Donations to be Transferred to Library Donation Reserve via Board Motion			\$14,428.09	\$14,428.09
Library Donation Reserve Balance as at December 31, 2025				\$116,041.43

Appendix B

Budget to Actual Variance Report 2025 Innisfil Public Library Board							
Operating Budget Areas	Detailed Categories	Year to	YTD	2025	YE Variance	Grant/Donation Impact	YE Variance Excluding Grant/Donation
		Date	a Percent	Approved	(-) = impact		
		Actuals	of Budget	Budget	(+) = savings		
REVENUE	Revenue						
	Registration & Facility Fees						
	Facility Rental						
	4438 Hall Rental	-13,738	114%	(12,000)	1,738		
	Total Facility Rental	-13,738	114%	(12,000)	1,738		
	Registration Fees						
	4464 Programming	-47,262	169%	(28,000)	19,262		
	Total Registration Fees	-47,262	169%	(28,000)	19,262		
	Total Registration & Facility Fees	-61,000	153%	(40,000)	21,000		
	User Fees, Licences and Fines						
	User Fees						
	4447 Misc. Revenue	-12,785	51%	(25,000)	(12,215)		
	4490 Photocopy Etc.	-22,056	147%	(15,000)	7,056		
	4491 Books	-6,888	138%	(5,000)	1,888		
	4492 ideaSHOP sales	-3,695	148%	(2,500)	1,195		
	Total User Fees	-45,424	96%	(47,500)	(2,076)		
	Total User Fees, Licences and Fines	-45,424	96%	(47,500)	(2,076)		
	Other						
	Government Grants						
	4100 Grants - Ontario	-132,835	289%	(45,922)	86,913	(86,913.00)	-
	4200 Grants - Federal	-77,176	0%	-	77,176	(77,176.00)	-
	Total Government Grants	-210,011	457%	(45,922)	164,089		
	Other Revenue						
	4760 Donations	-21,428	0%	-	21,428	(7,000.00)	14,428.00
	4764 Sponsorship	-4,000			4,000	(4,000.00)	-
Total Other Revenue	-25,428	0%	-	25,428			
Total Other	-235,439	513%	(45,922)	189,517			
Total Revenue	-341,863	256%	(133,422)	208,441	(175,089.00)		
LIBRARY ADMINISTRATION	Wages & Benefits						
	Total Wages & Benefits	3,706,314	101%	3,661,197	(45,117)	67,902	22,785
	Materials & Supplies						
	Facility/Park Maintenance						
	7080 Cleaning Supplies	11,660	130%	9,000	(2,660)		
	Total Facility/Park Maintenance	11,660	130%	9,000	(2,660)		
	Advertising & Publicity						
	7020 Advertising & Publicity	6,907	78%	8,865	1,958		
	Total Advertising & Publicity	6,907	78%	8,865	1,958		
	Clothing						
	5210 Clothing/PPE	200	30%	675	475		
	Total Clothing	200	30%	675	475		
	Education, Seminars & Memberships						
	5230 Education & Development	24,776	113%	22,000	(2,776)		
	7300 Prof. Dues & Memberships	4,218	141%	2,993	(1,225)		
	Total Education, Seminars & Memberships	28,994	116%	24,993	(4,001)		
	Equipment Maintenance						
	7140 Equipment Maintenance	9,433	429%	2,200	(7,233)		
	Total Equipment Maintenance	9,433	429%	2,200	(7,233)		
	Office, Printing & Postage						
	7360 Office Supplies	10,283	111%	9,296	(987)		
	7400 Photocopy	10,240	102%	10,000	(240)		
	7440 Postage	467	47%	1,000	533		
	7460 Printing	4,424	61%	7,240	2,816		
	Total Office, Printing & Postage	25,414	92%	27,536	2,122		
	Materials						
	7029 Electronic Collections	98,552	87%	113,077	14,525		
	7041 Physical Collections	159,971	105%	152,460	(7,511)		
	7280 Material	23,121	105%	22,000	(1,121)		
	7283 Technology Supplies	46,838	240%	19,500	(27,338)		
	7284 ideaSHOP Supplies	362	72%	500	138		
	Total Materials	328,844	107%	307,537	(21,307)		
Other Expenses							
5120 Board&Committee /Non-payroll	2,450	61%	4,000	1,550			
7285 Meals & Beverages	5,466	0%	-	(5,466)	5,466	-	
7320 Mileage	9,252	94%	9,858	606	1,795	2,401	
7389 Culture Engagement	14,100	43%	32,500	18,400	6,308	24,708	
7470 Programming - Children	17,450	122%	14,260	(3,190)	7,025	3,835	
7545 Project Expense	86,593	0%	-	(86,593)	86,593	-	
Total Other Expenses	135,311	223%	60,618	(74,693)			
Public Relations							
7485 Public Relations	18,865	251%	7,503	(11,362)			

Budget to Actual Variance Report 2025							
Innisfil Public Library Board							
Operating Budget Areas	Detailed Categories	Year to	YTD	2025	YE Variance	Grant/Donation Impact	YE Variance Excluding Grant/Donation
		Date	a Percent	Approved	(-) = impact		
		Actuals	of Budget	Budget	(+) = savings		
	Total Public Relations	18,865	251%	7,503	(11,362)		
	Software Maintenance and Licencing						
	7580 Software Annual Maint. Fees	73,122	107%	68,399	(4,723)		
	Total Software Maintenance and Licencing	73,122	107%	68,399	(4,723)		
	Total Materials & Supplies	638,750	123%	517,326	(121,424)		
	Utilities						
	Telephone and Utilities						
	7600 Telephone	9,824	178%	5,508	(4,316)		
	Total Telephone and Utilities	9,824	178%	5,508	(4,316)		
	Total Utilities	9,824	178%	5,508	(4,316)		
	Contracted Services						
	Audit Fees						
	8080 Audit	5,723	100%	5,723	-		
	Total Audit Fees	5,723	100%	5,723	-		
	Contracts						
	8290 Contracts	4,603	33%	14,021	9,418		
	Total Contracts	4,603	33%	14,021	9,418		
	Other Contracted Services						
	8781 Recruitment Services	2,638	0%	-	(2,638)		
	Total Other Contracted Services	2,638	0%	-	(2,638)		
	External Legal Costs						
	8640 Legal	8,594	86%	10,000	1,406		
	Total External Legal Costs	8,594	86%	10,000	1,406		
	Total Contracted Services	21,558	72%	29,744	8,186		
	Rents & Financial						
	Service Charges						
	9110 Debit/Visa Charges	1,217	27%	4,481	3,264		
	Total Service Charges	1,217	27%	4,481	3,264		
	Total Rents & Financial	1,217	27%	4,481	3,264		
	Transfer to Reserve & Reserve Funds						
	Transfer to Reserves						
	572011 Trsf to Reserve-LibCompReplace	0	0%	-	-		
	572013 Trsf to Reserve-Lib. Donations	5,185	0%	-	(5,185)		
	Total Transfer to Reserves	5,185	0%	-	(5,185)		
	Total Transfer to Reserve & Reserve Funds	5,185	0%	-	(5,185)		
	Total Library Administration	4,382,848	104%	4,218,257	(164,591)		
FLEET	Materials & Supplies						
	Fuel						
	7200 Fuel	313	17%	1,846	1,533		
	Total Fuel	313	17%	1,846	1,533		
	Insurance						
	7220 Insurance	254	27%	950	696		
	Total Insurance	254	27%	950	696		
	Purchased Services						
	7380 Purchased Services	192	26%	751	559		
	Total Purchased Services	192	26%	751	559		
	Total Materials & Supplies	759	21%	3,547	2,788		
	Internal Transfers						
	9620 Fleet Recoveries	1,365	0%	-	(1,365)		
	Total Internal Transfers	1,365			(1,365)		
	Total Expenditures	2,124	60%	3,547	1,423		
	Total Library Fleet	2,124	60%	3,547	1,423		
FACILITIES	Stroud Branch						
	Expenditures						
	Materials & Supplies						
	Facility/Park Maintenance						
	7180 Facility/Parks Maintenance	1,916	42%	4,550	2,634		
	Total Facility/Park Maintenance	1,916	42%	4,550	2,634		
	Insurance						
	7220 Insurance	2,244	86%	2,600	356		
	Total Insurance	2,244	86%	2,600	356		
	Total Materials & Supplies	4,160	58%	7,150	2,990		
	Utilities						
	Telephone and Utilities						
	7600 Telephone	973	52%	1,855	882		
	Total Telephone and Utilities	973	52%	1,855	882		
	Total Utilities	973	52%	1,855	882		
	Contracted Services						
	Cleaning Contract						
	8185 Cleaning Contract	13,528	113%	11,990	(1,538)		

**Budget to Actual Variance Report 2025
Innisfil Public Library Board**

Operating Budget Areas	Detailed Categories	Year to	YTD	2025	YE Variance	Grant/Donation Impact	YE Variance Excluding Grant/Donation
		Date	a Percent	Approved	(-) = impact		
		Actuals	of Budget	Budget	(+) = savings		
	Total Cleaning Contract	13,528	113%	11,990	(1,538)		
	Total Contracted Services	13,528	113%	11,990	(1,538)		
	Internal Recoveries/Transfers						
	Internal Rental Expenditure(Revenue)						
	9610 Facility rental expenditures(I	26,300	100%	26,300	-		
	Total Internal Rental Expenditure(Revenue)	26,300	100%	26,300	-		
	Total Internal Recoveries/Transfers	26,300	100%	26,300	-		
	Total Expenditures	44,961	95%	47,294	2,333		
	Total Stroud Branch	44,961	95%	47,294	2,333		
	Churchill Branch						
	Revenue						
	Registration & Facility Fees						
	4538 Rental Income	-14,272	67%	(21,407)	(7,135)		
	4541 M.I.T Income	-8,935	83%	(10,757)	(1,822)		
	Total Registration & Facility Fees	-23,207	72%	(32,164)	(8,957)		
	Expenditures						
	Materials & Supplies						
	Facility/Park Maintenance						
	7180 Facility/Parks Maintenance	11,983	479%	2,500	(9,483)		
	Total Facility/Park Maintenance	11,983	479%	2,500	(9,483)		
	Insurance						
	7220 Insurance	3,305	87%	3,800	495		
	Total Insurance	3,305	87%	3,800	495		
	Total Materials & Supplies	15,288	243%	6,300	(8,988)		
	Utilities						
	Telephone and Utilities						
	7660 Utilities - Hydro	62	0%	-	(62)		
	7680 Utilities - Natural Gas	16	0%	-	(16)		
	7700 Utilities - Water/Sewer	24	0%	-	(24)		
	Total Telephone and Utilities	102	0%	-	(102)		
	Total Utilities	102	0%	-	(102)		
	Internal Recoveries/Transfers						
	Internal Transfers						
	9681 Snow Clearing - Expenditures	2,861	122%	2,350	(511)		
	9365 Property Taxes	4,114	70%	5,842	1,728		
	Total Internal Transfers	6,975	85%	8,192	1,217		
	Total Internal Recoveries/Transfers	6,975	85%	8,192	1,217		
	Total Revenue	-23,207	72%	(32,164)	(8,957)		
	Total Expenditures	22,365	154%	14,492	(7,873)		
	Total Churchill Branch	-842	5%	(17,672)	(16,830)		
	Cookstown Branch						
	Revenue						
	Transfer from Reserve & Reserve Funds						
	Contributions from Obligatory RF						
	492507 Oblig.RF-Library DCA	-155,108	100%	(155,108)	(0)		
	492513 Oblig.RF-Parks Outdoor DCA	0	0%	-	-		
	492515 Oblig.RF-Parks Indoor DCA	-11,281	100%	(11,281)	(0)		
	Total Contributions from Obligatory RF	-166,389	100%	(166,389)	(0)		
	Total Transfer from Reserve & Reserve Funds	-166,389	100%	(166,389)	(0)		
	Total Revenue	-166,389	100%	(166,389)	(0)		
	Expenditures						
	Materials & Supplies						
	Facility/Park Maintenance						
	7180 Facility/Parks Maintenance	25,865	129%	20,018	(5,847)		
	Total Facility/Park Maintenance	25,865	129%	20,018	(5,847)		
	Insurance						
	7220 Insurance	14,125	85%	16,700	2,575		
	Total Insurance	14,125	85%	16,700	2,575		
	Total Materials & Supplies	39,990	109%	36,718	(3,272)		
	Utilities						
	Telephone and Utilities						
	7600 Telephone	1,716	86%	2,000	284		
	7660 Utilities - Hydro	27,805	98%	28,500	695		
	7680 Utilities - Natural Gas	735	29%	2,500	1,765		
	7700 Utilities - Water/Sewer	2,261	106%	2,138	(123)		
	Total Telephone and Utilities	32,517	93%	35,138	2,621		
	Total Utilities	32,517	93%	35,138	2,621		
	Contracted Services						
	Cleaning Contract						
	8185 Cleaning Contract	16,910	106%	15,895	(1,015)		

Budget to Actual Variance Report 2025							
Innisfil Public Library Board							
Operating Budget Areas	Detailed Categories	Year to	YTD	2025	YE Variance	Grant/Donation Impact	YE Variance Excluding Grant/Donation
		Date	a Percent	Approved	(-) = impact		
		Actuals	of Budget	Budget	(+) = savings		
	Total Cleaning Contract	16,910	106%	15,895	(1,015)		
	Contracts						
	8850 Snow Removal	18,528	102%	18,242	(286)		
	Total Contracts	18,528	102%	18,242	(286)		
	Total Contracted Services	35,438	104%	34,137	(1,301)		
	Long term debt - Principal & Interest						
	L.T.D. Principal & Interest						
	5610 Debt Interest	30,678	92%	33,389	2,711		
	5620 Debt Principal	133,000	100%	133,000	-		
	5630 Accrued Interest Transfer	2,712	0%	-	(2,712)		
	9265 Amortization of Debent. Comm.	159	0%	-	(159)		
	Total L.T.D. Principal & Interest	166,549	100%	166,389	(160)		
	Total Long term debt - Principal & Interest	166,549	100%	166,389	(160)		
	Internal Recoveries/Transfers						
	Internal Rental Expenditure(Revenue)						
	9600 Facility rental revenue(Intern	-29,000	100%	(29,000)	-		
	Total Internal Rental Expenditure(Revenue)	(29,000)	100%	(29,000)	-		
	Total Internal Recoveries/Transfers	(29,000)	100%	(29,000)	-		
	Total Revenue	(166,389)	100%	(166,389)	-		
	Total Expenditures	245,494	101%	243,382	(2,112)		
	Total Cookstown Branch	79,105	103%	76,993	(2,112)		
	Lakeshore Branch						
	Expenditures						
	Materials & Supplies						
	Facility/Park Maintenance						
	7180 Facility/Parks Maintenance	31,021	102%	30,535	(486)		
	Total Facility/Park Maintenance	31,021	102%	30,535	(486)		
	Insurance						
	7220 Insurance	28,933	61%	47,300	18,367		
	Total Insurance	28,933	61%	47,300	18,367		
	Total Materials & Supplies	59,954	77%	77,835	17,881		
	Utilities						
	Telephone and Utilities						
	7600 Telephone	1,853	50%	3,700	1,847		
	7660 Utilities - Hydro	29,495	83%	35,495	6,000		
	7680 Utilities - Natural Gas	14,279	112%	12,795	(1,484)		
	7700 Utilities - Water/Sewer	6,704	156%	4,290	(2,414)		
	Total Telephone and Utilities	52,331	93%	56,280	3,949		
	Total Utilities	52,331	93%	56,280	3,949		
	Contracted Services						
	Cleaning Contract						
	8185 Cleaning Contract	17,045	98%	17,335	290		
	Total Cleaning Contract	17,045	98%	17,335	290		
	Contracts						
	8325 Contracts - Grass Cutting		0%	-	-		
	8850 Snow Removal	19,139	94%	20,427	1,288		
	Total Contracts	19,139	94%	20,427	1,288		
	Total Contracted Services	36,184	96%	37,762	1,578		
	Total Expenditures	148,469	86%	171,877	23,408		
	Total Lakeshore Branch	148,469	86%	171,877	23,408		
	Total Facilities	271,693	98%	278,492	6,799		
TOTAL LIBRARY OPERATING	Total Revenue	-341,863	256%	(133,422)	208,441		
	Total Library Administration	4,382,848	104%	4,218,257	(164,591)		
	Total Library Fleet	2,124	60%	3,547	1,423		
	Total Facilities	271,693	98%	278,492	6,799		
	TOTAL	4,314,802	99%	4,366,874	52,072		

Appendix C

	Total	Jan to Dec 31	Remaining		
	Approved	Total Spend	Budget	Carryover	Surplus /
	Budget		(Budget-Spent)	to 2026	Deficit
Library					
LIB37 Cookstown Facility Assessment & Repairs	37,215	37,096	119	-	119
LIB39 Job Evaluation/Job Description/Pay Equity	2,573	2,137	436	-	436
LIB4 RFID	36,903	-	36,903	36,903	-
LIB42 Design / Preparation for ideaLAB & Library with Recreational Component in Lefr	550,000	-	-	550,000	-
LIB45 Updated Needs Assessment Study	40,000	-	40,000	40,000	-
LIB49 Lakeshore Facility Assessment & Repairs	75,000	28,070	46,930	46,930	-
LIB5 Electronic Equipment - All Branches	80,784	39,724	41,060	41,060	-
LIB52 Replacement Furnishings	78,733	18,410	60,323	60,323	-
LIB65 Marketing Kiosks	76,393	10,800	65,593	65,593	-
LIB66 Mobile Outreach Unit (InnMotion)	78,000	56,451	21,549	21,549	-
LIB67 Space Planning	7,389	7,347	42	-	42
LIB70 ideaLAB & Library Mobile Kiosk	150,000	57,853	92,147	92,147	-
LIB71 Lakeshore Children's Area Expansion	250,000	-	250,000	250,000	-
Total Library	1,462,990	257,888	655,102		



INNISFIL PUBLIC LIBRARY COMMITTEE REPORT

REPORT NO.: LIB-07-2026
DATE: April 21, 2026
TO: Innisfil Public Library Board
FROM: Finance Committee
SUBJECT: 2026 Q1 Operating & Capital Update

RECOMMENDATION:

THAT Committee Report LIB-07-2026 regarding the 2026 Q1 Update dated April 21, 2026 be received; and

THAT the Library Board approve the use of available funds from capital project LIB42 – Design and Preparation for a Library in Lefroy to support a joint business case with the Town, which will include the feasibility of a future Library Branch in Lefroy in addition to the Stroud Innisfil Community Centre Business Case & Site Study.

BACKGROUND:

On January 14, 2026, per Council Resolution #2026.01.14-CR-02, Town Council approved the Library Board's revised 2026 Operating Budget in the amount of \$4,685,945, and the revised 2026 Capital Budget in the amount of \$298,750.

Finalized Operating and Capital results to March 31, 2026, are included in this report.

FINANCIAL RESULTS – OPERATING

The Operating budget provides for expenses that cover day-to-day expenditures and activities including utilities, insurance, staff wages and benefits, program supplies, collections, and facility maintenance. It includes revenues expected to be received from fees, room rentals, grants, and other miscellaneous sources, as well as the contribution from the Town of Innisfil.

As of March 31, 2026, the total operating budget was at 41% of total budgeted revenues, and 21% of total budgeted expenses. Overall, the Q1 results show that the Library is at 21% of the overall budget.

Appendix A provides a detailed financial report of the Q1 Operating Results.

Overview of Revenues

Registration & Facility Fees: Hall rentals are trending lower at 3% of total budgeted amount, which is largely due to the renovation project reducing the number of rentals; registration fees are at 18%.

User Fees & Licenses: Trending higher at 39% of budget, largely due to an unbudgeted liquidation payment from the LSC liquidation.

Grants: In Q1 the Library received an \$30k from the County of Simcoe for the Human Navigator pilot project.

*Note – The only grant the Library has a budget for is the Provincial Operating Grant, which is a set amount each year and is typically received in Q3.

Donations: \$450 received to date.

Overview of Expenditures

Wages & Benefits: On target at 20%.

Materials & Supplies: On target at 28%.

Other Expenditures: All trending lower.

Facility Related expenses: On target at 26%.

FINANCIAL RESULTS – CAPITAL

The 2026 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 2026 approved capital projects, the Library Board has carried over projects approved in previous years.

Year to date spending for capital projects is \$211,664, related to projects LIB49, LIB5, LIB71 and LIB72.

Appendix B provides a detailed financial report of the Q1 Capital Results.

Capital Budget Recommendation

The Library has a capital project, LIB42: Design and Preparation for a Library in Lefroy, in its capital plan for several years. The project has been deferred repeatedly, as the timing was not appropriate to advance the development of a library branch in the Lefroy area.

As the Library and the Town move forward with a joint business case for the Stroud facility, the RFP was designed in a way to include a comparable business case for the Morgan Russell Memorial Community Centre, including an assessment of the feasibility of a future library branch at that location.

As this work is directly related to the scope and intent of LIB42, staff are recommending that the Library Board approve the use of allocated capital funds from this project, as required, to help offset the total cost of the joint business case. A detailed breakdown of the funding required will be brought forward once the final budget for the comprehensive business case has been established.

FINANCIAL CONSIDERATION:

Since it is early in the year, it is difficult to forecast how the year will unfold and the resulting financial impacts. Staff will continue to monitor the operating financial results to ensure that the year-end results are in-line with the approved budget. We do however recognize that the budget estimates are developed with the best information known at the time, and that there are numerous factors that can impact the final results. Accordingly, Staff will employ cost mitigating strategies when required, and will keep the Library Board's Finance Committee and the Library Board informed of progress through the financial quarterly reports.

Conclusion:

This report provides information to the Library Board regarding the operating and capital activities that occurred during the first quarter of 2026.

PREPARED BY:

Erin Scuccimarri, CEO

APPROVED BY:

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

Appendix A

Budget to Actual Variance Report Q12026

Innisfil Public Library Board

Detailed Categories	Year to Date Actuals	YTD Actual as a Percent of Budget	2026 Approved Budget	Notes/Comments
Revenue				
Registration & Facility Fees				
Facility Rental				
4438 Hall Rental	-400	3%	(15,000)	
Total Facility Rental	-400	3%	(15,000)	
Registration Fees				
4464 Programming	-7,650	25%	(31,000)	
Total Registration Fees	-7,650	25%	(31,000)	
Total Registration & Facility Fees	-8,050	18%	(46,000)	
User Fees, Licences and Fines				
User Fees				
4447 Misc. Revenue	-11,940	48%	(25,000)	LSC Liquidation Payment
4490 Photocopy Etc.	-5,989	35%	(17,000)	
4491 Books	-1,470	25%	(6,000)	
4492 ideaSHOP sales	-483	14%	(3,500)	
Total User Fees	-19,882	39%	(51,500)	
Total User Fees, Licences and Fines	-19,882	39%	(51,500)	
Other				
Government Grants				
4100 Grants - Ontario	-30,000	65%	(45,922)	County Grant
4200 Grants - Federal	0	0%	-	
Total Government Grants	-30,000	65%	(45,922)	
Other Revenue				
4760 Donations	-450	0%	-	additional \$4273 in Library account not reflected yet
Total Other Revenue	-450	0%	-	
Total Other	-30,450	66%	(45,922)	
Total Revenue	-58,382	41%	(143,422)	
Wages & Benefits				
Total Wages & Benefits	807,821	20%	3,965,780	
Materials & Supplies				
Facility/Park Maintenance				
7080 Cleaning Supplies	1,990	22%	9,000	
Total Facility/Park Maintenance	1,990	22%	9,000	
Advertising & Publicity				
7020 Advertising & Publicity	2,442	28%	8,865	
Total Advertising & Publicity	2,442	28%	8,865	
Clothing				
5210 Clothing/PPE	0	0%	675	
Total Clothing	0	0%	675	
Education, Seminars & Memberships				
5230 Education & Development	3,568	15%	24,200	
7300 Prof. Dues & Memberships	2,100	70%	2,993	
Total Education, Seminars & Memberships	5,668	21%	27,193	
Equipment Maintenance				
7140 Equipment Maintenance	1,119	51%	2,200	
Total Equipment Maintenance	1,119	51%	2,200	
Office, Printing & Postage				
7360 Office Supplies	2,566	28%	9,296	
7400 Photocopy	4,834	48%	10,000	
7440 Postage	79	8%	1,000	
7460 Printing	0	0%	7,240	
Total Office, Printing & Postage	7,479	27%	27,536	
Materials				
7029 Electronic Collections	28,883	26%	113,077	
7041 Physical Collections	31,769	20%	160,083	
7280 Material	4,342	20%	22,000	
7283 Technology Supplies	5,674	29%	19,500	
7284 ideaSHOP Supplies	20	4%	500	
Total Materials	70,688	22%	315,160	

Other Expenses			
5120 Board&Committee /Non-payroll	0	0%	4,000
7285 Meals & Beverages	470	19%	2,500
7320 Mileage	181	2%	9,858
7389 Culture Engagement	4,588	14%	32,500
7470 Programming - Children	3,345	22%	15,460
7545 Project Expense	25,173	0%	- offset by grant \$
Total Other Expenses	33,757	52%	64,318

Public Relations			
7485 Public Relations	1,011	13%	7,503
Total Public Relations	1,011	13%	7,503
Software Maintenance and Licencing			
7580 Software Annual Maint. Fees	25,506	36%	71,819
Total Software Maintenance and Licencing	25,506	36%	71,819
Total Materials & Supplies	149,660	28%	534,269

Utilities			
Telephone and Utilities			
7600 Telephone	250	5%	5,508
Total Telephone and Utilities	250	5%	5,508
Total Utilities	250	5%	5,508

Contracted Services			
Audit Fees			
8080 Audit	0	0%	5,952
Total Audit Fees	0	0%	5,952
Contracts			
8290 Contracts	488	3%	14,021
Total Contracts	488	3%	14,021
Other Contracted Services			
8781 Recruitment Services	434	0%	-
Total Other Contracted Services	434	0%	-
External Legal Costs			
8640 Legal	0	0%	10,000
Total External Legal Costs		0%	10,000
Total Contracted Services	922	3%	29,973

Rents & Financial			
Service Charges			
9110 Debit/Visa Charges	272	6%	4,481
Total Service Charges	272	6%	4,481
Total Rents & Financial	272	6%	4,481
Total Library Administration	958,925	21%	4,540,011

Materials & Supplies			
Fuel			
7200 Fuel	181	10%	1,846
Total Fuel	181	10%	1,846
Insurance			
7220 Insurance	0	0%	950
Total Insurance		0%	950
Purchased Services			
7380 Purchased Services	0	0%	751
Total Purchased Services		0%	751
Total Materials & Supplies	181	5%	3,547
Internal Transfers			
9620 Fleet Recoveries	0	0%	
Total Internal Transfers			
Total Fleet	181	5%	3,547

Stroud Branch			
Materials & Supplies			
Facility/Park Maintenance			
7180 Facility/Parks Maintenance	351	8%	4,550
Total Facility/Park Maintenance	351	8%	4,550
Insurance			
7220 Insurance	760	29%	2,600
Total Insurance	760	29%	2,600
Total Materials & Supplies	1,111	16%	7,150
Utilities			

Telephone and Utilities			
7600 Telephone	98	5%	1,855
Total Telephone and Utilities	98	5%	1,855
Total Utilities	98	5%	1,855
Contracted Services			
Cleaning Contract			
8185 Cleaning Contract	2,271	19%	11,990
Total Cleaning Contract	2,271	19%	11,990
Total Contracted Services	2,271	19%	11,990
Internal Recoveries/Transfers			
Internal Rental Expenditure(Revenue)			
9610 Facility rental expenditures(I	0	0%	26,300
Total Internal Rental Expenditure(Revenue		0%	26,300
Total Internal Recoveries/Transfers		0%	26,300
Total Expenditures	3,480	7%	47,294
Total Stroud Branch	3,480	7%	47,294
Churchill Branch			
Revenue			
Registration & Facility Fees			
4538 Rental Income	-5,352	25%	(21,556)
4541 M.I.T Income	-2,680	25%	(10,757)
Total Registration & Facility Fees	-8,032	25%	(32,313)
Expenditures			
Materials & Supplies			
Facility/Park Maintenance			
7180 Facility/Parks Maintenance	142	6%	2,500
Total Facility/Park Maintenance	142	6%	2,500
Insurance			
7220 Insurance	1,120	29%	3,800
Total Insurance	1,120	29%	3,800
Total Materials & Supplies	1,262	20%	6,300
Internal Recoveries/Transfers			
Internal Transfers			
9681 Snow Clearing - Expenditures	0	0%	2,510
9365 Property Taxes	2,730	46%	5,959
Total Internal Transfers	2,730	32%	8,469
Total Internal Recoveries/Transfers	2,730	32%	8,469
Total Expenditures	3,992	27%	14,769
Total Churchill Branch	-4,040	23%	(17,544)
Cookstown Branch			
492507 Oblig.RF-Library DCA	-75,435	51%	(149,182)
492515 Oblig.RF-Parks Indoor DCA	-5,486	51%	(10,850)
Total Transfer from Reserve & Reserve Funds	-80,921	51%	(160,032)
Expenditures			
Materials & Supplies			
Facility/Park Maintenance			
7180 Facility/Parks Maintenance	5,061	25%	20,018
Total Facility/Park Maintenance	5,061	25%	20,018
Insurance			
7220 Insurance	4,787	29%	16,700
Total Insurance	4,787	29%	16,700
Total Materials & Supplies	9,848	27%	36,718
Utilities			
Telephone and Utilities			
7600 Telephone	461	23%	2,000
7660 Utilities - Hydro	6,091	21%	28,500
7680 Utilities - Natural Gas	1,016	41%	2,500
7700 Utilities - Water/Sewer	366	17%	2,138
Total Telephone and Utilities	7,934	23%	35,138
Total Utilities	7,934	23%	35,138
Contracted Services			
Cleaning Contract			
8185 Cleaning Contract	2,839	16%	17,484
Total Cleaning Contract	2,839	16%	17,484
Contracts			
8850 Snow Removal	9,264	46%	20,066
Total Contracts	9,264	46%	20,066

Total Contracted Services	12,103	32%	37,550
Long Term Debt			
5610 Debt Interest	14,422	53%	27,032
5620 Debt Principle	66,500	50%	133,000
Total Long Term Debt	80,922	51%	160,032
Internal Recoveries/Transfers			
Internal Rental Expenditure(Revenue)			
9600 Facility rental revenue(Intern	0	0%	(29,000)
Total Internal Rental Expenditure(Revenue)	-	0%	(29,000)
Total Internal Recoveries/Transfers	-	0%	(29,000)
Total Revenues	-80,921		(160,032)
Total Expenditures	110,807	46%	240,438
Total Cookstown Branch	29,886	37%	80,406
Lakeshore Branch			
Expenditures			
Materials & Supplies			
Facility/Park Maintenance			
7180 Facility/Parks Maintenance	7,013	23%	30,535
Total Facility/Park Maintenance	7,013	23%	30,535
Insurance			
7220 Insurance	9,805	21%	47,300
Total Insurance	9,805	21%	47,300
Total Materials & Supplies	16,818	22%	77,835
Utilities			
Telephone and Utilities			
7600 Telephone	334	9%	3,700
7660 Utilities - Hydro	7,099	20%	35,495
7680 Utilities - Natural Gas	6,053	47%	12,795
7700 Utilities - Water/Sewer	1,439	34%	4,290
Total Telephone and Utilities	14,925	27%	56,280
Total Utilities	14,925	27%	56,280
Contracted Services			
Cleaning Contract			
8185 Cleaning Contract	2,861	15%	19,068
Total Cleaning Contract	2,861	15%	19,068
Contracts			
8325 Contracts - Grass Cutting		0%	-
8850 Snow Removal	9,569	43%	22,469
Total Contracts	9,569	43%	22,469
Total Contracted Services	12,430	30%	41,537
Total Expenditures	44,173	25%	175,652
Total Lakeshore Branch	44,173	25%	175,652
Total Facilities	73,499	26%	285,808

Appendix B

	Total	Actual	Remaining	Additional
	Approved	Spend	Budget	Comments
	Budget	at Q1		
Library				
LIB37 Cookstown Facility Assessment & Repairs	-	-	-	
LIB39 Job Evaluation/Job Description/Pay Equity	-	-	-	
LIB4 RFID	36,903	-	36,903	
LIB42 Design / Preparation for ideaLAB & Library	550,000	-	-	May need funds this year for Joint Business Case Project
LIB45 Updated Needs Assessment Study	40,000	-	40,000	Joint with FAC43
LIB49 Lakeshore Facility Assessment & Repairs	121,930	3,684	118,246	
LIB5 Electronic Equipment - All Branches	115,317	21,561	93,756	
LIB52 Replacement Furnishings	90,323	-	90,323	
LIB54 Strategic Plan	60,000	-	60,000	
LIB65 Marketing Kiosks	65,593	-	65,593	
LIB66 Mobile Outreach Unit (InnMotion)	21,549	-	21,549	
LIB67 Space Planning	-	-	-	
LIB70 ideaLAB & Library Mobile Kiosk	92,147	-	92,147	
LIB71 Lakeshore Children's Area Expansion	250,000	166,919	83,081	
LIB72 Digital Archive Infrastructure and Hosting M	60,000	19,500	40,500	
Total Library	1,503,762	211,664	742,098	
% of capial spend achieved at Q1	84%			



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO. LIB-08-2026

DATE: April 21, 2026

TO: Innisfil Public Library Board

FROM: Erin Scuccimarri, CEO

SUBJECT: Library Fees and Charges

RECOMMENDATION:

THAT Staff Report LIB-08-2026 regarding the Library Fees and Charges be received; and

THAT the Library Board approve the Fee Schedule for Library Services as presented in Appendix A; and

THAT the Board delegate authority to the Chief Executive Officer (CEO) to update and amend the Fee Schedule as needed, including the addition of new item types or services, or adjustments to existing fees to ensure alignment with market value and operational costs.

BACKGROUND:

The PLA states under Section 23(3) that “A board shall not charge for admission to a public library or for use of the library’s materials in the library”, and under Section 23(4) that “A board may impose fees for services” other than those protected under subsection (3). As such, the Board will not charge fees for library membership, the use

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

of library collections, participation in basic programming and the use of most services. However, the Act does permit Library Board's to charge fees for specific services or for the use of items not defined as basic library services (e.g., rentals of non-traditional collections, printing, room rentals, or value-added programs/services).

The Library's fees and charges have historically been recorded across multiple policies, including circulation, room rentals, technology use, and programming. To streamline operations, support transparency, and reduce administrative complexity, staff have developed a holistic, centralized Fee Schedule. Individual policies will reference this schedule rather than include fee amounts within each policy.

The Library charges fees for printing, photocopying and faxing, room rentals, some program materials and participation, replacement fees for lost or damaged items, and may charge for other specialized services.

ANALYSIS/CONSIDERATION:

Consolidating all fee-related information into a single Fee Schedule provides staff and customers with one definitive, up-to-date source of information and reduces the risk of outdated or inconsistent fees across policies.

As the Library's collections and services evolve, particularly with the growing demand for specialized equipment, expanded program offerings, and emerging services, fees may need periodic adjustment to remain fair and reflective of market value. Staff are recommending that delegated authority be granted to the CEO to make minor administrative updates to the Fee Schedule, such as when introducing new services or circulating items, or when operational costs change.

This delegated authority will enable the Library to respond efficiently and in a timely manner to service changes while improving operational effectiveness. The CEO will continue to report regularly to the Board on any changes made under this authority, and the Fee Schedule will be brought forward for formal Board review once each Board term.

Summary of Changes for 2026:

A number of updates are recommended within the new consolidated Fee Schedule. These represent changes from the previously separate schedules and reflect alignment with market value and support for associated operational costs:

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

Schedule B – Replacement Fees: Replacement fees added for new Library of Things materials; overdue fees for Library of Things materials increased.

Schedule E – HackLAB Services: A defined fee structure established for materials and production requests; fees that were not required have been removed; fees increased for certain materials; and a new fee introduced for production requests submitted through the print queue, reflecting staff time required for file review, setup, safe operation, and basic monitoring.

Schedule F – Reference Services: New section added. The Library periodically receives in-depth research requests, often related to local history. Fees for research requests, commercial use of digital images, and scanning services have been introduced in alignment with public library and archival best practices.

Schedule G – Room Rental Rates and Fees: Addition of rental rates for the Programming Room at the Lakeshore Branch.

OPTIONS/ALTERNATIVES:

Option A – *Approve the consolidated Fee Schedule and delegate authority to the CEO with formal Board approval once per term. (Recommended)*

Provides efficient and timely updates as services evolve, with the primary risk being reduced direct Board involvement in minor administrative changes.

Option B – *Approve the consolidated Fee Schedule but require all future changes to return to the Board.*

Ensures full Board oversight of all fee adjustments but may delay the launch of new services or responsiveness to changing operational costs.

Option C – *Maintain the current approach of embedding fees within individual policies.*

Avoids immediate structural change but continues the risk of inconsistency, outdated fees, and increased administrative burden.

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

FINANCIAL CONSIDERATIONS:

The proposed Fee Schedule is designed to ensure:

- Fees support cost recovery where appropriate,
- Consumable supplies are priced sustainably, and
- Replacement or wear-and-tear costs on specialized items are offset where possible.

Delegating authority to the CEO helps ensure the Library remains financially responsible by allowing timely adjustments to reflect changing costs.

CONCLUSION:

Adopting a consolidated Fee Schedule supports efficient operations, transparent communication, and consistent application of fees across the Library system. Delegating administrative authority to the CEO ensures the schedule remains accurate and responsive to evolving services, while maintaining appropriate Board oversight through regular reporting and scheduled review.

LIBRARY FEES & CHARGES SCHEDULE

Fees may be updated periodically to reflect service changes, market rates, and operational costs. This Fee Schedule is approved by the Library Board and may be updated administratively by the CEO in accordance with Board direction.

Please note that no refunds are issued for fees and charges including when a program or product does not meet the expectations of the user. Exceptions are considered in the event of a library cancellation, staff error, or equipment malfunction. Partial refunds (minus a cancellation/change fee) are issued for room rentals cancelled with the minimum required notice per the Room Rental Policy.

For explicit direction on application of fees, customers and employees should refer to specific policies.

Schedule A - Membership Fees

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

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

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

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	\$50.00
Juvenile Audiobook RFID Card	\$20.00
DVD Series	\$50.00
DVD/Blu-ray Fiction	\$35.00
DVD/Blu-ray Non-Fiction	\$40.00

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

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 \$470.00
Video Camera Kit	\$2050.00
Camera Kit	\$600.00
Tripod	\$150.00
Audio Recording Kit	\$470.00 to \$1686.00
DAISY Player	\$655.00
Magnifier	\$20.00 to \$70.00
CD Player	\$50.00 to \$80.00
Book Stand	\$15.00 to \$35.00
Board/Card Games	\$10.00 to \$60.00
Cricut Press	\$100.00 to \$240.00
Cricut Maker	\$250.00 to \$550.00
eBook Reader	\$160.00 to \$300.00
Kill-a-Watt Meter	\$100.00
Laptops and Tablets	\$600.00 to \$1300.00
Light Therapy Lamp	\$40.00 to \$70.00

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

Reader pen	\$350.00 to \$380.00
Explorer Backpack Kit	\$200.00
Yoto Audiobook Player	\$270.00 to \$300.00
Envoy Connect Audiobook Player	\$130.00
Ontario Parks Vehicle Permit	\$225.00
Cognitive Care Kit	\$50.00 to \$100.00
Sports Equipment	\$60.00 to \$100.00
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 Kits	A reasonable percentage of the full replacement cost

Schedule C - Overdue Fees (Library of Things)

ITEM TYPE	FEE	MAXIMUM CHARGE
Maker Kits	\$5.00 per day	\$25.00
Robotics Kit	\$5.00 per day	\$25.00
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

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

DAISY Player	\$5.00 per day	\$25.00
Magnifier	\$5.00 per day	\$25.00
CD Player	\$5.00 per day	\$25.00
Book Stand	\$5.00 per day	\$25.00
Board Games	\$5.00 per day	\$25.00
Cricut Press	\$5.00 per day	\$25.00
Cricut Maker	\$5.00 per day	\$25.00
eBook Reader	\$5.00 per day	\$25.00
Kill-a-Watt Meter	\$5.00 per day	\$25.00
Light Therapy Lamp	\$5.00 per day	\$25.00
Reader pen	\$5.00 per day	\$100.00
Explorer Backpack Kit	\$5.00 per day	\$100.00
Yoto Player	\$5.00 per day	\$100.00
Ontario Parks Vehicle Permit	\$5.00 per day	\$100.00
Cognitive Care Kit	\$5.00 per day	\$25.00
Sports Equipment	\$5.00 per day	\$25.00
Gardening Tools/Equipment	\$5.00 per day	\$25.00
Storytime Kit	\$5.00 per day	\$25.00
Toy/Musical Instrument Kit	\$5.00 per day	\$25.00

Schedule D – Document Services

Printing, Copying, Faxing	Fee
Printing - black and white	\$0.25 per print (per side for double-sided printing)

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

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

Schedule E – HackLAB Services

HackLAB	FEE	MINIMUM CHARGE
Laser Cutter (machine use only)	\$5.00 per hour	\$2.50
3D Printing (material included)	\$2.00 per hour of print time	\$1.00
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)	\$2.00 per 2 ¼" button	\$2.00
Materials (e.g. wood, acrylic, vinyl)	Fees calculated based on the amount of material used.	n/a
HackLAB Production Request Service Fee	Products submitted for production to the HackLAB will be charged material fees and machine fees (where applicable) plus a 30% production service fee.	n/a

Schedule F – Reference Services

Local History and Research	Fee
Research Requests – 30 minutes or less	Free
Research Requests – Over 30 minutes	\$40.00 per hour
Digital Image Use* – Non-Commercial Use	Free
Digital Image Use* – Commercial Use	\$45.00
Scanning Fees (for images not yet digitized*)	\$10.00 per scan
* File formats, compression, etc. may vary depending on the document and media type selected. The recipient must determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing or otherwise distributing materials received.	

Schedule G – Room Rental Rates and Fees

Facility (Lakeshore Branch)	Resident	Non- Resident	Charitable Rates	Commercial
Computer Training Lab	\$50.00 per hour	\$60.00 per hour	\$25.00 per hour	\$80.00 per hour

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

Board Room (Occupancy: 18)	\$20.00 per hour	\$25.00 per hour	\$10.00 per hour	\$35.00 per hour
Community Room (Occupancy: 56)	\$30.00 per hour	\$35.00 per hour	\$15.00 per hour	\$50.00 per hour
Event Space <i>Not available during Library open hours</i>	\$40.00 per hour	\$50.00 per hour	\$20.00 per hour	\$75.00 per hour
<u>Program Room</u> (Occupancy: 18)	\$20.00 per hour	\$25.00 per hour	\$10.00 per hour	\$35.00 per hour
Reading Garden <i>min. 3 hour booking</i>	\$25.00 per hour	\$30.00 per hour	\$12.50 per hour	\$40.00 per hour
Study Rooms (Occupancy: 6 each)	No fees, no reservations; first come, first served 2-hour maximum			

Facility (Stroud Branch)	Resident	Non-Resident	Charitable Rates	Commercial
Small Study Room (Occupancy: 6)	\$15.00 per hour	\$20.00 per hour	\$12.50 per hour	\$25.00 per hour

STAFF REPORT #LIB-08-2026 – Library Fees and Charges

Administrative Room Rental Fees	Fees (applicable to all rental types)
Deposit/ Cancellation Fee	50% of rental fee per booking
Administrative Fee (applied to cancellations)	\$15.00
After-Hours Building Monitor Fee	\$100.00 per hour
Cleaning Fee <i>(if applicable)</i>	\$100.00

Schedule F – Program and Event Fees

Programs and Events	Fee
<p>Many library programs are offered free of charge. Fees may be applied for select programs or special events to recover costs associated with materials, guest presenters, or performers.</p>	



INNISFIL PUBLIC LIBRARY STAFF REPORT

REPORT NO.: LIB-09-2026

DATE: April 21, 2026

TO: Innisfil Public Library Board

FROM: Erin Scuccimarri, CEO

SUBJECT: Procurement of Digital Archive Infrastructure Services

RECOMMENDATION:

That Staff Report LIB-XX-2026 regarding the Procurement of Digital Archive Infrastructure Services be received; and

That the Library Board approve the single source procurement of professional services for data migration and platform migration for *Our Stories Innisfil* digital archive.

BACKGROUND:

Our Stories Innisfil is the Library's digital archive, providing public access to over 11,000 digitized historical photographs, documents, and oral histories, developed in partnership with the Innisfil Historical Society. As outlined in Staff Report LIB-11-2025, the archive is built on an aging open-source Islandora framework integrated with Drupal 7 and Fedora Commons. Drupal 7 reached end-of-life in January 2025 and no longer receives security updates. The current infrastructure was identified as insecure, unsustainable, and beyond the Library's internal technical capacity to maintain, and recommended migration to a modern, externally hosted digital archive platform.

ANALYSIS/CONSIDERATION:

Staff recommend proceeding with a single source procurement for professional services related to the migration of *Our Stories Innisfil*, in accordance with Section 8.1 of the Library's Corporate Purchasing Policy #2018-16.

The migration is technically complex due to the age, customization, and accumulated technical debt within the current system, which has been developed over many years without a comprehensive redesign. Staff reviewed available digital archive platforms and migration services and determined that, while alternative vendors exist, only one provider has direct compatibility with the existing Islandora-based system and the specialized expertise required to undertake the migration without risk to data integrity or service continuity.

The recommended vendor, Discovery Garden, is the original developer of the Islandora software currently in use by the Library. Their direct knowledge of the architecture significantly reduces the risk of data loss, prolonged downtime, or incomplete migration. Engaging a different provider would require additional discovery, redevelopment, and validation work, increasing costs, timelines, and operational risk.

This procurement meets the criteria for Single Source purchasing under Section 8.1 of the Purchasing Policy, which permits its use where a good or service is compatible with an existing Library-owned system and the use of a substitute would negatively affect service, maintenance, or the Library's best interests. Proceeding with Discovery Garden represents the most efficient, lowest-risk, and best-value approach to ensuring the continued availability of this essential digital resource.

FINANCIAL CONSIDERATION:

The Board recently approved capital project LIB71 – Digital Archive Infrastructure Upgrade in the amount of \$60,000 to remediate and modernize the digital archive platform. The project was approved as part of the 2026 capital budget through Council adoption of the updated 2026 Operating and Capital Budgets.

Discovery Garden has provided a one-time implementation and migration cost of \$33,500, which includes installation, onboarding, training, and full data migration. Ongoing hosting, maintenance, and support costs are estimated at \$15,000 CAD annually. The total cost for implementation, migration, and the first year of hosting (\$48,500) will be funded through the approved LIB71 capital project. Ongoing annual costs will be addressed through future operating budget processes.

CONCLUSION:

Discovery Garden possesses the specialized technical knowledge required to safely migrate the Library's digital archive, resolve existing system risks, and ensure a secure and stable platform with minimal service disruption. Selecting an alternative provider would introduce unnecessary risk, higher costs, and extended timelines. Single sourcing this procurement is therefore in the Library's best interest and aligns with established policy, prior Board decisions, and prudent risk management.

PREPARED BY:

Kathryn Schoutsen, Director Community Development & Advocacy

APPROVED BY:

Erin Scuccimarri, CEO

Attachment: O-36-2014-Sole Source-Single Source-Emergency Purchase-Our
Stories Update

SCHEDULE Q



**SOLE SOURCE – SINGLE SOURCE – EMERGENCY PURCHASE
PURCHASING JUSTIFICATION FORM**

*Form Must be Completed and Approved Prior to Acquisition For the Following:
If acquisition is \$10,001 or More for Goods/Services/Construction or:
If acquisition is \$25,001 or More for Consulting Services*

Requesting Service Area: Community Development - Local History

Requester's Name: Erin Scuccimarri

Cost Centre Number: C740110-LIB72-87810-7380

Cost (Excluding HST): \$48, 500

Type of Purchase (Sole, Single or Emergency): Single

Vendor Name: Discovery Garden

Date of Memo to the Board: April 21, 2026

Detailed description of goods, services or construction being requested:

Secure, hosted digital repository platform and professional services to support the full migration of the *Our Stories Innisfil* digital archive (www.ourstoriesinnisfil.ca). This includes the transfer of all existing digital content and associated metadata from the current system to a modern, upgraded platform designed for long-term digital preservation and public access.

The scope of work includes consulting services for migration planning and execution, data extraction and remediation, system configuration, testing, and quality assurance. Ongoing hosting, maintenance, security updates, and technical support are also required to ensure the continued stability, security, and accessibility of the digital archive.

REQUESTING SOLE SOURCING

Sole Source means a non-competitive method of acquisition where there is only one source of supply that meets the needs of the Town.

Acceptable Reasons for **Sole Sourcing**:

1. Good/Service is covered by an exclusive right such as a patent, copyright or exclusive licence, etc.
2. Good/Service is compatible with an existing good/service or is a replacement part for which there are no substitutes.

REQUESTING SINGLE SOURCING

Single Source means a non-competitive method of acquisition where the purchase of the product, service, and/or construction is with one source of supply where other sources of supply are available in the market.

Acceptable Reasons for **Single Sourcing**:

1. Good/service is compatible with an existing good/service where a substitute good/service is available; however, either the warranty/maintenance/service will be affected or it is not in the best interest of the Library to use the substitute.
2. Good/Service is in short supply due to market conditions.
3. When either no bids or no compliant bids were received in a Call for Bid process.
4. Specific Standards are adopted by Council or the Board.

SCHEDULE Q

5. Good/service is being purchased for testing or a trial use.
6. Good/service is of a confidential condition or matter and where the disclosure of such in an open competition could compromise confidentiality or be contrary to public interest.

REQUESTING EMERGENCY PURCHASING

Emergency Purchasing is defined as a non-competitive purchase made when an event occurs that is determined by the Library CEO or Town CAO and/or Treasurer to be an unforeseen situation of urgency that pertains to any of the following:

1. The maintenance of essential services;
2. The Library/Town's ability to maintain security or order to protect human, animal or plant life or health;
3. The security of Library interests where time is of a major factor and thus competitive bidding isn't practical;
4. Official orders that have been issued by any of the upper tier governments – County/Province/Federal;
5. When a State of Emergency has been declared or where the emergency falls within the scope of the Council adopted Emergency Response Plan, the terms of that plan shall apply.

JUSTIFICATION – SOLE OR SINGLE SOURCED ONLY

1. Justify why the proposed Good/Service/Construction is recommended for the type of purchase chosen. Provide supporting documentation where possible.

Single source procurement is recommended because the required services must be fully compatible with the Library's existing Islandora-based digital archive. The selected vendor, Discovery Garden, is the original developer of the Islandora software currently in use and has the specialized technical expertise required to remediate system issues and complete the migration without risk to data integrity, system stability, or service continuity. Using an alternate provider would introduce unnecessary risk and is not in the Library's best interest.

2. What other vendors were contacted and when?
Was consideration given to other Goods/Services with similar capabilities?
Indicate the specific brands/models of competitor's Goods/Services that were investigated and describe why, specifically, they do not meet some or all of the Library's requirements.

Staff reviewed comparable digital archive platforms in 2025, including AM Quartex and Recollect. While these platforms offer similar user-facing functionality, they do not support the Library's existing Islandora infrastructure. Migration to these platforms would require complex data extraction and transformation, increasing cost, implementation time, and risk. As a result, they do not fully meet the Library's technical or operational requirements.

3. What efforts have been made to obtain the best possible price? Why do you feel this price is fair and reasonable?

The proposed cost is consistent with comparable digital archive migration projects and reflects the specialized expertise required. Pricing is considered fair and reasonable given the reduced migration risk associated with using the original system developer. As a Canadian-based firm, Discovery Garden also provides pricing in Canadian dollars, avoiding foreign exchange risk associated with U.S.-based vendors.

SCHEDULE Q

JUSTIFICATION – EMERGENCY PURCHASE ONLY

1. Detailed description of the emergency (attach all supporting documentation).

What means were used to obtain the very best price available?

Which of the five acceptable reasons for an emergency purchase does this emergency fall under?

Authorized Signatures

Chief Executive Officer

Date

Date



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.: LIB-10-2026
DATE: April 21, 2026
TO: Innisfil Public Library Board
FROM: Erin Scuccimarri, CEO
SUBJECT: Laser Cutter Replacement

RECOMMENDATION:

That Staff Report LIB-10-2026 regarding the replacement of the laser cutter for the Lakeshore Branch be received; and

That the Innisfil Public Library Board approve the single source procurement of a new Epilog Laser Cutter.

BACKGROUND:

The Library's 2012 Strategic Plan directed the Board and Staff to foster creativity, innovation, and experiential learning by positioning the Library as a hub for discovery through collaborative spaces and hands-on technologies. In support of this direction, the Library undertook research and evaluation that led to the introduction of laser cutting technology as a core digital literacy and access to creative technology service.

The laser cutter has significantly enhanced the Library's services, expanded learning opportunities for Innisfil residents, and contributed to the Library's role as a dynamic, community-focused space for creativity and skill development. Demand for digital literacy development and access to creative technology tools, including laser cutting, remains strong and consistent.

In 2017, the Board approved a single source procurement of the same laser equipment

STAFF REPORT #LIB-10-2026 – Laser Cutter Replacement

from Epilog Laser Canada for the Cookstown Branch, recognizing the benefits of standardization, staff expertise, safety, and operational efficiency.

The original laser cutter at the Lakeshore Branch, acquired in 2013, is now more than a decade old and has reached the end of its practical service life. Increased maintenance requirements and downtime are beginning to impact service reliability and user experience. Replacing the unit will allow the Library to maintain service levels, meet ongoing demand, and continue to provide safe and reliable access to this essential technology.

ANALYSIS/CONSIDERATION:

Staff recommend proceeding with a single source procurement for the purchase of a replacement laser cutter for the Lakeshore Branch from Epilog Laser Canada, in accordance with *Section 8.1* of the Library's Corporate Purchasing Policy #2018-16.

Section 8.1 permits single source procurement when a good or service is compatible with existing Library-owned equipment and the use of a substitute would negatively affect maintenance, service, or the Library's best interests. The proposed Epilog laser cutter is fully compatible with the Library's existing Epilog systems, software, and established workflows, ensuring continuity of service and safe operation.

Epilog Laser Canada supplied the original laser cutter for the Lakeshore Branch in 2013 and a second laser for Cookstown Branch in 2017, and staff have developed significant expertise in its operation, maintenance, and safety requirements. Selecting an alternative vendor would require migration to different software and operating systems, resulting in additional staff training, increased transition risk, and potential service disruption.

Consistent with *Section 4.9 (Standardization)* of the Purchasing Policy, maintaining standardized equipment across branches reduces training, maintenance, and overall operational costs. In 2016, the Board approved a single source procurement of the same laser equipment from Epilog Laser Canada for the Cookstown Branch, recognizing the benefits of standardization and staff expertise.

Alternative vendors were considered, including Trotec Laser Canada; however, pricing for a comparable model was higher, and the required software differences would increase training and implementation costs. As a result, the Epilog option represents the most efficient, lowest-risk, and best-value solution for the Library.

OPTIONS/ALTERNATIVES:

1. That the Board approve the recommendation and authorize single source procurement of a new laser cutter for the Lakeshore Branch from Epilog Laser Canada.
2. That the Board not approve the proposed recommendation.

FINANCIAL CONSIDERATIONS:

The cost of the laser cutter and associated items is \$33,045 plus HST. Funding for this purchase is available within the Library Board’s approved capital project, LIB5 Electronic Equipment, which supports technology tools and equipment acquisitions. A carryforward from the 2025 capital budget fully covers the cost of this purchase and will not impact planned use of this project budget for other essential equipment in 2026.

CONCLUSION:

Single sourcing a replacement laser cutter from Epilog Laser Canada represents the most efficient, reliable, and lowest-risk option for the Library. This approach ensures continuity of services, minimizes training and implementation costs, maintains safety and operational standards, and supports the Library’s ongoing role as a hub for creativity, learning, and innovation within the community.

PREPARED BY:

John van Rassel
Director, IT & Business Strategy

APPROVED BY:

Erin Scuccimarri
CEO

Attachment: *Completed Schedule Q: Sole Source - Single Source – Emergency Purchase Purchasing Justification Form*

SCHEDULE Q



**SOLE SOURCE – SINGLE SOURCE – EMERGENCY PURCHASE
PURCHASING JUSTIFICATION FORM**

*Form Must be Completed and Approved Prior to Acquisition For the Following:
If acquisition is \$10,001 or More for Goods/Services/Construction or:
If acquisition is \$25,001 or More for Consulting Services*

Requesting Service Area: Information Technology

Requester's Name: Erin Scuccimarri

Cost Centre Number: LIB5-87810-6021

Cost (Excluding HST): \$33,045

Type of Purchase (Sole, Single or Emergency): Single-

Vendor Name: Epilog Laser Canada

Date of Memo to the Board: April 21, 2026

Detailed description of goods, services or construction being requested:

1 Epilog Ascent 24 60 Watt Laser Engraver
24" x 24" Max. Engravable Area with 7" Material Thickness
Honey Comb Vector Cutting Grid
Auto focus by plunger on the cone
All Purpose 2" Focus Lens
CO2: Air-cooled, metal/ceramic Waveguide tube, 10.6 micrometers

REQUESTING SOLE SOURCING

Sole Source means a non-competitive method of acquisition where there is only one source of supply that meets the needs of the Town.

Acceptable Reasons for **Sole Sourcing**:

1. Good/Service is covered by an exclusive right such as a patent, copyright or exclusive licence, etc.
2. Good/Service is compatible with an existing good/service or is a replacement part for which there are no substitutes.

REQUESTING SINGLE SOURCING

Single Source means a non-competitive method of acquisition where the purchase of the product, service, and/or construction is with one source of supply where other sources of supply are available in the market.

Acceptable Reasons for **Single Sourcing**:

1. Good/service is compatible with an existing good/service where a substitute good/service is available; however, either the warranty/maintenance/service will be affected or it is not in the best interest of the Library to use the substitute.
2. Good/Service is in short supply due to market conditions.
3. When either no bids or no compliant bids were received in a Call for Bid process.
4. Specific Standards are adopted by Council or the Board.
5. Good/service is being purchased for testing or a trial use.

SCHEDULE Q

6. Good/service is of a confidential condition or matter and where the disclosure of such in an open competition could compromise confidentiality or be contrary to public interest.

REQUESTING EMERGENCY PURCHASING

Emergency Purchasing is defined as a non-competitive purchase made when an event occurs that is determined by the Library CEO or Town CAO and/or Treasurer to be an unforeseen situation of urgency that pertains to any of the following:

1. The maintenance of essential services;
2. The Library/Town's ability to maintain security or order to protect human, animal or plant life or health;
3. The security of Library interests where time is of a major factor and thus competitive bidding isn't practical;
4. Official orders that have been issued by any of the upper tier governments – County/Province/Federal;
5. When a State of Emergency has been declared or where the emergency falls within the scope of the Council adopted Emergency Response Plan, the terms of that plan shall apply.

JUSTIFICATION – SOLE OR SINGLE SOURCED ONLY

1. Justify why the proposed Good/Service/Construction is recommended for the type of purchase chosen. Provide supporting documentation where possible.

The proposed laser meets all required technical, operational, and safety specifications and is fully compatible with the Library's existing equipment, software, and established procedures. Selecting this product minimizes implementation and operational risk, ensures continuity of service, and avoids the need for extensive staff retraining or workflow changes. As a result, this option represents the most efficient, reliable, and lowest-risk solution for maintaining current service levels.

2. What other vendors were contacted and when?
Was consideration given to other Goods/Services with similar capabilities?
Indicate the specific brands/models of competitor's Goods/Services that were investigated and describe why, specifically, they do not meet some or all of the Library's requirements.

Trotec Laser Canada was contacted as an alternative vendor. While their equipment offers similar core capabilities, it operates on software that is different from the Library's current Epilog laser system. Adoption of this system would require additional staff training and workflow adjustments, increasing operational risk and transition costs. In addition, pricing for a comparable Trotec laser model exceeded the cost of the Epilog option, making it a less cost-effective solution for the Library's needs.

3. What efforts have been made to obtain the best possible price? Why do you feel this price is fair and reasonable?

Market research confirmed that only two vendors supply laser equipment that meets the Library's operational standards and service requirements. Multiple models were reviewed to identify an option that would adequately replace the existing machine without impacting service delivery. The selected model represents the most cost-effective option that meets all technical, safety, compatibility, and service-level requirements, supporting the conclusion that the proposed price is fair and reasonable.

SCHEDULE Q

JUSTIFICATION – EMERGENCY PURCHASE ONLY

1. Detailed description of the emergency (attach all supporting documentation).

What means were used to obtain the very best price available?

Which of the five acceptable reasons for an emergency purchase does this emergency fall under?

N/A

Authorized Signatures

Chief Executive Officer

Date

Date

Policy Changes Summary

10a.01.01 EMPLOYMENT – Conflict of Interest Policy #E-2026-09

- Minor wording and formatting changes

10b.01.01 EMPLOYMENT – Flexible Work Arrangement Policy #E-2026-10

- Reformatting for consistency with other policies
- Updated language in Guidelines section for clarity and conciseness
- Removal of procedural and repetitive language
- Other wording changes

10c.01.01 OPERATING & TECHNOLOGY – The Library and Political Elections Policy #2026-11

- Updated language under Purpose section for clarity and conciseness
- Adding language to provide clear guidelines for Candidates on appropriate or forbidden Library use
- Other wording and formatting changes

10d.01.01 OPERATING & TECHNOLOGY - Membership & Borrowing Policy #2026-12

- Language to clarify MFIPPA and the PLA regarding protection of privacy
- Removal of definition to Interlibrary Loan
- Addition of definition of Library Card
- Removal of definitions of membership types for clarity and conciseness
- Removal of procedural pieces in Borrowing Conditions & Use section
- Updated language in the Interlibrary Loans section for clarity and conciseness
- Updated fee schedules
- Other wording and formatting changes

10e.01.01 OPERATING & TECHNOLOGY – Room Rental Policy #2026-13

- Increasing policy review frequency to annually
- Updated fee schedules
- Revised language for clarity
- Other wording and formatting changes



SUBJECT: EMPLOYMENT - CONFLICT OF INTEREST POLICY

Policy No: E-2026-09

Date: April 21, 2026

Review Date: April 2030

Pages: 3

PURPOSE

The Innisfil Public Library depends on the trust of the community to achieve its mission. The purpose of this policy is to provide integrity guidelines and to promote ethical decision-making in order that the trust of the community is maintained.

POLICY

General

As a public sector employer, the Library must ensure that all activities are conducted in a manner that is consistent with the public interest. All employees are expected to conduct themselves with integrity and professionalism and to act in a manner that is beyond reproach. At no time should an employee's conduct, whether actual or perceived, result in a conflict of interest arising from their employment with the Innisfil Public Library Board.

The Library believes it is fundamentally important that the public has confidence that all policies, decisions, and actions are determined fairly, objectively, and impartially. High standards of ethical conduct shall be maintained by appointed officials serving on the Library Board and by all Library employees in order to promote and preserve public trust and confidence. Employees are required to exercise sound judgment and to adhere to the Library's values, standards, procedures, and policies at all times.

A conflict of interest exists when personal, financial, or other private interests interfere, or appear to interfere, with an individual's duty to act in the best interests of the Library and the public it serves. A conflict may be actual, potential, or perceived, and includes situations where there is a reasonable basis for the perception that the public interest may not have been upheld.

All employees will be informed of what constitutes a conflict of interest and are required to disclose any actual, potential, or perceived conflicts in accordance with established procedures. Appropriate steps will be taken to address and manage any declared or perceived conflicts to ensure transparency, accountability, and ethical decision-making.

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

Conflict of Interest is defined as a conflict between an employee’s personal interest and their role with the Library as a publicly funded employee. It generally arises when an employee of the Library has the opportunity to influence decisions in ways that could lead to personal benefit or advantage or could be perceived to lead to personal benefit or advantage. Conflict also includes any social, professional, personal or organizational affiliation that is so substantial as to interfere or appear to interfere with an employee’s responsibility to the Library.

Immediate Family Members is defined as parent, child, sibling or spouse and persons domiciled with an employee.

Guidelines

Employees shall not, in the performance of their official duties, provide preferential treatment to relatives, friends, organizations, or groups with whom they or their relatives or friends have a personal or pecuniary interest.

Employees shall not place themselves in a position where they may obtain personal benefit, directly or indirectly, from any contract, transaction, or decision over which they may exercise influence or have the ability to affect the outcome.

Employees shall not use, or permit the use of, confidential or non-public information acquired through their official duties for personal benefit or to benefit others.

Certain circumstances, including but not limited to Library sponsored contests, draws, or competitions, may be subject to specific rules, procedures, or restrictions regarding employee and/or family participation.

Conflicts of interest may take many forms and are not always clearly defined. Employees are encouraged to discuss any actual, potential, or perceived conflicts of interest with Library management as soon as they arise to ensure appropriate guidance and mitigation.

Disclosure

Employees are required to promptly disclose to the CEO or designate, or their reporting Manager any circumstances that may represent an actual, potential, or perceived conflict of interest. This obligation includes, but is not limited to, the disclosure of any financial interests in entities known to conduct business, either directly or indirectly, with the Library.

Once an actual, potential, or perceived conflict of interest has been identified, the CEO shall consult with the employee involved to determine an appropriate course of action. Any resolution shall be undertaken in a manner that is consistent with the best interests of the Library, respects the rights of the employee, and upholds the highest standards of ethical conduct.

Related Policies:

Employment – Staff Code of Conduct Policy

Board – Procedural By-Law Policy

Board – Code of Ethics Policy

Approved by the Innisfil Public Library Board, April 21, 2026,

Motion Number: 2026.XX

Supersedes Policy #E-2022-14, approved May 16, 2022, Motion #2022.40; and Policy #E-2018-09, approved April 16, 2018, Motion #2018.34; & Policy #E-2014-12, approved May 20, 2014, Motion #2014.38; & Policy #E-2011-03, approved February 22, 2011, Motion #2011.14; & Policy #2008-06, approved March 17, 2008; & Policy #2005-04, approved June 13, 2005.



SUBJECT: EMPLOYMENT – FLEXIBLE WORK ARRANGEMENT

Policy No: E-2026-10

Date: April 21, 2026

Review Date: April 2030

Pages: 6

PURPOSE

The Innisfil ideaLAB & Library (“the Library”) is committed to delivering services in a customer-focused manner while supporting flexibility in where and when work can best be performed. This Policy supports employee attraction and retention, reduced environmental impact, enhanced sustainability practices, workplace space optimization, and improved work-life balance.

This Policy outlines the principles, criteria, and procedures governing flexible and hybrid work arrangements while ensuring the maintenance of service levels and the delivery of exceptional service to the community.

POLICY

General

Recognizing excellent customer service, employee accountability, and the retention of high-performing employees as key priorities, the Flexible Work Arrangement Policy provides flexibility and choice in how work is performed. Such flexibility is intended to be mutually beneficial to both the Library and employees and is contingent upon maintaining service levels and delivering Library services efficiently and effectively.

Application

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, and seasonal. For the purposes of this policy, the reference to “employees” will include all individuals outlined in the statement above.

Definitions

Flexible work arrangement – A modification to an employee’s work location, scheduled days of work, or hours of work that provides flexibility in where and when work may be performed.

Guidelines

The Library supports flexible work arrangements where practical and operationally feasible, provided that service quality and efficiency are maintained.

Flexible work arrangements will not be approved where they:

- Diminish the level or quality of service;
- Result in additional costs to the Library (e.g., overtime); or
- Negatively affect the ability of other employees to deliver service.

Hours worked in addition to an employee’s regular workday, when accumulated or used as part of a flexible arrangement, are not eligible for overtime pay, subject to the Employment Standards Act.

Subject to Manager/Supervisor approval, employees may arrange to work non-standard hours where operationally appropriate.

Responsibility

Library Management is responsible for:

- Upholding the intent and integrity of this Policy;
- Reviewing and authorizing flexible work arrangements beyond standard parameters;
- Implementing, monitoring, and evaluating the Policy;
- Acting as a resource for employees regarding applicability of the Policy;
- Providing guidance on the administration of flexible work arrangements;
- Reviewing and approving employee requests, with final approval delegated to the CEO;
- Monitoring approved arrangements to ensure continued operational value;
- Maintaining timely records of approved arrangements and supporting documentation; and
- Ensuring service delivery and consistency with the spirit and intent of the Policy.

Employees who participate in flexible work arrangements are accountable for:

- Maintaining or exceeding performance, service levels, and deliverables;
- Modifying arrangements as required to meet operational needs;
- Completing and signing required agreements and documentation;
- Maintaining regular contact with their Manager/Supervisor and remaining reasonably accessible during working hours;
- Complying with all agreed-upon terms and conditions;
- Consulting with their home insurance provider regarding coverage implications.

Flexible Work Arrangement Options

a) Ad Hoc Working Remotely Option

An informal, occasional arrangement between the Manager/Supervisor and the employee that allows remote work only as needed and does not include a standard, recurring, or predictable change to the employee's weekly work schedule. No formal agreement is required, and no record needs to be maintained beyond the applicable pay period.

b) Compressed Work Week Option

A compressed work week is a formal work arrangement in which an employee works extended hours on scheduled workdays in exchange for a reduced number of working days in a week or pay period, with regular pay.

Example: Ten (10) working days compressed into nine (9) days within a two-week pay period, with one scheduled day off.

Not all positions are suitable due to operational requirements. Eligible roles typically allow work to be completed without requiring attendance five (5) days per week.

Principles:

- Days off must be predetermined and consistently scheduled;
- Days off cannot be accumulated or banked;
- Schedules must not overlap with approved vacation or statutory/civic holidays;
- Standard breaks (including meal periods) cannot be reduced to create compressed hours.

Compressed work week arrangements require Manager/Supervisor approval and must be submitted to Library Administration for inclusion in the employee's file.

c) Hybrid Work Arrangement

A hybrid work arrangement is a formal arrangement, documented through a written agreement between the Manager/Supervisor and the employee, that permits the employee to complete a portion of their work from a remote location (e.g., place of residence).

Hybrid work arrangements are not suitable for all positions or service areas. Requests will be evaluated based on operational requirements and the employee's role and responsibilities. Approval is not guaranteed. The following considerations and program elements apply.

Eligibility Requirements

Hybrid work arrangements may be approved where job responsibilities, employee performance, and operational needs support successful remote work.

Job suitability may include roles where:

- Duties are largely project-based and results are measurable;
- Work can be performed remotely without regular on-site interaction;
- Access to on-site equipment, materials, or files is limited; and
- Security, confidentiality, and records-management requirements can be met remotely.

Employee suitability may include those who:

- Consistently meet performance expectations and are in good standing;
- Work independently with minimal supervision;
- Are self-organized, reliable, and communicate effectively;
- Maintain appropriate separation between work duties and personal responsibilities.

Operational feasibility considers whether:

- Service quality and operational effectiveness are maintained;
- Adequate on-site staffing levels can be sustained;
- IT, security, and records requirements can be met;
- The employee can attend in-person meetings as required; and
- The remote workspace is suitable for productive and secure work.

Terms of Hybrid Work

- Hybrid work arrangements may be modified or cancelled at the Library's discretion to meet operational or service needs. Employees may request cancellation with two (2) weeks' notice.

- Employees must complete a minimum of 40% of their bi-weekly hours on site. Schedules are determined by the Manager/Supervisor.
- Hybrid schedules may be adjusted as required for operational coverage, meetings, training, or special events.
- Hybrid work arrangements are cost neutral and not a substitute for childcare, dependent care, or other personal responsibilities.
- Employees must adhere to all Library policies, procedures, legislation, and standard leave processes.
- Employees must work approved hours, remain fit for work, and be reasonably accessible.
- In-person meetings may not take place in an employee's residence.
- In the event of prolonged power or internet outages, employees may be required to attend onsite or use available leave.
- Library property must be protected and returned as required. Extended leaves may result in suspension or cancellation of the agreement.

Process

- Hybrid work arrangements require discussion with the Manager/Supervisor and CEO approval.
- Employees must complete and sign a Hybrid Work Agreement and Checklist prior to commencement.
- Approved documentation must be submitted to Library Administration.

Technology, Confidentiality, and Records

- Only Library-issued IT equipment may be used.
- Work must be saved to Library systems and accessed via secure connections.
- Confidentiality, privacy, and records-management requirements apply equally to remote work environments.
- Library records may not be destroyed remotely and must be returned for proper disposition.

Home Workspace, Expenses, and Safety

- Library-issued equipment remains Library property.
- Employees are responsible for a safe, private, and ergonomic remote workspace.
- Remote work expenses, including internet and home office costs, are the employee's responsibility.
- Work-related incidents must be reported, and WSIB requirements apply where applicable.

Exceptions

Due to operational requirements, some service areas and/or positions may not be eligible to participate in all or part of this Flexible Work Arrangement Policy. Any exceptions to the policy parameters require approval of the CEO.

Approved by the Innisfil Public Library Board, April 21, 2026, Motion Number: 2026.XX

Supersedes Policy #E-2022.13, approved April 25, 2022, Motion #2022.XX



SUBJECT: THE LIBRARY AND POLITICAL ELECTIONS POLICY

Policy No: 2026-11

Date: April 21, 2026

Revision Date: April 2030

Pages: 9

PURPOSE

The Innisfil Public Library Board (“the Library”) supports access to information and opportunities for civic participation. During an election period, the Library must remain neutral in how it provides services, spaces, resources, and communications.

The purpose of this policy is to provide a consistent approach and direction on how Library resources can and cannot be used during municipal, school board, provincial and federal election campaigns or questions on the ballot. This policy also ensures that the Library is in compliance with relevant legislation including, but not limited to, the *Municipal Elections Act*, the *Province of Ontario Elections Act*, the *Canada Elections Act* and relevant municipal by-laws such as the *Town of Innisfil’s Election Sign By-law (037-18)*.

POLICY

General

The Library supports access to information and opportunities for civic participation while maintaining strict political neutrality. During election periods, the Library must act, and be seen to act, in a non-partisan manner in all services, programs, spaces, resources, and communications.

The Library will not support, oppose, or endorse any candidate, political party, or position related to an election, nor will it use Library resources in a manner that

provides an unfair advantage to any candidate. The Library will comply with all applicable election-related legislation and relevant municipal by-laws.

The Municipal Elections Act, 1996 as amended by Bill 181, the Municipal Modernization Act, 2016. Specifically, Clause 88.18 Use of municipal, board resources states:

Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

Consistent with the principles of intellectual freedom, the Library may provide balanced and factual information about elections and civic processes and may host election-related activities such as all-candidates meetings or serve as a polling location, provided such activities are conducted in a fair, equitable, and non-partisan manner.

Where there is any conflict between this policy and applicable federal, provincial, or municipal election legislation, the requirements of the legislation shall prevail. Additionally, where applicable election legislation distinguishes between candidates and third party advertisers, the Library will apply this policy in a manner consistent with those legislative distinctions, while maintaining overall neutrality.

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 in their dealings with:

- Candidates for elected office, including incumbent elected officials;
- Campaign representatives, political parties and third party advertisers;
- The request for library resources during the campaign periods for municipal, provincial and federal elections.

Nothing in this policy prohibits Library Board Members from performing their duties or Councillors from performing their role, including representing the interests of their constituents in a manner consistent with their duties as an elected official.

For the purposes of this policy, certain restrictions in this policy may apply prior to the legislated election period where an individual has publicly declared, registered, or is reasonably understood to be seeking elected office, as described elsewhere in this policy.

Definitions

Election period is the period defined by applicable federal, provincial, or municipal election legislation during which campaigning is permitted.

Library resources are any property, service, or asset of the Library, including but not limited to Library buildings and property; meeting rooms and event spaces; furniture, equipment, and technology; staff time and expertise; Library collections and displays; digital screens, and signage; Library branding, logos, and letterhead; and Library websites, social media accounts, and other electronic communications.

Campaigning means any activity intended to influence electors to support or oppose a candidate, political party, or position on a ballot question, including but not limited to verbal statements, printed materials, digital content, and visual identifiers (e.g., clothing, buttons, slogans).

Non-partisan means not supporting, opposing, or showing preference for any candidate, political party, or position related to an election.

All-candidates meeting is a public event at which all eligible candidates for a specific office are given an equal opportunity to participate.

Terms not defined in this policy have the same meaning as those used in applicable election legislation.

Guidelines

The Library must act, and be seen to act, in a non-partisan manner at all times. The Library will not support, oppose, or endorse any candidate, political party, or position on a ballot question. The Library will ensure that candidates and campaigns are treated consistently and that no individual or group is given preferential access to Library resources. The Library supports intellectual freedom by providing access to information and ideas, including information related to civic and political issues, in a balanced, factual and neutral manner.

Campaign Contributions

In accordance with the Municipal Elections Act, Section 70(4), the Elections Finances Act, Section 16(1), and Canada Elections Act, Section 404(1), the

Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

Use of Library Resources During an Election Period

- During an election period, Library resources must not be used for campaign purposes or in any manner that could influence, or reasonably be perceived as influencing, the outcome of an election.
- All restrictions in this section apply equally to candidates, political parties, third party advertisers, registrants, and supporters of a question on a ballot.

General Access to Library Resources

- All candidates and campaign representatives have the same access as members of the public to publicly available Library services, such as photocopiers, printers, scanners, and public computers, provided that applicable fees are paid and no preferential access is given.
- This access does not include the use of Library resources for campaigning, or for the production, promotion, or dissemination of campaign materials, except where expressly permitted by this policy.
- Library staff may require a candidate or campaign representative to discontinue or modify an activity where the use of Library resources becomes visibly campaign-related, disruptive, or otherwise inconsistent with the Library's obligation to remain non-partisan.

Specialized Spaces and Equipment

- The Library will not permit the creation or production of campaign materials using specialized Library spaces, technology, or equipment, including but not limited to makerspaces, HackLAB, or similar facilities. This restriction applies regardless of whether the space or equipment is available for public booking or whether fees are charged.
- Due to the high visibility of activities in these spaces and the involvement of specialized staff expertise, such use could reasonably be perceived as Library support for a particular candidate or campaign.

Attendance at Library Programs & Events

- Candidates, political parties, third party advertisers, registrants, and supporters of a question on a ballot may attend Library programs and events in the same manner as any member of the public. However, they may not promote their candidacy, discuss their campaign, solicit support, distribute materials, or otherwise engage in campaign-related activity during Library programs or events, whether formal or informal.
- Library employees may interrupt or end participation where campaigning occurs in order to maintain a neutral environment. Any reference to a person's status as a candidate during a Library program or event will be considered campaigning for the purposes of this policy.
- Elected officials may attend Library organized events and act as ceremonial participants in their official capacity, including speaking at events or participating in ceremonial activities, provided such participation is consistent with the Library's obligation to remain non-partisan.
- Once the writ is issued for a provincial or federal election, Members of Provincial Parliament and Members of Parliament are no longer acting as elected officials for the purposes of this policy and shall not be invited to attend Library events in that capacity.

Election-Related Programming and Information

- The Library may support election-related activities and information sharing, including the display or distribution of factual, non-partisan election information and the hosting of all-candidates meetings, subject to parameters set by the Library Board.
- All-candidates meetings may be held at the Library either as Library-led programs or as programs sponsored by external organizations, provided that:
 - All officially declared candidates for the relevant office are invited to participate;
 - The event is open to the public;
 - No candidate is promoted, endorsed, or featured in association with any other regular library program, service, or event.
- During an election period, the Library may provide general information about elections upon request.

- Promoting awareness of, or providing general information on, elections is acceptable, such as teaching members of the public how to become a candidate, as long as no one particular candidate, political party, registrant or supporter of a question on a ballot during an election is promoted or endorsed. Promoting awareness may include activities or events sponsored or not sponsored by the Library, in which all candidates are invited to attend.

Room Rentals

- Room rental requests by a candidate, political party, registrant or supporter of a question on a ballot will be considered in accordance with the Library's Room Rental Policy. Due to limited availability of space, these requests are not guaranteed.
- Room rentals by candidates or related parties may not be used for campaign events, solicitation, fundraising, or distribution of campaign materials, unless explicitly permitted under applicable election legislation.
- All other parameters of this policy must be followed with all room rentals. Library employees may interrupt or end a booking where campaigning occurs in order to maintain a neutral environment.

Campaign Materials

- No candidate, political party, registrant or supporter of a question on a ballot may distribute campaign materials within Library facilities, at Library events, through Library outreach programs, or on any of the Library's social media channels.
- Election campaigning on library grounds or inside library buildings is not permitted. Accordingly, no election sign or posters related to a candidate, political party, or ballot question may be posted or displayed on Library property.

Media Scrums

- Informal media scrums are permitted in public or common areas of Library facilities provided that no amplification equipment is used and that the activity is not disruptive to regular Library operations. Library employees may require participants to relocate or discontinue the activity if it becomes disruptive.

Library Board Members and Political Activity

- Library Board Members may continue to fulfill their responsibilities as Board Members while running for elected office.
- Board Members who are candidates, registrants, or supporters of a question on a ballot must comply with the Board's Conflict of Interest Policy and Code of Ethics, and shall declare any actual, potential, or perceived conflict related to election-related matters.
- Board Members shall not use their position on the Board to influence Board decisions, Employees, Volunteers, or Library resources for the benefit of a candidate, political party, registrant, or supporter of a question on a ballot.
- During an election period, Library Board Members who are candidates, registrants, or supporters of a question on a ballot will be identified by title only in media releases and Library materials that describe activities undertaken in their capacity as Board Members.
- Existing biographical information about Library Board Members, as published prior to the election period, will remain publicly accessible.

Employee and Volunteer Participation in Election Campaigns

- Any Library Employee running as a candidate in a municipal election shall comply with Section 30 of the Municipal Elections Act, including any requirements related to leave of absence, restrictions on duties, or other statutory obligations.
- Library Employees and Volunteers may participate in political campaigns or support candidates outside of their working or volunteer hours, provided that such activity does not conflict with this policy.
- While engaged in Library duties, Library Employees and Volunteers must remain politically neutral and shall not:
 - Participate in campaign activities;
 - Solicit votes or support;
 - Promote or oppose any candidate, political party, registrant, or question on a ballot.

- This restriction applies during working or volunteer hours, while on Library property, while using Library resources, and while representing the Library in person or online.

Requests for Information about the Library

- The CEO or Designate will coordinate and manage all requests for information about the Library received from candidates, political parties, registrants, or supporters of a question on a ballot during an election period.
- Where Library information is provided to one candidate, political party, registrant, or supporter of a question on a ballot, the same information shall be made available to all others upon request during the election period. This may be accomplished through posting the information on the Library's website or through other appropriate and equitable mechanisms, as determined by the CEO or designate.
- Any candidate, political party, registrant, or supporter of a question on a ballot may request a meeting with the CEO or a tour of the Library. Such requests will be accommodated where resources and time permit and where an equitable opportunity can reasonably be made available to all others. Where a meeting or tour is provided to one party, a similar opportunity will be offered to all others upon request.
- Should a written complaint arise regarding any alleged actions in contravention of this policy, the CEO, or designate, shall have the delegated authority to investigate the matter, take appropriate steps to resolve any issues, and provide details of the complaint to the Town Clerk or Returning Officer, as required.

Prohibited Activities during Election Periods

For clarity, and in addition to the requirements set out elsewhere in this policy, the following activities are prohibited during an election period and apply equally to candidates, political parties, third party advertisers, registrants, and supporters of a question on a ballot:

- The use of Library resources, facilities, property, or infrastructure to support, endorse, or provide an unfair advantage to any candidate, political party, registrant, or supporter of a question on a ballot;

- Campaigning or active political work by Library Board Members, Employees, or Volunteers during working or volunteer hours;
- Using a position with the Library to influence Board Members, Employees, Volunteers, or Library decisions for political purposes;
- Wearing, displaying, posting, distributing, or promoting campaign materials or identifiers while on Library property, in Library vehicles, while representing the Library online, or while conducting Library business;
- Issuing permits, licenses, leases, or agreements for the use of Library facilities for the promotion of a candidate, political party, registrant, or question on a ballot, except where permitted by applicable election legislation or expressly allowed under this policy.

Related Policies:

Board Code of Ethics Policy

Community Information & Display Policy

Community Social Media Policy

Employment Social Media Policy

Room Rental Policy

Staff Code of Conduct

Approved by the Innisfil Public Library Board, April 21, 2026,

Motion Number: 2026.XX

Supersedes Policy #2022-05, approved February 22, 2022. Motion #2022.15; and Policy #2018-11, approved May 22, 2018, Motion #2018.42; & Policy #2018-05, Approved March 19, 2018, Motion #2018.27



SUBJECT: MEMBERSHIP & BORROWING POLICY

Policy No: 2026-12

Date: April 20, 2026

Review Date: April 2027

Pages: 9

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;
- 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.

Personal information is collected by the library under the guidance of the Public Library Act, RSO, 1990, Chapter P.44, and the Municipal Freedom of Information and Protection of Privacy Act. As such, all collected information is protected as laid out in the Acts.

POLICY

Application

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

- Conditions and use of library membership;
- Borrowing privileges, responsibilities and restrictions;
- Fees and fines related to use of materials, memberships, and services as outlined in the Library Fees and Charges Schedule

Definitions

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

- Less than \$25.00 in fees;
- 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.

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

Children means individuals aged 0-11 years of age.

Youth means individuals aged 12-17 years of age.

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

Library Card is a unique identifier issued by the Library to an account holder. It may be provided as a physical card or as a digital barcode available through approved library applications.

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

Member/Account Holder means the individual to whom the library account is issued and in whose name the account is registered.

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

TYPES OF MEMBERSHIPS

Full Membership

This type of membership allows individuals to borrow all materials offered by the Library, with only those limitations stipulated in the appendices to this Policy. The following individuals qualify for a full 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.

Each year the membership will expire, blocking the account until staff can confirm contact information and obtain any required updates.

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 is necessary.

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.

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, some exceptions may apply.

Members may only have one account at a time; however, separate accounts may be created for children or dependent individuals who reside in more than one household or who are under the guardianship of two or more adults, with each account administered under the oversight of an assigned guardian.

Responsibility of Members

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

- Assume responsibility for all activity on the account;
- Present their Library card at the request of Library Employees, including to borrow and renew 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;

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 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.

Verification

Adults aged 18 and older are required to provide proof of their name and address to register. 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.

Children 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, and replacement fees.

Youth

Youth aged 12 -17 may apply for a membership independently by showing proof of residency or school registration, in which case a student ID is acceptable. Youth who are unable to provide proof must 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.

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 in order to borrow materials.

Borrowing some items from the Library of Things collection requires current photo ID in addition to a valid library card.

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

Renewals

The member's account must be in good standing to renew items. When there is a hold on an item, it will not be renewed. Renewals may not be permitted on some items.

Limits

There are limits to the number of items an individual or household can borrow at a time.

Library of Things items are limited to one per account. However, Library Employees 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. computer).

Members may still be required to check items out on their account for in-library use.

Interlibrary Loans

Interlibrary loan services are provided to patrons in accordance with our participation in resource sharing partnerships with other libraries. See Resource Sharing (Interloan) Policy.

Fees Overview

In accordance with the *Ontario Public Library Act, RSO 1990, c. P.44, s. 23(1)*, the Library does not charge fees for borrowing physical or digital materials. Fees may be charged for certain services, materials, programs, and equipment, based on cost recovery and operational requirements, and are outlined in the *Library Fees and Charges Schedule*.

The Library does not charge overdue fines for books, audiobooks, DVDs, Blu-Rays, video games, or magazines returned late. Late fees may be charged for items from the Library of Things collection and will vary depending on the item.

Replacement fees may be applied when items are lost, assumed lost, or returned damaged beyond normal wear. Items are considered lost when they are three (3) weeks overdue, at which time the replacement fee is applied. If the item is returned in good condition before payment is made or the record is deleted, the replacement fee will be waived. Library Employees will determine whether damage is the result of normal wear or negligence and whether missing or damaged components render an item unusable.

Fees may be charged for programs, particularly when space is limited and the program is offered on a cost-recovery basis. All attendees, including parents or caregivers, may be required to pay a program fee. Program fees will be waived for a mediator or caregiver accompanying a person with a disability or other support needs.

The Library also charges fees for the use of equipment and materials in the HackLAB. These fees are based on cost recovery for materials and to help offset maintenance costs.

Related Policies

Book Club Policy

Children & Youth Services Policy

Collection Management Policy

HackLAB Policy

Home Library Service Policy

Program Policy

Resource Sharing (Interloan) Policy

Related Documentation

Library Fees and Charges Schedule

Approved by the Innisfil Public Library Board, April 21, 2026

Motion Number: 2026.XX

Supersedes Policy #2025-06, approved March 24, 2025; Motion #2025.16; and Policy #2024-09, approved March 18, 2024, Motion #2024.24; 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	50 total	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*

*Subject to change without notice due to high demand

All Replacement Fees and other fees are outlined in the Library Fees and Charges Schedule.



SUBJECT: ROOM RENTAL POLICY

Policy No: 2026-13

Date: April 21, 2026

Review Date: April 2027

Pages: 9

PURPOSE

The purpose of this policy is to identify the guidelines under which the Innisfil ideaLAB & Library (“the Library”) spaces may be made available to the public, and to outline the conditions, and priorities for use of community and event spaces available to rent from the Library.

POLICY

General

The Library’s spaces are community assets that are utilized to advance individuals and the communities we serve in ways consistent with the Library’s mission, values and strategic priorities. Library meeting rooms and event spaces are made available for use by the general public for a fee, when not being used for Library purposes. Meeting rooms are available on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting their use, who are in compliance with the conditions outlined in this Policy, and other Library Policies. Renting a Library space does not constitute endorsement by the Library of the group or individual, nor their policies, aims, or activities.

Application

This policy applies to any members of the public who use the Library, and, 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.

Definitions

The Applicant is the one individual who will act as the authorized officer for any group wishing to book meeting rooms. That individual must be 18 years of age or older and willing to take legal responsibility on behalf of the group for all aspects of the room rental including the application and payment.

A Charitable Organization is a group that is registered with the Canada Revenue Agency as a charity, and which has a valid Charitable Registration Number. The Library reserves the right to request proof of charitable status, including the organization's registration number.

A Co-Sponsored Program is one where activities take place in Library spaces that are offered by Library partners. Generally, the Library provides its space for free and the partner offers a learning activity for free. The partner can brand the program, but they work with the Library to ensure it is promoted by the Library and that relevant library resources are identified when appropriate.

Commercial Organization means individuals, businesses, or organizations engaged in or concerned with commerce will be charged the commercial room rental rate.

Partnering Agencies/Community Partners refers to the various organizations with which the Library has entered into a partnership for the purposes of pursuing mutual interests with the shared goal of enhancing quality of life for Town of Innisfil residents and library users.

A Non-Profit Group is a group whose primary function is participation in a specified recreational, cultural, community service or leisure interest; a group whose primary function is service to the community at large through support of a shared interest and which must be managed by a voluntary executive and/or board; and boards of education and recognized religious institutions. The Library reserves the right to ask for proof of not-for-profit status.

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

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian international music creators and publishers.

Guidelines

Types of Rentals and Prioritization

The primary purpose of the spaces operated by the Library is to facilitate the delivery of Library services; as such, the Library has priority over other uses, for any purpose. Rentals which would duplicate Library programs or services for profit will not be permitted. Rooms and event spaces will be made available to other organizations, residents, and businesses, only during times when they are not needed for Library services. Priority for use of designated spaces will be as follows:

- a) Library programs, co-sponsored programs, meetings, and other purposes
- b) Library-related groups and official partners
- c) Actively serving Town of Innisfil Council for two bookings per year, per Councillor, for the purpose of facilitating publicly convened meetings, excluding election campaigning and related activities
- d) Election-related education and events that comply with the Library's Political Elections Policy
- e) Non-profit community groups and organizations
- f) Charitable organizations
- g) Others, including businesses

Exceptions to the prioritization schema may be made at the discretion of the Library in an effort to support the activities and inclusion of equity seeking groups in our community.

Fees And Payment

A fee will be charged at an hourly rate as set in the Library's Fees & Charges Schedule, and will be stated in the Rental Agreement. Rental fees may be reduced or waived for organizations that partner with the Library, or which conduct activities that help meet the Library's goals as set out in the Library's Strategic Plan. A booking is not considered finalized until both the Rental Agreement has been signed and received by the Library, and the deposit has been paid (unless waived by the Library). A deposit may be required to confirm a room booking at the discretion of the Library. This deposit must be paid within 5 business days of receiving the booking confirmation or at least 14 days prior to the event date, whichever comes first. If the deposit is not received by this deadline, the reservation may be cancelled.

Rental rates are set by the Library as outlined in the Library Fees and Charges Schedule and subject to change. Hourly rates are based on the status of the Applicant, categorized as follows:

- a) Residents
- b) Non-Residents
- c) Charitable and Non-Profit Organizations
- d) Commercial Organizations

After Hours Fee

When a booking occurs outside the Library's regular hours of operation, an after-hours building monitoring hourly fee will be charged to the Applicant, in addition to the standard hourly rate. This includes the cost of two on-site employee supervisors, required for all after-hours rentals.

Late Fee

A late fee may be charged if the rental time is exceeded, at the applicable hourly rate.

Equitable Access

The Library is committed to providing equitable access to its spaces and supports reconciliation by improving access for Indigenous communities. The Library also recognizes that systemic barriers may limit access for equity-seeking and marginalized groups. To help reduce these barriers, room rental fees may be waived for Indigenous and other equity-seeking community groups and organizations when fees would otherwise prevent their use of library spaces for meetings or activities.

CANCELLATION**By the Applicant**

If the Applicant cancels a confirmed booking more than two operating days in advance, the Library will refund the full amount minus a \$15 administrative fee. Cancellations received less than two operating days in advance will forfeit the deposit. No shows or cancellations less than two operating days before the booking will not be reimbursed. Operating days are defined as days the Library is open for public service.

By the Library

The Library may cancel a booking for any reason with 48 hours' notice. The Library reserves the right to cancel any booking without notice due to an emergency, or events beyond its reasonable control, or if, in the opinion of the Library, the booking is in violation of Library policies or the terms set out in the Rental Agreement. If the Library cancels the booking, the Applicant will receive a full refund and the Library will have no further liability to the Applicant.

Library operational needs and strategic priorities change over time. Groups that work in collaboration and are aligned with library policies will be prioritized. Past approval should not be considered an ongoing commitment as Library employees are required to annually review priorities and commitments.

CONDITIONS OF USE

Food and Beverages

The Applicant is permitted to serve food and non-alcoholic beverages while using the space. The Library does not have a kitchen available and will not provide any food or beverage related supplies, such as utensils, cups, and napkins. Events may be catered, with all supplies and equipment to be arranged and provided by the Applicant. When an event is catered, the Applicant must provide this information prior to completing the booking, including all information about equipment and set-up.

Alcohol

The approval of a request to serve alcoholic beverages will be considered in limited, low risk situations. The following factors will be reviewed:

- a) Whether or not it is a Library or Town sponsored event;
- b) The number of proposed attendees;
- c) The length of the event and
- d) The timing of the event

Further to the approved application, including the approval to serve alcoholic beverages, the serving of alcoholic beverages is subject to the applicant holding an approved Special Occasion Permit application from the Alcohol and Gaming Commission of Ontario (AGCO), proof of liability insurance, and must be in accordance with the requirements of the relevant Library Alcohol Risk Management Policy.

Animals

The only animals permitted on Library premises are service animals. Animals cannot be brought in for the purposes of entertainment. The Library has the right to request proof that an individual requires a service animal.

Equipment

A/V and other technical equipment may be available to be booked with the rooms and must be booked in advance. Equipment rental does not include a technician or operator; however, staff employees can provide basic instruction in advance by appointment. Organizations are responsible for the operation of such equipment, as well as any damage or replacement costs. The Library strongly recommends that all equipment be tested during a pre-arranged appointment prior to the event. The Library does not guarantee that technical equipment will function on the day of the event. Alternate arrangements are the responsibility of the Applicant. All electrical equipment brought in by the Applicant is subject to the prior written approval of the Library.

Room Set-Up

Groups are responsible for their own set-up and clean-up which must be completed within the hours listed on the contract. Furniture will be returned to its original location at the end of the booking. If booking is within hours of operations, the Library's collection must remain accessible.

- No additional furniture or equipment other than that already available in the room will be provided.
- A group may provide personal furniture or equipment with prior approval from the Library.
- Nothing may be attached to the walls or the ceiling without prior approval from the Library.
- Open flames (including candles of all types) are generally prohibited; however, exceptions may be made for ceremonial, cultural, or religious practices such as smudging, by Indigenous persons for traditional Indigenous cultural or spiritual purposes, consistent with the Smoke-Free Ontario Act. Exceptions will only be granted when appropriate safety standards can be reasonably met by both parties, and must be requested and approved prior to signing the rental agreement.
- Equipment, supplies or personal effects cannot be stored or left in Library rooms before or after use.
- All garbage and recyclables must be placed in library designated receptacles. Applicants are encouraged to recycle materials to the best of their ability.
- For some events, the Library may require the Applicant to provide a floor plan in advance, and reserves the right for advanced approval which must be completed no less than 5 days prior to the event. Employees may provide basic guidance prior to the event during a pre-arranged appointment.
- A cleaning fee may be charged if the room is not left in the same condition in which it is found.

Advertising and Publicity

Advertising or promotion of an event will not imply that the Library is endorsing the Applicant or the associated organization. The name and address of the Library may only be used for identifying the location of the event and the Library's logo will not be used in advertising materials without the prior written approval of the Library.

The Library reserves the right to view and approve any advertising materials before they are distributed. If the materials do not align with the tenets of this Policy, the Library shall request their withdrawal and a retraction.

Any announcement or notices to publicize an activity must not be distributed within the Library without prior written approval from the Library.

SOCAN Fees

[SOCAN fees](#) apply to groups playing music during the duration of the room rental at the Library. Music includes live and recorded, voice or instrument in both popular and classical categories. The Applicant is responsible for paying any SOCAN fees directly to the organization, and the Library will not collect or remit any associated fees.

RESTRICTIONS ON USE

All activities, programs, meetings, or events conducted in the Library are subject to the Policies and Code of Conduct of the Library. The Applicant is responsible for the activities conducted in the space, and will ensure they are in compliance with Library Policies, as well as the [Canadian Charter of Rights and Freedoms](#), the [Ontario Human Rights Code](#), and all other applicable laws and statutes. The Applicant must ensure that children will be adequately supervised by an adult (aged 18+) at all times. Library Employees are not responsible for supervision.

The Library reserves the right to deny or cancel any booking, with or without advanced notice, which in the Library's opinion:

- Conflicts with the Library's Policies, Code of Conduct, or organizational goals
- Is contradictory to the Ontario Human Rights Code or other legislation
- There is a misrepresentation of the purpose or activities planned
- Activities pose a safety risk to participants/attendees
- There is a likelihood of misuse of premises or equipment
- There is an instance of past misuse of premises or equipment
- Past non-payment of fees
- Past infractions of Library Policies or applicable legislation
- Activities will negatively impact other customers' ability to use the Library
- The Applicant intends to sell tickets, goods or services, or recruit clients, without prior written approval from the Library

The following restrictions exist on the use of Library spaces, including room rentals:

- **Illegal Activity:** the Library will not knowingly permit any individual or group to use its facilities in contravention of Canadian or Ontario laws, including local Bylaws.
- **Discrimination:** The Library will not allow events or meetings where attendance is limited on Code-protected grounds, except where the prospective group satisfies the Library that such limitations are consistent with the ameliorative provisions of the Code and/or Charter. We will not approve of events that are intended to advocate actions that contravene Canadian or Ontario laws.
- **Sales Promotion:** Events promoting the purchase of specific brands/products/service are not allowed. General consumer education from knowledgeable professionals are not included in this category.
- **Duplication:** Rentals which would duplicate Library programs or services for profit will not be permitted.

- **Social Gatherings:** Gambling and private social gatherings, such as birthday parties, showers, celebrations of life, are not permitted.

Exemptions to restrictions on use may be reviewed at the discretion of the CEO. Applicants who are denied permission to use Library facilities may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.

Use of Non-Bookable Library Spaces

Only library spaces designated as bookable are governed by this Policy. Other areas of the Library, including informal seating, study desks, and common areas, are available for general public use and are not reservable.

Use of non-bookable spaces by individuals or groups must remain informal and drop-in. Regular, recurring, or exclusive use of non-bookable spaces by a group or individual is not permitted unless expressly approved by Library staff. Such use may require a written agreement.

Informal use of a space does not create an ongoing right or expectation of access to that space, furnishings, or location.

LIABILITY

The Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing, equipment, or other belongings of the Applicant or anyone attending at the invitation of the Applicant.

The Applicant will be responsible for supervising the activities of everyone admitted to the space during their booking. The Applicant will be responsible for payment of all damage costs arising from the misuse of Library property.

Proof of liability insurance may be required for certain bookings. In these cases, the Applicant must provide a certificate of insurance that names the Library and the Town of Innisfil as additional insured parties. Higher coverage amounts may be requested depending on the nature of the event.

Library Employees must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with the Rental Agreement, Library policies, and applicable legislation.

Related Policies

Library and Political Elections Policy

Strategic Partnership Policy

Vision, Mission Statement, Values and Commitment to Service Policy

Equity, Diversity & Inclusion Policy

Related Documentation

Library Fees and Charges Schedule

Approved by the Innisfil Public Library Board, April 21, 2026,
Motion Number: 2026.XX

Supersedes Policy #2025-10, approved May 20, 2025, Motion #2025.33; and
Policy#2022-25, approved September 19, 2022, Motion #2022.67; and Policy #2017-19,
approved December 11, 2017, Motion #2017.89 &
Policy #2015-04, approved April 20, 2015, Motion #2015.43;
Policy #2010-04, approved February 16, 2010, Motion #2010.19;
Policy #2009-10, revision approved May 19, 2009, Motion #2009.41;
Policy #2006-08, approved March 20, 2006, Motion #2006.26;
Policy #2001-07A, approved November 12, 2001, Motion #2001.52; &
Policy #2001-07, approved September 10, 2001, Motion #2001.39.