



**INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Monday, June 22, 2026 – 6:00 p.m.
Lakeshore Boardroom**

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

[Motion #2026. – THAT the agenda of the June 22, 2026 meeting be approved as presented.]

3. Declaration of Pecuniary Interest
None at time of agenda creation
4. Delegations to the Board
 - a) 2025 Unaudited Financial Statements – Audrey Webb, Treasurer, & Kathleen MacDonald, Supervisor, Accounting and Budgets, Town of Innisfil

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)
 - 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-11-2026 – Collection Overview and Usage for 2025 (copy & motion)

[Motion #2026. – THAT the Staff report LIB-11-2026 –Collection Overview and Usage for 2025 be received for information.]

(copy & motion)

- 9. Business Arising
 - a) 2025 Unaudited Draft Financial Statements (copy & motion)

[Motion #2026. THAT the 2025 Unaudited Draft Financial Statements be approved as presented.]

- b) 2025 Operating Variance

[Motion #2026. - THAT the 2025 operating surplus in the amount of \$45,374, representing the overall variance of \$59,802 less the \$14,428 in unspent donations previously transferred to the Donation Reserve as per Motion Number 2026.18, be moved to the Library’s Computer Replacement Reserve.]

- 10. Policies
 - a) **EMPLOYMENT** – Cash Handling Policy #E-2026-14
 - b) **EMPLOYMENT** – Disconnecting from Work Policy # E-2026-15
 - c) **EMPLOYMENT** – Inclusion, Diversity, Equity & Accessibility Policy #E-2026-16
 - d) **EMPLOYMENT** – Respectful Workplace, Harassment & Violence Prevention Policy #E-2026-17
 - e) **OPERATING & TECHNOLOGY** - Collection Management Policy #2026-18

(copy & motion)

Recommendation

[Motion #2026. – THAT the EMPLOYMENT – Cash Handling Policy #E-2026-14; the EMPLOYMENT – Disconnecting from Work Policy # E-2026-15; the EMPLOYMENT – Inclusion, Diversity, Equity & Accessibility Policy #E-2026-16; the EMPLOYMENT – Respectful Workplace, Harassment & Violence Prevention Policy#-E-2026-17; and the OPERATING & TECHNOLOGY - Collection Management Policy #2026-18; 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 (links)
<https://innisfil.bibliocommons.com/events/search/index>
<https://calendar.innisfil.ca/default/Month>
14. In Camera
Consideration of a resolution to hold a “Closed Session” Committee of the Whole meeting as provided for under the *Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1)*, the *Public Libraries Act, R.S.O. 1990, c. P.44*, and the Library Board’s *Procedural By-Law Policy# B-2023-03, Section 6.11*.

[Motion #2026. - THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board’s Procedural By-Law Policy# B-2023-03, Section 6.11, for the purposes of:

- a) ***Holding a Strategic Plan Overview & Consultation Workshop with Nordicity Group Limited***

[Motion #2026. – THAT the Board now rise and report on the “Closed Session” meeting of June 22, 2026, and resume the regular Board meeting.]



15. Adjournment

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



CORRESPONDENCE LIST for June 22, 2026

6a.01.01	Thank you letter to David Blackmore and Staff at Tim Horton's for the donation from their Smile Cookie Campaign	copy
6a.02.01	<i>CUPE Alberta</i> , May 25, 2026, newsletter entitled <i>Library Workers React to Passage of Bill 28</i> Library workers react to passage of Bill 28 - CUPE Alberta %	link
6a.03.01	<i>Shadow Reaper</i> , May 27, 2026, article entitled <i>Library Orgs Urge Big Five to Address Digital Pricing</i> , written by Nathalie op de Beeck Library Orgs Urge Big Five to Address Digital Pricing	link
6a.04.01	<i>Global News</i> , June 2, 2026, article entitled <i>N.S. Library Users Hold 'read-In' to Protest Closures, MLA Says Anger Misdirected</i> , written by Rebecca Lau & Angela Capobianco N.S. library users hold 'read-in' to protest closures, MLA says anger misdirected - Halifax Globalnews.ca	link

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, May 19, 2026 – 6:30 p.m.
Lakeshore Boardroom**

In Attendance: Anne Smith, Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Rhonda Flanagan, Sue Bennett, Cynthia Gordon, Raj Grover

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

Guest: Geoffrey Leonardelli, Rotman School of Management

Regrets: None

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The Board Vice-Chair called the meeting to order at 6:30.
- The Executive Assistant delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2026.27

Moved by: Jennifer Richardson
Seconded by: Raj Grover

THAT the agenda of the May 19, 2026 meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

None at time agenda creation

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. Correspondence

- No comments or additions

7. Reports for Information

- CEO Report
- Municipal Council Report
 - No additions to reports
- Library Board Report
 - No roundtable during this meeting
- Board Committee Reports
 - No additions to report
- Health & Safety Update
 - Draft April meeting minutes were included in package
- Library Associations Report
 - No reports included this month

Motion #2026.28

Moved by: Rhonda Flanagan
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

No staff reports this month

9. BUSINESS ARISING

No business arising

10. POLICY

No policies this month

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

No new business

13. COMMENTS AND ANNOUNCEMENTS

a) Calendar of Events

- o Links for Library and Community events were shared in the agenda.

14. IN CAMERA

Consideration of a resolution to hold a “Closed Session” Committee of the Whole meeting as provided for under the *Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1)*, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board’s Procedural By-Law Policy# B-2023-03, Section 6.11.

Motion #2026.29

Moved by: Jennifer Richardson

Seconded by: Rob Saunders

THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board’s Procedural By-Law Policy# B-2023-03, Section 6.11, for the purposes of:

- a) Holding a workshop to discuss Board Succession Planning.

CARRIED.

Motion #2026.30

Moved by: Cynthia Gordon

Seconded by: Sue Bennett

THAT the Board now rise and report on the “Closed Session” meeting of May 19, 2026, and resume the regular Board meeting.

CARRIED.

15. ADJOURNMENT

Motion #2026.31

Moved by: Sue Bennett

THAT the meeting be adjourned at 8:42 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, June 22, 2026 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

Anne Smith, Board Chair

Erin Scuccimarri, Secretary



June 8, 2026

Mr. David Blackmore
Tim Hortons
48 Queen Street
Cookstown, Ontario
L0L 1L0

Dear Mr. Blackmore:

On behalf of the Innisfil Public Library Board and Staff, I would like extend my deepest gratitude to you and *Tim Hortons* for your generous donation to the *Innisfil Public Library, Cookstown Branch*. It is an honour to once again be selected as the beneficiary of the *Smile Cookie Campaign's* fundraising efforts.

Our Board and Staff appreciate your generous donation. You and your wonderful staff have our heartfelt appreciation for your kindness and care for your community and your Library. Your generosity makes a meaningful difference in the lives of many residents

Yours very truly,

A handwritten signature in black ink that reads 'Anne Smith'.

Anne Smith
Board Chair
Innisfil ideaLAB & Library

MAY 2026 CEO REPORT



Speak UP for diversity & inclusion

WRAPPING STORIES, RAISING AWARENESS

The Canadian Library MMIWG Book Wrapping Event

May 5, also known as Red Dress Day, has become a national day for awareness and remembrance for Missing and Murdered Indigenous Women, Girls and Two-Spirit people (MMIWG2S). Indigenous women and girls are disproportionately targeted by violence, with a 2023 Statistics Canada [Report](#) concluding that they are six times more likely to be murdered than other groups in Canada. As an opportunity for education and action, the Library is participating in *The Canadian Library Project*, a grassroots art installation aiming to wrap 8,000 books across Canada, with each book serving as a powerful tribute to lives lost and a call for continued awareness and action. The National Inquiry into Missing and Murdered Indigenous Women and Girls began in 2016 and culminated in a final report that includes hundreds of Calls for Justice, informed by the stories of more than 2,300 family members, survivors, and Knowledge Keepers. The Canadian Library Project is a settler-led act of reconciliation that is creating a national memorial to MMIWG2S.

The Library will display a collection of 75 books, wrapped in Indigenous-designed fabrics. 80% of the books will have the names of a MMIWG2S individual added. The remaining books will be unnamed, representing the unknown missing and murdered. This month, participants were invited to wrap books for the art installation and to learn and reflect on their stories. The event began with a screening of the documentary, *This River*, which follows volunteers who dredge the Red River in Manitoba in search of missing loved ones. The documentary set the tone for understanding the grief and enormity of the MMIWG2S crisis. Following the screening, participants learned to wrap the books, completing half of the needed books for our display. As participants worked through the process, they learned the names of the missing and murdered women and looked up their stories. Some participants planned to bring the project to their employers, to continue and grow their contribution to *The Canadian Library Project*.

Books wrapped in Indigenous-designed fabrics with MMIWG2S names added.



DRAG ME TO THE LIBRARY

Drag Storytime and Pride Celebration

The Library's sixth *Drag Queen Storytime* brought glitter and smiles to the branch on Saturday, May 23rd. Even though it was a rainy and gloomy day, 40 people attended and enjoyed songs, stories, dancing, and the visit with Drag Queens, Queenie and Athena, of the Haus of Deveraux. The Queens joined staff to put on a fabulous 30-minute storytime that culminated in a dance parade around the branch, with children and grownups alike joining in.



Drag Storytime is an important way to celebrate inclusion, creativity, and self-expression in our community. By introducing children to diverse voices and experiences through storytelling, it helps foster empathy, confidence, and a sense of belonging. Programs like this create welcoming spaces where families can connect, learn, and see the beauty in being exactly who you are.



Staff with Drag Queens, Queenie and Athena.



Open UP opportunities to strengthen connection & engagement with our community



CREATIVE PARTNERSHIPS

Nantyr Shores Secondary School with The Clandestinos

With Library support, a duo of artists worked with Ms. Taylor's grade 11 art class to create a large-scale artwork, to be installed in the cafeteria at Nantyr Shores Secondary School.

Over the course of five class sessions The Clandestinos and Library Staff worked with the students to share techniques in painting large murals, working with spray paint, and graffiti techniques. The collaboration resulted in a unique cultural experience for youth in our community, and created an opportunity for them to build a lasting legacy within their school community.

Individually known as Bruno Smoky and Shalak Attack, together the Clandestinos are dedicated to painting murals around the world by creating narratives that unify both real and imaginary dimensions. Emerging as visual artists about a decade before they met, the Clandestinos each developed their own unique artistic voice. Once they started painting together they found it difficult to stay away from each other, in art and as life partners. With time they began to fuse their artwork to create unified pieces by balancing and adding to as well as learning and growing from each other's styles. The pair have created art around the world, receiving international recognition.

Ms. Taylor’s class wrote this statement to describe the project:

“This collaborative mural project, created by our class in partnership with guest artists, The Clandestinos, is a vibrant reflection of community, diversity, and inclusiveness. Inspired by the world around us and the people within it, the mural brings together natural and cultural elements that represent who we are—both individually and collectively.

Drawing from our local environment, the imagery of the lake and the northern lights symbolize the beauty, calm, and wonder that surrounds our school. These elements ground the work in a shared sense of place, reminding us that our environment connects us all.

The influence of The Clandestinos—artists who have created murals in 23 countries around the world—is reflected in the spirit of this work. Like their previous projects, this mural is deeply rooted in the identity of the community that created it. It is not just a piece of art, but a collective voice that celebrates the diversity of perspectives and stories within our school.

[When installed in our cafeteria], this mural will serve as a daily reminder of who we are together. It reflects the brightness, growth, and possibility that emerge when inclusivity is embraced and when each person’s contribution is valued. Through this collaboration, we celebrate not only our differences, but also the shared humanity that brings us together.

A special thank you to the Innisfil Library for providing this unique opportunity and valuable experience for Ms. Taylor’s grade 11 art students from Nantyr Shores School.”



Ms. Taylor’s grade 11 students in front of mural displayed at the Lakeshore Branch.

GROWING TOGETHER

Seedling Giveaway with the Innisfil Seed Library

The Innisfil Seed Library hosted a successful Seedling Giveaway at the Lakeshore Branch over the Victoria Day long weekend, a time when many community members are beginning their gardens for the season. Volunteers welcomed families and distributed a variety of vegetable seedlings, including tomatoes, cucumbers, zucchini, lettuce, peppers, and peas, helping residents take the first steps toward growing their own food. Throughout the event, volunteers shared gardening advice, discussed seed saving and fall harvesting for the Seed Library, and highlighted the importance of local food sustainability and food security. The library also showcased gardening tools available through the Library of Things collection, encouraging residents to borrow equipment with their library cards to support their gardening projects. This initiative was supported by the Town of Innisfil's Community Food Projects Grant.



GATHER TOGETHER

2nd Anniversary Teen Nights Open Houses

The annual Teen Nights Open House events took place at all 3 locations during the first week of May, which coincided with National Youth Week. These open houses create an opportunity for parents and community members of all ages to see Teen Nights in action and learn more about the program. 100 people attended the Open House events throughout the week.

Teens engaged in planned and passive activities, and their comfort with the program and spaces was evident for all attendees. Visiting community members noted the variety of activities available to teens at Teen Nights.



ideaLAB ON THE GO

Community outreach gears up in the spring and summer months, with Library Staff attending numerous community events this May. The participation and conversations with attendees at these types of events showcase the strong partnerships that exist with our community.

[Nantyr Shores Secondary School Wellness Fair](#)

The Library displayed a variety of young adult mental health titles, information on volunteering and programming at the Library, activities from Teen Nights, and an Ozobot for students to try their hand at coding. There was a lot of interest in how to volunteer at the Library, as well as HackLAB programming. This was a great event to connect with both teachers and students at Nantyr Shores.



[South Simcoe Police Community Open House](#)

This event experienced their largest turnout in recent years. Library staff were able to share information about programs and resources available at the Library, and highlight some of our Library of Things collection, like robots and accessibility devices.

[Pitch-In Day](#)

The Library provided crafts and activities, like the table-sized colouring page that was designed and printed in the HackLAB. All Library branches were locations for residents to pick up the clean up kits in the weeks leading up to Pitch-In Day.

[Kindergarten Orientation Nights](#)

Events held at Alcona Glen Elementary School, Goodfellow Public School, and Cookstown Central Public School were attended in May. These events provide an opportunity for families to meet educators, child-care partners, and community partners and are a great opportunity to promote the Library, Summer Reading Club, kindergarten readiness programming, and to position the Library as a valuable resource for students heading to school.

[Innisfil Farmer's Market Opening Day](#) was a great opportunity to share the new program policy where everyone will need their own library card to register for programs. The little ones were drawn to the Ozobot robot and the butterfly craft at the table, which led to great conversations about our Library of Things collection and HackLAB programs for all ages. We were also able to register four new patrons for a library card, renew 2 expired cards, and register customers for programs.



Build UP our reputation as a trusted community asset

HANDS-ON LEARNING

Library and Information Technician Program Placement Student

The Library has a placement student from the Library and Information Technician program at Confederation College. As part of their studies, students in these types of programs are required to complete two unpaid 112-hour placements. The aim of the program for the students is to provide hands-on experience in different library settings, encourage professional networking, and learn new skills. For the host workplaces, participation in these programs helps support the profession by training and meeting up-and-coming new talent. The placement student will join the library for four weeks and will work across all departments to receive a holistic experience in the operation of a public library system.

LIBRARY PATHWAYS TO COMMUNITY SERVICES

Improving Social and Community Services Access

The *Library Pathways to Community Services* project continues to progress with the aim of supporting a more coordinated, consistent, and sustainable approach to service access within the library as part of the broader community support system. Building on the findings from the Phase 1 situational assessment, a set of recommendations and priority actions has been identified to formalize and strengthen the library's current role in supporting access to services, with a focus on enhancing internal systems, service provider coordination, and clarity in how social services are delivered within library spaces. The project is now moving towards implementation, with engagement underway to finalize the action plan, confirm priorities, and assign leads to support next steps. A more detailed update will be shared with the Board in the fall.

POLICY UPDATES AND APPLICATION

Having fun isn't hard if you have a Library card!

In May we began advertising and implementing upcoming process changes due to updates to the membership and borrowing policy. In addition to the current process of requiring a card for borrowing materials and using public computers, a valid library card will be required to book a study pod and register for some programs and events. Changes go into effect June 16, 2026.

These changes will help to improve access for all residents, ensure membership requirements are applied consistently across all services, and allow the Library to better understand community interest and track usage to support future planning and programming.



LOCAL HISTORY SPOTLIGHT

Increased Interest in Local History

Both the Local History room and the Our Stories Innisfil database have seen an increase in traffic and inquiries from Innisfil residents in 2026, likely due in part to marketing initiatives advertising the local history collection's move to the Cookstown Branch. This has resulted in several visits during drop-in hours from residents looking to talk with the Community Librarian – Local History, an array of email inquiries requesting assistance with anything from locating obituaries on microfilm to searches for directories and voters' lists in the collection, corrections submitted for records in the database, and even a request for research assistance from another County institution.

Sometimes these meetings result in new acquisitions for the Our Stories database. One such example, a collection of photos and information on the [Canning Family](#) of Innisfil, was added in May thanks to the dedicated research efforts of a member of the Innisfil Historical Society. The Cannings have ties in Churchill, Tyrone, Gilford, and Belle Ewart, and the collection includes information on marriages and other family connections, the careers of several Canning women who worked as dressmakers and teachers in Innisfil, and which properties were farmed by different generations of the family. Thoroughly researched records and photos like these play a critical role in preserving community memory as they not only provide a snapshot of a moment in time in Innisfil, but also to demonstrate the historical connections between different parts of the Town, to reflect on the often underrepresented role of women in the workforce in history, and to highlight settlement trends over the last century.



 Photo of
Elizabeth
Canning,
Cora
Canning, and Maud
Turnbull of Churchill,
1908



Raise UP the Library's identity as an innovative hub

INNOVATORS, BUILDERS, PARTNERS

Ontario Small Urban Municipalities Conference

The Library's CEO, along with Orillia Public Library's CEO, spoke at the Ontario Small Urban Municipalities (OSUM) Conference on the role of public libraries as key municipal partners and community hubs. The session called *Ontario's Public Libraries—Community Innovators, Builders, and Municipal Partners* highlighted the role Ontario's public libraries are playing in the civic life of municipalities, from the health of community members to the health of local democracies.



The presentation emphasized that libraries are more than places to borrow books; they are trusted spaces where residents can access services, connect with others, and engage in community life. Examples from Orillia and Innisfil demonstrated how partnerships, services, and roles such as the Human Services Navigator help libraries respond to growing and complex community needs.

A key takeaway was the concept of libraries as “resilience hubs,” offering coordinated supports, programs, and opportunities for civic engagement. This approach helps municipalities better reach residents, strengthen community wellbeing, and support local democracy. Overall, the session highlighted the important and evolving role of libraries in building strong, inclusive, and connected communities.





Light UP pathways to personal & professional growth

EMPOWERING YOUNG READERS

Spotlight on Literacy Skills in School-age Programming



A priority for the Children and Youth team in the last year has been a renewed focus on literacy support programming for school-aged children. Three registered programs were created to support and build reading skills for children ages 4 through 10. In addition to building foundational literacy skills, these programs give spaces for older children and teens to share their enjoyment of reading and develop social connections with others who share their interests.

Early Reader's Book Club focuses on children in kindergarten through grade 1, providing fun and engaging opportunities for them to practice using the skills and tools they are learning at school that form the foundation of their ability to read. Structured similarly to other programs offered for ages 4-6, *Early Reader's Book Club* features read-aloud stories, activities and crafts that build on the weekly story themes, and games and opportunities for children to use their imaginations and participate in creative play together. This structure, along with the smaller group sizes, offers children multiple ways to connect with literacy skills and grow their confidence with reading and decoding words.

Reading Buddies brings teen volunteers together with children aged 7-10 who need a supportive and low-stress environment in which to practice their reading skills. *Reading Buddies* utilizes volunteers to provide literacy support in a 15- or 20-minute block of time where a struggling reader engages with the volunteer and they read together. The program bolsters further engagement by adding games, crafts, activities and read-aloud stories led by the Library Staff that offer the children and teen volunteers the opportunity to build more robust connections and relationships outside of reading support. Not only do readers needing support to build and hone their reading skills have a space to do that, but the program also allows teens to volunteer with young people and share their knowledge and experience more broadly.

Teen Book Chat, which was introduced in the spring, is a space for teens to come together and discuss books and discover new reads or genres to explore. As well, staff continue to engage young library users in reading and literacy programming through PA Day programs, scavenger hunts, and the Saturday Family drop-in offerings to highlight books, literary themes and worlds, and reading.

COMMUNITY TECH SUPPORT

Tech Help Sessions

Each month, Library Staff offer many opportunities for help and support with technology. These programs, known as *Tech Helps*, play an important role in supporting people, especially seniors, as they navigate the digital world. For many older adults, barriers exist due to limited experience or lack of access to new and updated technology. This can leave them feeling isolated or “left behind” with everyday activities as more services move online. By offering patient, one-on-one support and hands-on learning, *Tech Help* programming builds confidence and independence, helping seniors stay connected with family, access information, and manage daily tasks more easily.

Participants report that using *Tech Help* programming has allowed them to become more confident with their devices, with one participant reporting, *“When my husband passed away, I didn’t know where to turn. I have never used our cell phone or email. I felt lost. My daughter recommended coming to the library and I’m so glad I did. The staff are amazing and have helped me learn how to use my devices to stay connected with my family.”*

Another customer reported that *Tech Helps* have allowed them to set up their own email and connect with family members across the world. They shared, *“I’m not good at computers but they helped me make my own email. Now I can share photos and messages with my grandchildren who are away at school”*.

In total, Library Staff offer 14, 30-minute sessions of *Tech Help* each week across all three Library branches.

THROWBACK READS

Book Chat: Your Favourite Book from High School

This month’s *Book Chat* invited participants to revisit and share their favourite books from high school, sparking lively conversations and plenty of nostalgia. Members reflected on the stories that shaped their reading lives and reminisced about memorable classroom reads from across different decades and schools.

It was wonderful to discover how many titles connected readers across generations, with classics like *Gone with the Wind* and *Lord of the Flies* appearing again and again in conversation. Participants were especially interested to learn that many of these popular classics are now available in graphic novel format, offering a fresh way to experience familiar stories. Several of these graphic adaptations were checked out by attendees following the discussion.

The chat truly brought people together across generations, highlighting the relatable connections readers share through books and the lasting impact stories can have throughout our lives.

APPENDIX A: Level UP! Communications Insights

Media Outreach & Social Media Response

DATE PUBLISHED	NEWS OUTLET	TITLE
May 6, 2026	Innisfil Today	Innisfil's Pitch-In Day volunteers ready to make 'real, visible difference'
May 7, 2026	Innisfil Today	Upcoming My Hero Exhibition is 'truly inspiring and heartfelt'
May 8, 2026	Innisfil Today	Four events you have to check out in South Simcoe this weekend
May 13, 2026	Innisfil Today	Who gives a damn? These men, who just donated \$5K to two local groups
May 21, 2026	Innisfil Today	Have a 'wheel-y' good time at 'fun, vibey' Roller Skate the Square
May 21, 2026	Innisfil Today	Consultant touts 'proactive' tourism strategy for Innisfil
May 23, 2026	Barrie Today	Innisfil's tourism strategy looks to erase 'fragmented visitor experience'
May 24, 2026	Barrie Today	'Fun, vibey' Roller Skate the Square coming to Innisfil this week
May 30, 2026	Innisfil Today	'Unique' growth, communication challenges discussed at recent conference: Innisfil mayor

Facebook Insights (May 1 to 31, 2026)




FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
4,372	32 during this period	2,572 engagements. 612 reactions.	Posts earned 78.1K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach):
May 11, 2026. 6.5K Reach, 8.8K Views

Innisfil Idealab & Library's Post

Don't miss this Pride celebration; we're teaming up with Haus of Devereaux for an unforgettable afternoon!

Enjoy a family-friendly, inclusive event filled with stories, songs, and fun as we celebrate diversity and acceptance. Here's what you can expect: Storytime, Dance Party Parade around the Library, Crafts, Photo Opportunities and a Meet & Greet with our special guests!

-  Lakeshore Branch
-  Saturday, May 23
-  1:30 PM
-  Registration required: bit.ly/pride-celebration



Instagram Insights (May 1 to 31, 2026)

FOLLOWERS	# OF POSTS	TOTAL LIKES & REACH	TOTAL COMMENTS
3, 270	32 during this period	2,892 accounts reached. 653 likes.	10 comments in total on content posted during this period

Top Post (based on engagement): May 25, 2026, 584 Reach, 1.5K Views



innisfilidealab ...

innisfilidealab Talk about a blast from the past. Tucked inside a book was an old-school return card from 1993!

Before barcodes and scanners, these cards tracked every checkout, quietly witnessing decades of stories being borrowed and loved. 📖

Who else remembers these?

1w

ourstoriesinnisfil We have a few of these preserved in the backs of our Local History collection books! 📖 📅

1w 1 Like Reply

littlenestholic I can smell this photo. I loved the libraries I visited as a child. I remember my librarians too. 📖

1w Reply

...with the children and community...

[View insights](#) [Boost post](#)

📖 🗨️ 📌

Liked by **maclarenartcentre** and 73 others

May 25

😊 Add a comment... [Post](#)

Municipal Council Report

May 6, 2026 Council Meeting

- [Watch the meeting.](#)
- The [Invasive Species Centre](#) presented on the response to water soldier in Lake Simcoe on behalf of the Lake Simcoe Water Soldier Working Group. First detected in Lake Simcoe in 2024, water soldier is an invasive aquatic plant that forms dense mats impacting lake ecology and recreation. Ongoing management is crucial to preventing its spread and protecting the lake's long-term health.
- The Innisfil Farmer's Market highlighted its positive impact on the community over the past year and plans for the upcoming market season. This year's market will feature monthly themes and events while continuing to support local businesses and serve as a local gathering place. It returns to the Stroud Arena parking lot on May 28.
- 2245 Victoria Street (St. James Cemetery) and 6280 Yonge Street (Henry Sloan House) were designated as properties of cultural heritage value under the Ontario Heritage Act. Heritage designation helps guide growth and change so development can occur without losing the historic places that give Innisfil its unique identity.
- The 2025 Accessibility Status Report was received, highlighting the Town's efforts to improve accessibility and remove barriers in Innisfil.
- Hastings Park was renamed Cedar Harbour Park in recognition of its traditional name within the community and long association with the Cedar Harbour Cottage Association.
- Mayor Dollin was nominated for the position of Director, Small Urban Caucus, for the AMO Board of Directors.
- Council received [DSR-056-26 2025 Annual Investment Report and Review of Investment Policy Statement](#)
- Council received final financial results for 2025 [DSR-057-26 2025 Final Operating & Capital Results](#)
- Mayor Dollin provided a notice of motion to be considered in support of Township of Oro-Medonte resolution regarding the Association of Ontario Road Supervisors' request for provincial legislative amendments to strengthen protections for municipal workers and contractors

May 13, 2026 Special Council Meeting

- Public Planning meeting for review of the Draft Community Improvement Plan to address three key economic development and community revitalization priorities within the Town:
 1. Attract and accelerate new investment, 2. Create jobs through business growth; and
 3. Revitalize main streets and downtown areas. The plan proposes financial incentive programs to help achieve these goals.
 - [DSR-062-26 Community Improvement Plan Public Meeting](#)
 - [Attachment 1 - Draft Community Improvement Plan](#)
 - [Attachment 2 - Draft Community Improvement Project Area](#)
 - Lakeshore Branch lies within the CIP Program Area in Alcona
 - Stroud branch lies within the Stroud CIP Program Area
 - The Cookstown Branch is adjacent to the CIP Program Area in Cookstown

Municipal Council Report

- Two other areas of focus include Innisfil Heights and Lefroy along Killarney Beach Road
 - [Attachment 3 - Draft Community Improvement Plan Background Review and Recommendations Report](#)
 - [Innisfil CIP Statutory Public Meeting Presentation](#)
- This plan is in draft, and the purpose of the meeting was to seek feedback from community and council. Will return to Council June 3, 2026.

May 20, 2026 Council Meeting

- [Watch the meeting.](#)
- Council approved the Town's new Tourism Strategy and Asset Map. The plan focuses on growing tourism in a way that fits with Innisfil's long-term goals and community needs. Recommendations include working more closely with tourism partners, supporting local businesses, promoting existing attractions, and improving places for visitors to stay and ways to get around.
 - [Presentation - Staff Report - DSR- 064-26 Tourism Strategy and Asset Map](#)
 - [Staff Report - DSR-064-26 Tourism Strategy and Asset Map](#)
 - [Attachment 1 - Innisfil Tourism Strategy](#)
- The Innisfil Lions Club shared the impact of their community fundraising efforts (nearly \$75,000 donated over the last 3 years!) and promoted their upcoming Car Draw and Summer Bash. Funds raised through the car draw and event will support the future RVH Innisfil Campus, Lions Camp Dorset, Teen Nights, the Library and more.
- Council supported applying for additional funding through the Province's Road Safety Initiatives Fund. The Town has already secured an initial \$245,521 through the program, and if the new application is approved, Innisfil could receive up to an additional \$829,848 for traffic calming measures in areas that previously had automated speed enforcement cameras. [Attachment 1 - Appendix A- Traffic Calming Locations Conceptual Plans](#)
- Town Staff shared an update on the Building Safer Communities Fund that supported Teen Nights, the Youth Connex Committee, and other youth services. While these programs were sustained through the Town's 2026 budget and sponsorship, the Government of Canada recently announced that the funding program will continue. Staff await more information to determine its local impact.
 - [Staff Report - DSR-076-26 Building Safer Communities Project Update Five](#)
 - [Attachment 1 – Building Safer Communities Project Summary October 2025 - March 2026](#)
 - [Attachment 2 – Building Safer Communities Project Progress Snapshot Oct to Mar 2026](#)

Municipal Council Report

News from the Community

- ['Agile' Transit Master Plan creates 10-year roadmap for Innisfil - Innisfil News](#)
- [Innisfil Beach Park Reopening Schedule 2026: Key Dates for Amenities](#)
- [Which way to the beach? Innisfil's \\$48M park reconstruction 'well underway' - Innisfil News](#)
- [Construction on Webster Boulevard extension expected to begin this summer - Innisfil News](#)
- ['Positive cash position': Innisfil banked a \\$2M surplus in 2025 - Innisfil News](#)
- [VIDEO: Voting really matters, but our democracy demands so much more - Innisfil News](#)
- [Business of perseverance: Cookstown Antique Market celebrating 35 years - Innisfil News](#)
- [Consultant touts 'proactive' tourism strategy for Innisfil - Innisfil News](#)
- [Innisfil expanding Administrative Penalty system for efficiency, 'greater clarity' - Innisfil News](#)
- [How a 'passionate' Innisfil teen inspired the donation of 946 books - Innisfil News](#)
- [Get into the groove this summer with Innisfil's Music in the Park series - Innisfil News](#)
- [Stroud arena ice won't be ready until November: Town of Innisfil - Innisfil News](#)
- ['Dedicated' police went 'above and beyond' in 2025, says chief - Innisfil News](#)
- ['Unique' growth, communication challenges discussed at recent conference: Innisfil mayor - Innisfil News](#)

News from around the County:

- [County ends 2025 on budget despite ice storm costs, staffing pressures - Innisfil News](#)
- ['Power grab': Strong mayor powers spark debate as municipal election nominations open - Innisfil News](#)
- ['Significant, concerning': County flags service strain with southern growth - Innisfil News](#)
- [Do you know someone who deserves an Age-Friendly Award? - Innisfil News](#)
- [Primed for growth: Local partnership helps harness the power of Innisfil's agritourism potential - Innisfil News](#)
- [Warden calls on province to return appointment power to Simcoe County - Innisfil News](#)
- [Simcoe County continues employment survey to map business growth needs - Innisfil News](#)
- [How Lake Simcoe, Nottawasaga conservation authorities are preparing to merge - Innisfil News](#)
- ['Win-win!': Simcoe County insurance pool reports \\$2M in savings - Innisfil News](#)
- [County launches new volunteer teams to boost emergency response - Innisfil News](#)
- [County seeking members for committee with eye on municipal elections - Innisfil News](#)
- [Public board passes \\$771M budget, cuts related to enrolment decline - Innisfil News](#)
- [Simcoe County launches video highlighting importance of early childhood development - Innisfil News](#)
- [Simcoe County marks Seniors Month with events, renewed focus on aging supports - Innisfil News](#)

Municipal Council Report

Library News from the Province and Beyond

- [Newmarket Library staff raise safety and management concerns - Newmarket News](#)
- [New embroidery machine arrives at Barrie library](#)
- [Library email outlines Bill 28 impacts | Sherwood Park News](#)
- [ACORN hoping to skew response to Hamilton Library mandatory card rule survey - bayobserver.ca Hamilton, Burlington and GTA](#)
- [Ottawa library reveals new 'third space' rebrand vision - Yahoo News Canada](#)
- [Lambton County Library launches Library by Mail service - The Sarnia Journal](#)
- [Bill 28 leaves Coalition of Alberta Public Libraries concerned - Airdrie News](#)
- [Downtown Hamilton library ends pilot restricting access to card holders | CBC News](#)
- [Bill to help authorities probe online activities raises widespread privacy fears - Innisfil News](#)
- [Province making moves to speed up vulnerable-sector record checks - Innisfil News](#)



JHSC Meeting Agenda

MEETING DATE: Thursday May 21, 2026

TIME: 10:00am

LOCATION: Town Hall meeting Room 4 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, Elishia LaRose, Vivian Lough, Kristi Prentice, Sierra Warren

GUEST(S):

REGRETS: Tom Ehlers, Jennifer Sheremeto, Barrie Vickers

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	<u>Call Meeting to Order</u>	Co-Chair	Time – opened	- Meeting started 10:05am
2.	<u>Approval of Previous Minutes</u>	Co-Chair	2026.04.16 JHSC Meeting Agenda Minutes Draft.docx	- Elishia motioned to approve the minutes of the previous meeting. - Seconded by Wes - 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. 	Jen – absent Kristi – No deficiencies to report at Town Hall. There was an issue with a QR code for a ladder but ended up working after a few tries. Sierra – Operations – Fire extinguisher was missed. Extension cord was left on the ground outside the wash bay posing a tripping hazard. Strong chemical odour coming from the drain in the wash bay. Housekeeping/cleanup also required in the wash bay. Elishia – Salt Dome – pair of chaps that were not in good shape. Fire extinguisher was missed. Items were blocking the walking path but have since been moved. Vivian – Tape was purchased for the cord in Cookstown. At Stroud, the staff entrance door is not

				<p>latching and is having difficulty pulling to close. If not latched properly, the alarm will go off. Spoke about adding a handle to close the door from the inside as there is only a push bar on the inside of the door. No issues to report at Lakeshore.</p> <p>Tom – absent.</p> <p>Brendan – inspections not completed as of yet.</p> <p>Paul – will be completing inspections next week.</p> <p>Barrie – absent.</p> <p>Wes – No items to report.</p> <p>Eric – No items to report.</p>
5.	<u>SOP's Corporate Policies</u>	Co-Chair	1. Any updates for discussion?	- Respectful Workplace Policy updated and sent to members to post on H&S boards.
6.	<u>Workplace Incidents & Accidents</u>	Co-Chair	1. April 2026 incidents 2.	<ul style="list-style-type: none"> - Review April Incident Summary - There were two loss time injuries. - Compared to this time last year, there is a spike in loss time injuries. - Overall, there are more incidents compared to this time last year. - Musculoskeletal (e.g. overexertion, repetition) injuries are the most common so far this year. - Slips, trips and falls is the second most common injury this year. - 2025 Safety Incident Infographic was sent out to leaders and posted on H&S Board.
7.	<u>Budget & Training</u>	Co-Chair	1. Budget 2. Training	<ul style="list-style-type: none"> - Budget is on track. - Training will be sent out to those who need it by July.
8.	<u>JHSC Other Business</u>	All Members	1. JHSC BBQ Update 2. Round Table	<ul style="list-style-type: none"> - BBQ confirmed for June 17th. Caterer booked. Invite sent out to all staff. - Will have to buy a few items such as extra drinks and ice. - Sierra: Emergency Response Training is occurring at Ops on May 26th. Ran by the County of Simcoe. - Vivian: added external fire safety plans for the exterior of Lakeshore and Cookstown. Fire plan will be placed in those boxes. - Elishia: advised that road works are starting to ramp up in Innisfil. - Committee members spoke about CityRover in Ops vehicles and how it can identify poisonous plants on the side of the road and ditches.
9.	<u>ACTION ITEMS Follow up</u>	Co-Chair	Review of Action items from April 16, 2026 meeting minutes.	ACTION: Eric to review/update opioid risk assessment based on potential risk and need for Naloxone kits and training. – In Progress

				<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: Sierra to create a checklist for JHSC BBQ.</p> <p>ACTION: Sierra to book JHSC BBQ meeting prior to BBQ.</p>
10.	Close Meeting	Co-Chair	Time – closed	The meeting closed at 11:12am.

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



INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.: LIB-11-2026

DATE: June 22, 2026

TO: INNISFIL PUBLIC LIBRARY BOARD

FROM: Brooke Gardhouse, Manager, Collection Services

SUBJECT: Collection Overview and Usage for 2025

RECOMMENDATION:

THAT Staff Report LIB-11-2026 regarding Collection Overview and Usage for 2025 be received as information.

BACKGROUND:

The collection reflects the Library’s commitment to inclusion, belonging, lifelong learning, and being a vital information resource that is responsive to evolving community needs. Using this outlook, last year the Library expanded graphic novel formats for readers, increased accessible audio materials for early literacy support, and added new language collections for changing demographics. Additionally, the Library went even further into the community by adding a Holds Pick Up Locker with a small browsable collection at Sandy Cove Acres, extending the Library’s reach and presence in the area.

This report will provide an analysis of collection usage for 2025, mostly using 2024 as a comparison. Prior to 2024, collection usage was measured against pre-pandemic circulation (2019) as various library closures, policies, and procedures impacted collection usage and library access. The Library has recovered from pandemic disruptions and has returned to comparable pre-pandemic usage.

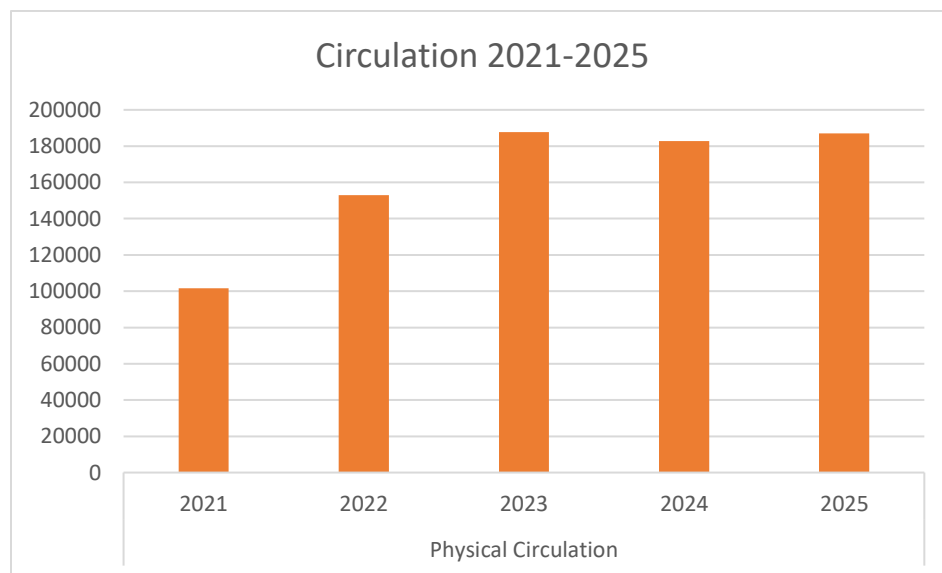
ANALYSIS

Snapshot - 2024 to 2025 Comparison Circulation For Print and Digital Collections

FORMAT	CIRC 2025	CIRC 2024
Children's Books	91200	84013
Adult Books	56976	58750
eBooks	40082	41005
All Audience Media (DVDs, video games, etc.)	26352	26764
Digital Magazines	33780	30398
eAudiobooks	27221	24901
Online Resources (databases etc.)	5759	4661
Other Digital Content (movies, comics etc.)	4968	4124
Magazines	3888	4589
Young Adult Books	4979	4516
Audiobooks (CD)	1580	2194
Library of Things	1016	924

PHYSICAL COLLECTIONS

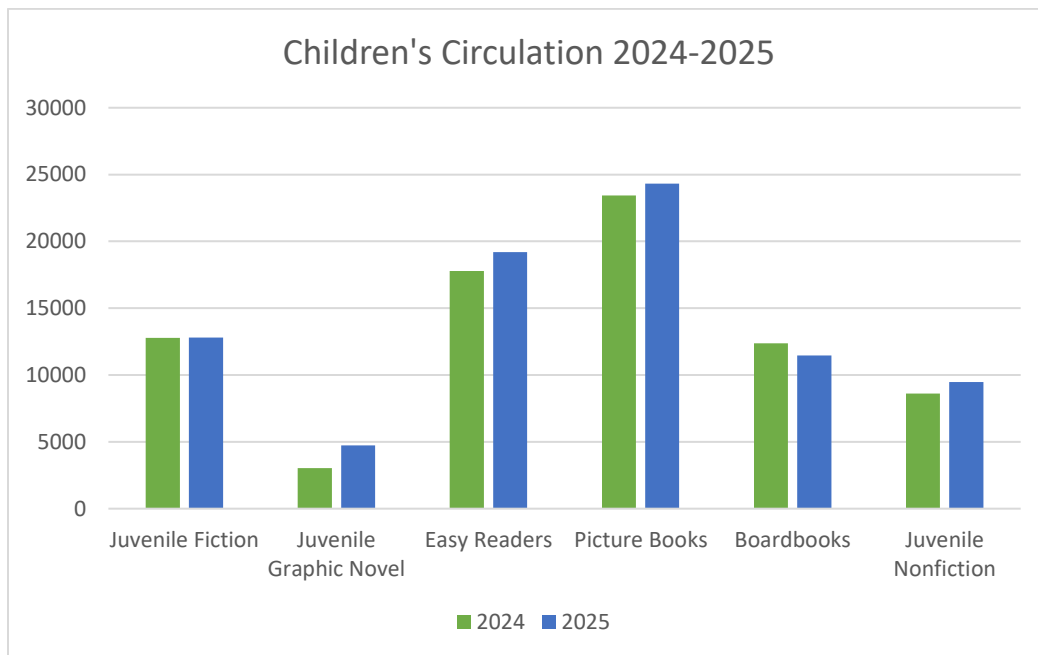
Overall, the Library's physical circulation numbers increased from 182,844 in 2024 to 187,029 in 2025, a 2.3% increase.



Lakeshore continues to be the busiest branch where the bulk of borrowing takes place, accounting for 71% of circulation, with the other branches splitting the difference. Lakeshore also experienced a 2.4% increase in circulation from 2024. However, both Stroud and Cookstown experienced decreases of 1% and 3% respectively. These decreases are mostly the result of lower use of the Power Walls at these branches, which are the face out display of new titles at each branch entrance. The collection layout changed in both branches, including where and how new titles were displayed, which may have affected circulation. Different solutions, such as changing merchandising procedures and relocating the collections are being considered to help boost circulation.

Children's Collection

The Children's Collection remains the top circulating collection in the library. Overall, there was a 7% increase in circulation over 2024. Summer continues to be a high circulating period, no doubt due to the TD Summer Reading Club the library runs every summer.



Highlights of the Children's Collection

New children's audiobook formats including Yoto cards and readaloud books, first added in 2024, continue to perform well, as customers move away from the CD audiobook format.

As a response to a change in the Ontario Education Curriculum, the Library invested in Decodable readers, reading materials that support a phonics approach to learning to read. Use of that collection doubled, as the Library continued to add new titles.

Graphic Novels across all age groups continue to overperform. Juvenile graphic novels saw a 56% increase in use over 2024.



Decodable Collection at Lakeshore

Multilingual

The Library added two juvenile multilingual collections, Ukrainian and Russian in addition to the French and Spanish collections. Solid circulation, particularly among Russian titles, means the Library can continue to grow these collections.

The existing French and Spanish collections have now expanded to all three branches. The French collection continues to circulate well, especially at our Lakeshore branch, seeing a 55% increase overall since 2024.



Multilingual Collection at Lakeshore

Adult Materials

Adult circulation experienced a small decrease in circulation, with 4% lower borrows. In addition to less use of the Power Wall, much of this is due to some formats reaching obsolescence, including CD audiobooks, mass market paperbacks, and print magazines. Fewer materials are being released in these formats, so these collections continue to age and naturally decline. Digital circulation, however, has shown that customers still prefer the content typically found in these formats, particularly where it comes to magazines and audiobooks, but have changed mediums.

New Formats

Some new formats introduced to the Library, including Adult Graphic Novels, have done exceptionally well. This collection has had over 100% growth since 2024. Another new format introduced was the Envoy Connect Player, a standalone MP3 audiobook player designed for people with print or vision impairments. The Library invested in this format as an alternative to CD audiobooks and use seems promising as more customers learn about the players.

Young Adult Collection

Circulation in the Young Adult (YA) collection increased 10.25%. This was largely driven by graphic novel use, up 29%. Recently, the Library added to the young adult nonfiction collection, which has also seen increased use. Regular young adult usage, however, is down 6%.

The young adult collection was integrated into the adult fiction collection at Stroud in late 2023. Since 2024, the Stroud branch has seen a 13% increase in young adult circulation, possibly due to more readers now being exposed to that material in the general stacks.

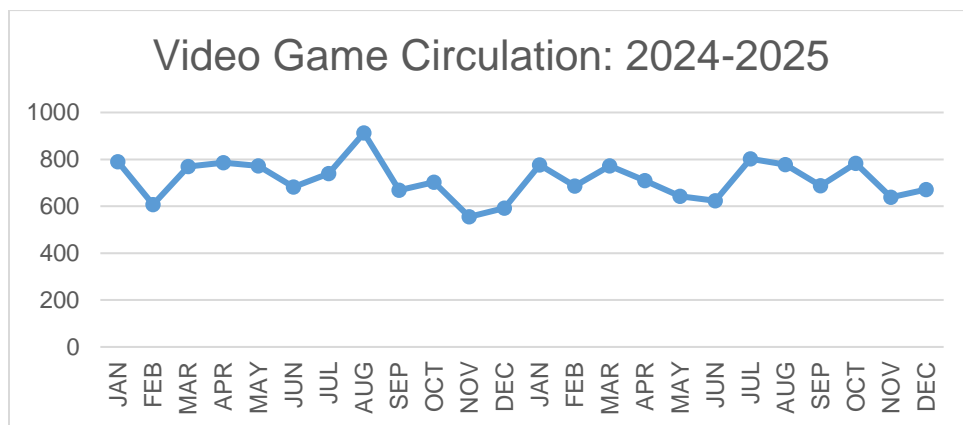


Integrated YA Collection at Stroud

Multimedia

Multimedia borrowing across the board, including DVDs, blu-rays, and video games has held steady since 2024. Budget amounts have already been shifted from the movie and TV collections to support higher circulating or digital collections, such as to the new audiobook formats for youth or Kanopy, the Library's online video streaming platform.

Video game circulations continue to be driven mainly by Nintendo Switch and PlayStation formats.

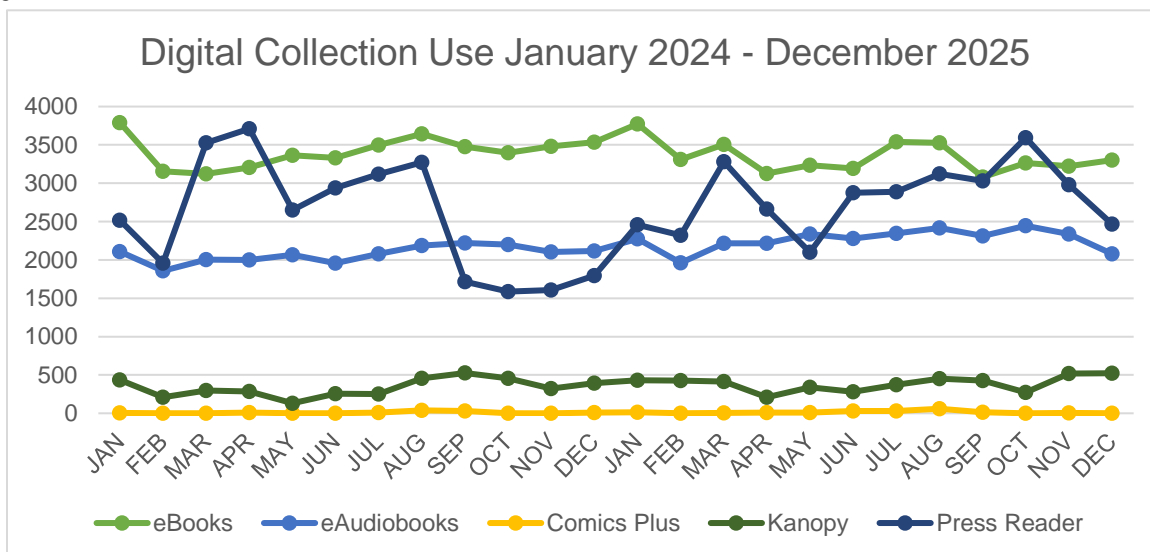


DIGITAL RESOURCES

During the pandemic, the Library’s digital collection usage, aside from databases, spiked and has remained relatively high since. Ebook circulations have plateaued, down 2% from last year. However, that is still an average of over 3300 borrows a month, which in 2019, borrows were just over 2000 a month. Digital audiobook usage continues to rise, experiencing a 9% increase over 2024.

While print magazine circulation declines, PressReader usage, the library’s digital journal and newspaper subscription service, experienced an 11% increase. PressReader offers titles in all languages, making it accessible for our multilingual and newcomer customers.

Borrows from Kanopy, the Library’s online video platform, increased over 16% from 2024.



The Library prides itself on being a resource for reliable, accurate information. Educational databases are an important resource that provide vetted, curated, and relevant information for customers. The broad range of databases the library offers include language learning resources, genealogical and historical information, tutoring assistance, job-finding assistance, lifelong learning and skill building, readers advisory, general knowledge, and up to date health information. Some of the most popular databases and digital services offered by the Library are:

DIGITAL RESOURCE*	2025 USE
HelpNow (online tutoring)	719
JobNow (online job seeking resources)	452
Ancestry (genealogy support)	472
Historical News: Globe and Mail	427
Historical News: Toronto Star	239
Novelist Plus (readers' advisory)	154
World Book Encyclopedia	360
Transparent Languages	1059
Mango Languages	694

*Due to the method of access in place for LinkedIn Learning (via the County's system), data for individual libraries in the County is not available; therefore, it is not included.

Library of Things

Library of Things are non-traditional library collections that customers may borrow using their library card. Total circulation for the collection in 2025 was 1016, which was an increase of 10% over 2024. In 2025, the Library grew the collection by adding Cognitive Care Kits, which are kits that assist caregivers of those suffering memory loss and dementia. The collection is divided into six main categories, outlined below:

CATEGORY	NUMBER OF ITEMS	TOTAL USE	MOST POPULAR
DML Equipment <ul style="list-style-type: none"> ▪ Audio Recording Kits ▪ Camera Kits ▪ Microphones ▪ Tripod Kits ▪ Video Camera Kit 	10	55	Camera Kit (x2): 35
Outdoor and Leisure <ul style="list-style-type: none"> ▪ Garden Tools ▪ Fishing Rods 	55	159	Ontario Parks Passes (x9): 106

<ul style="list-style-type: none"> ▪ Fishing Tackle ▪ Ontario Provincial Parks Passes 			
Lendable Tech <ul style="list-style-type: none"> ▪ Cricut Makers ▪ iPad ▪ Kobos ▪ Laptops ▪ Light Therapy Lamps ▪ Cables & chargers 	30	435	Cables and Chargers (x11): 185
Coding and Robotics Kits* <ul style="list-style-type: none"> ▪ Blue Bot Kits ▪ Lego WeDo Kits ▪ Makey Makey Kit ▪ Sphero Kits ▪ Wonder Pack Kit 	30	33	Lego WeDo (x9): 23
Toys and Instruments <ul style="list-style-type: none"> ▪ Storytime Kits ▪ Board and Card Games ▪ Puzzles and Toys 	69	246	Board Games (x43): 166
Assistive Devices <ul style="list-style-type: none"> ▪ DAISY Players ▪ CD Players ▪ Magnifiers ▪ Book Stands ▪ Reader Pens 	26	69	Magnifier Hands Free (x2): 14

*New Coding and Robotics kits will be available in 2026

FORECAST FOR 2026 AND BEYOND

	DESCRIPTION	ACTION
1.	Usage of some categories of physical materials that have been climbing since 2021 may plateau	Monitor
2.	Formats will continue to decline, including mass market paperbacks, CD Audiobooks, magazines	Research and promote alternate formats
3.	Use of digital materials will continue to grow or sustain high levels of use but increased prices in both physical and digital means more strain on library budgets	Allocate more funds from lower use collections; educate staff and general public about high cost of digital materials
4.	Strategic approach to merchandising and promotion, and readers' advisory will increase circulation of previously under-utilized materials	Samples will be evaluated to determine effectiveness

CONCLUSION

Overall, the Library's collection continues to serve the community well. As some physical formats decline, new formats are finding an audience with customers as indicated by sustained elevated use of digital material and high circulation of newly added formats. The Library will continue to make informed data-based decisions to meet the evolving the needs of the community.

(Unaudited) Financial Statements

The Corporation of the Town of Innisfil

Public Library Board

December 31, 2025

DRAFT 2026.06.04 - SUBJECT TO CHANGE

**The Corporation of the Town of Innisfil
Public Library Board**

December 31, 2025

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DRAFT 2026.06.04 - SUBJECT TO CHANGE

Independent Practitioner's Review Engagement Report

To the members of The Corporation of the Town of Innisfil Public Library Board

We have reviewed the accompanying financial statements of The Corporation of the Town of Innisfil Public Library Board that comprise the statement of financial position as at December 31, 2025, the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, The Corporation of the Town of Innisfil Public Library Board derives revenue from fines and donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of The Corporation of the Town of Innisfil Public Library Board. Therefore, we were not able to determine whether any adjustments might be necessary to fines and donations revenue, annual surplus, and cash flows from operations for the years ended December 31, 2025 and 2024, financial assets as at December 31, 2025 and 2024, and accumulated surplus as at January 1 and December 31 for both the 2025 and 2024 years. Our review conclusion on the financial statements for the year ended December 31, 2024 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Corporation of the Town of Innisfil Public Library Board as at December 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants
Barrie, Ontario
REPORT DATE

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Financial Position
As at December 31, 2025 and 2024**

	2025	2024
Financial assets		
Cash	\$ 170,018	\$ 128,451
Other receivable	-	32,075
Receivable from the Town (Note 4)	1,560,337	1,533,181
	<u>1,730,355</u>	<u>1,693,707</u>
Liabilities		
Payables and accruals	85,063	239,101
Employee benefits payable (Note 3)	158,358	147,510
Deferred revenue	3,554	16,609
Interest on debt	11,849	14,561
Asset retirement obligations (Note 8)	24,399	23,438
Long term debt owed to the Town (Note 4)	598,500	731,500
	<u>881,723</u>	<u>1,172,719</u>
Net financial assets	<u>848,632</u>	<u>520,988</u>
Non-financial assets		
Prepays	24,799	27,052
Tangible capital assets (Schedule 1)	13,016,753	13,282,185
	<u>13,041,552</u>	<u>13,309,237</u>
Accumulated surplus (Note 6)	<u>\$ 13,890,184</u>	<u>\$ 13,830,225</u>

On behalf of the Board:

Director

Director

The accompanying notes are an integral part of these financial statements.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Operations and Accumulated Surplus
Year ended December 31, 2025 and 2024**

	Budget (Note 7)	2025	2024
Revenue			
Contributions from Town (Note 4)	\$ 4,366,874	\$ 4,366,874	\$ 4,055,229
Contributions from Town reserve fund (Note 4)	571,389	569,526	353,680
Grants - Provincial	45,922	132,835	85,921
Grants - Federal	-	77,176	155,391
User fees and miscellaneous	75,500	96,685	89,212
Rents	44,164	37,195	15,743
Donations	-	21,428	37,750
Other recoveries from Town (Note 4)	26,650	24,774	26,725
	<u>5,130,499</u>	<u>5,326,493</u>	<u>4,819,651</u>
Expenditures			
Salaries and benefits	3,687,872	3,737,030	3,511,032
Materials and supplies	720,982	727,584	599,584
Amortization	620,107	620,107	652,202
Contracted services	156,207	108,845	142,002
Donated assets	-	10,500	15,000
Interest	33,389	30,678	37,204
Rents and financial	36,623	31,790	29,198
	<u>5,255,180</u>	<u>5,266,534</u>	<u>4,986,222</u>
Net revenue (expenditures)	(124,681)	59,959	(166,571)
Gain on sale of tangible capital assets	-	-	438
Annual surplus (deficit)	\$ (124,681)	59,959	(166,133)
Accumulated surplus, beginning of year		<u>13,830,225</u>	<u>13,996,358</u>
Accumulated surplus, end of year		<u>\$ 13,890,184</u>	<u>\$ 13,830,225</u>

The accompanying notes are an integral part of these financial statements.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Cash Flows
Year ended December 31, 2025 and 2024**

	2025	2024
Operating activities		
Annual surplus (deficit)	\$ 59,959	\$ (166,133)
Amortization	620,107	652,202
Gain on sale of tangible capital assets	-	(438)
	<u>680,066</u>	<u>485,631</u>
Changes in non-cash items		
Decrease in employee benefits payable	10,848	(18,393)
Decrease (increase) in receivables	32,075	(32,075)
Decrease (increase) in prepaids	2,253	(4,814)
Decrease in due from the Town	(27,156)	15,064
Increase (decrease) in payables and accruals	(154,038)	58,631
Increase (decrease) in deferred revenue	(13,055)	14,620
Repayment of interest owing on long term debt	(2,712)	(2,647)
	<u>528,281</u>	<u>516,017</u>
Cash provided by operating activities		
Capital activities		
Purchase of tangible capital assets	(353,714)	(402,252)
Proceeds from sale of tangible capital assets	-	438
	<u>(353,714)</u>	<u>(401,814)</u>
Cash used in capital activities		
Financing activities		
Decrease in long term debt owed to the Town	(133,000)	(133,000)
	<u>41,567</u>	<u>(18,797)</u>
Net change in cash		
Cash, beginning of year	128,451	147,248
	<u>\$ 170,018</u>	<u>\$ 128,451</u>

The accompanying notes are an integral part of these financial statements.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Statement of Change in Net Financial Assets
Year ended December 31, 2025 and 2024**

	2025	2024
Annual surplus (deficit)	\$ 59,969	\$ (166,133)
Purchase of tangible capital assets	(353,714)	(402,252)
Amortization of tangible capital assets	820,107	652,202
Decrease (increase) in asset retirement obligation	(961)	29,540
Proceeds from sale of tangible capital assets	-	438
Gain on sale of tangible capital assets	-	(438)
Decrease (increase) in prepaids	2,253	(4,814)
	267,685	274,676
Increase in net assets	327,644	108,543
Net assets, beginning of year	520,988	412,445
Net assets, end of year	\$ 848,632	\$ 520,988

The accompanying notes are an integral part of these financial statements.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

1. Significant Accounting Policies

a. Purpose of the Library Board

The Corporation of the Town of Innisfil - Public Library Board (the Board) provides library services to residents of the Town of Innisfil and residents of other municipalities who have contracted with the Board for services.

The Board is a local board of The Corporation of the Town of Innisfil (the "Town") deemed to be a public library board established under the Public Libraries Act. The Board is not subject to income taxes under Section 149(1) of the Income Tax Act (Canada).

b. Management's Responsibility for the Financial Statements

The financial statements of the Board are prepared by and are the responsibility of Management in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Board are as follows:

c. Reporting entity

The financial statements reflect the assets, liabilities, revenue, expenditures and accumulated surplus of the Board.

d. Basis of accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred or transfers are due.

e. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs of the tangible capital assets are capitalized as an individual or pooled asset when within the given thresholds in accordance with the Town's TGA policy. Assets which are below the thresholds established by the Board are expensed as incurred. Amortization is calculated on a straight-line basis over their estimated useful lives for all classes except land; land is considered to have an infinite life without amortization. In the year of acquisition a half year of amortization is taken on the new asset.

Major Group	Useful Life
Land	Infinite
Land Improvements	10 - 40 Years
Buildings	15 - 50 Years
Leasehold Improvements	25 Years

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

1. Significant Accounting Policies continued

e. Tangible capital assets continued

<u>Major Group</u>	<u>Useful Life</u>
Books and Equipment	4 - 50 Years
Vehicle	8 - 20 Years

f. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also as revenue.

g. Employee benefits

The Board accrues its obligations under employee benefit plans as the employees render the services necessary to earn employee future benefits. The Board has adopted the following valuation methods and assumptions:

i. Actuarial cost method:

Accrued benefit obligations are computed using the projected benefit method prorated on service, as defined in PSAB 3250 and PSAB 3255. The objective under this method is to expense each member's benefit under the plan taking into consideration projections of benefit costs to and during retirement. Under this method an equal portion of total estimated future benefit is attributed to each year of service.

ii. Funding policy:

The non-pension post-retirement benefits are funded on a pay-as-you-go basis. The Board funds on a cash basis as benefits are paid. No assets have been formally segregated and restricted to provide the non-pension post-retirement benefits.

iii. Accounting policies:

Actuarial gains and losses are amortized on a linear basis over the expected average remaining service life ("EARSLE") of members expected to receive benefits under the plan, with amortization commencing in the period following the determination of the gain or loss.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

1. Significant Accounting Policies continued

h. Pension plan

The Board is an employer member of the Ontario Municipal Employees' Retirement System ("OMERS"), which is a multi-employer defined benefit pension plan. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Board has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

i. Reserves for future expenditures

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital expenditures. Transfers from the reserves are made when the expenditures are incurred for the specified purpose (Note 6).

j. Revenue Recognition

Grants and government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulated liabilities are settled. Revenue from transactions with performance obligations, which include revenue from user fees and rents, is recognized as the Board satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor. Revenue from transactions without performance obligations, which includes donations and other revenue, is recognized when the Board has the authority to claim or retain an inflow of economic resources received or receivable and there is a past transaction or event that gives rise to the economic resources.

k. Financial instruments

Cash is measured at fair value. All other financial assets and financial liabilities are measured at cost or amortized cost. The carrying value of each of these financial instruments is presented on the statement of financial position.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

1. Significant Accounting Policies continued

k. Financial instruments continued

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

The following classification system provides an analysis of financial instruments that are measured at fair value, using a fair value hierarchy of levels 1, 2 and 3. The levels reflect the significance of the inputs used in making the fair value measurements, as described below:

Level 1 - Quoted prices (adjusted) in active markets for identical assets or liabilities.

Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability either directly (i.e. as prices) or indirectly (i.e. derived from prices).

Level 3 - Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

As at December 31, 2025, cash is classified as Level 1.

l. Asset retirement obligation

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

m. Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Library may undertake in the future. Significant accounting estimates include employee future benefits payable, asset retirement obligations and useful life of tangible capital assets. Actual results could differ from those estimates.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

2. Pension Agreements

The Board makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to more than 665,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2025. The results of this valuation disclosed total actuarial liabilities of \$151,365 million in respect of benefits accrued for service with actuarial assets at that date of \$150,043 million indicating an actuarial deficit of \$1,322 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Board to OMERS for 2025 were \$307,263 (2024 - \$260,640).

3. Employee benefits payable

The Board provides certain employee benefits, of which dental, health, and other will require funding in future periods:

	2025	2024
Vacation and time banks	\$ 55,728	\$ 53,976
Dental, health, and other	102,630	93,534
	\$ 158,358	\$ 147,510

The Board pays certain life insurance, health, dental and other benefits on behalf of its retired employees.

Information about the Board's defined benefit plan is as follows:

	2025	2024
Accrued benefit liability, January 1	\$ 93,534	\$ 85,726
Expense for the period	9,096	7,808
Accrued benefit liability, December 31	102,630	93,534
Unamortized actuarial loss	(31,807)	(18,935)
Accumulated benefit obligation, December 31	\$ 70,823	\$ 74,599

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

3. Employee benefits payable continued

Retirement health care and dental benefits:

The Board provides health care and dental benefits to certain employee groups after retirement until members reach 65 years of age. The benefit costs and liabilities related to this plan as at December 31, 2025 are based on an actuarial valuation prepared by an independent firm. The date of the most recent valuation was as of December 31, 2025.

Workplace Safety and Insurance Board Obligations:

The Board is a Schedule 1 employer under the Workplace Safety and Insurance Act and, as such, the Board insures all claims by its injured workers under the Act. No liabilities for claims by its injured workers under the Act are included in the Board's financial statements.

The main financial actuarial assumptions employed for the valuation are as follows:

Discount rate for calculation of net benefit costs	4.80% per annum (2024 - 5.10%)
Discount rate to determine accrued benefit obligation for disclosure (at end of period)	4.95% per annum (2024 - 4.80%)
Dental cost trend rates	4.00% per annum (2024 - 4.00%) 5.50% in 2025, decreasing to an ultimate rate of 4.00% over 15 years
Extended health care trend rates	
Inflation rates	2.00% per annum (2024 - 2.00%)

4. Transactions with the Town

The Board had the following transactions with the Town:

	<u>2025</u>	<u>2024</u>
With the Corporation of the Town of Innisfil, valued at cost:		
Municipal funding	\$ 4,366,874	\$ 4,055,229
Contributions from Town reserve funds	569,526	353,680
Cookstown Library recovery from Town	29,000	29,000
Stroud Library rental expense	(26,300)	(26,300)
Other	4,226	2,275
Balance outstanding at December 31:		
Long term debt owed to Town	\$ (598,500)	\$ (731,500)
Due from the Town	\$ 1,560,337	\$ 1,533,181

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

4. Transactions with the Town continued

The long term debt amount owed to the Town relates to debentures issued by the Town and approved by Town by-law. In February 2010, the Town entered into a debenture in the amount of \$2,660,000 on the Board's behalf for the construction of the Cookstown Library. The debenture is due in 2030, bears interest at 4.78%, and is repayable semi-annually in principal payments of \$66,500. The \$1,560,337 that is due from the Town is unsecured and non-interest bearing.

Principal repayments for the next five years are as follows:

2026	\$ 133,000
2027	133,000
2028	133,000
2029	133,000
2030	66,500
Total	\$ 598,500

5. Segment disclosure note

Since the Library's operations are not considered diverse and operations are managed as one department, no segment disclosure has been provided.

6. Accumulated surplus

Accumulated surplus consists of individual fund surpluses and reserves as follows:

	<u>2025</u>	<u>2024</u>
Reserves set aside by Council		
Computer replacement reserve	\$ 244,888	\$ 337,792
Donation reserve	101,613	96,428
Total Reserves	<u>346,501</u>	<u>434,220</u>
Surpluses		
Investment in tangible capital assets	13,016,753	13,282,185
Operating (deficit) surplus	59,802	(1,620)
Capital surplus	1,204,506	978,473
Unfunded:		
Employee benefits payable	(102,630)	(93,534)
Interest on debt	(11,849)	(14,561)
Due to Town	(598,500)	(731,500)

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

6. Accumulated surplus continued

	2025	2024
Asset retirement obligations	(24,399)	(23,438)
Total surpluses	13,543,683	13,396,005
Accumulated Surplus	\$ 13,890,184	\$ 13,830,225

7. Budget amounts

The operating budget approved by Council on January 16, 2025 for 2025 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried over one or more years, and therefore, may not be comparable with the current year's actual amounts. The approved budget figures have been adjusted for the purposes of the financial statements to comply with PSAB reporting requirements as follows:

Council approved budget:	
Operating budget	
Budgeted opening balance	\$ -
Capital budget	
Capital Budget carried forward from prior years	\$ (978,472)
Budgeted opening balance	<u>(978,472)</u>
Add:	
Budgeted debt principal repayments	133,000
Acquisition of tangible capital assets	<u>1,421,682</u>
	<u>1,554,682</u>
Less:	
Budgeted transfer from reserves	(80,784)
Budgeted amortization expense	<u>(620,107)</u>
	<u>(700,891)</u>
Budget annual deficit on statement of operations	\$ <u>(124,681)</u>

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Notes to the Financial Statements
December 31, 2025 and 2024**

8. Asset retirement obligations

The Board adopted PS 3280, Asset Retirement Obligations (ARO), effective January 1, 2023, using the prospective application approach without restatement of prior periods for all asset retirement obligations. In 2024, some remediation of asbestos was completed resulting in a change to the estimated cost. As of December 31, 2025, the estimated asset retirement obligation is \$24,399, which is undiscounted and represents the legal obligation to remove any known presence of asbestos in Town owned buildings. The asset retirement costs are being amortized on a straight-line basis. The expenditures are expected to be incurred and the liability settled over the next 48 years.

A reconciliation of the ARO liability amount is below.

	2025	2024
Balance beginning of year	\$ 23,438	\$ 52,978
Adjustment for remediation	-	(30,398)
Accretion expense	961	858
Balance end of year	\$ 24,399	\$ 23,438

9. Financial Instrument Risk

The Board is exposed to credit risk and liquidity risk from its financial instruments.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Board is exposed to credit risk through its cash and accounts receivable.

The Board is exposed to credit risk arising from its cash being held at one financial institution in excess of the \$100,000 amount insured by the federal government.

The Board's receivables are made up of a high volume of balances from customers and government agencies. Management does not believe the Board is subject to significant credit risk with respect to accounts receivable.

Liquidity risk

Liquidity risk is the risk that the Board will encounter difficulty in meeting its obligations associated with financial liabilities. The Board is exposed to liquidity risk through its accounts payable and accrued liabilities. The Board mitigates this risk by monitoring cash activities and expected outflows through budgeting and cash flow planning.

There have been no significant changes from previous year in the exposure to risk or policies, procedures and methods used to measure credit and liquidity risk.

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2025**

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Vehicles	Work in Progress	2025
Cost								
Balance, beginning of year	\$ 1,294,696	\$ 687,321	\$ 11,112,936	\$ 63,756	\$ 6,397,059	\$ -	\$ 28,074	\$ 19,583,842
Add: Additions during the year	-	-	-	-	290,500	51,906	169,719	512,125
Less: Disposals during the year	-	-	-	-	(310,322)	-	(158,411)	(488,733)
Balance, end of year	1,294,696	687,321	11,112,936	63,756	6,377,237	51,906	39,382	19,627,234
Accumulated amortization								
Balance, beginning of year	-	443,133	2,121,595	44,627	3,692,302	-	-	6,301,657
Add: Amortization during the year	-	28,208	148,046	2,550	436,923	2,595	-	618,322
Less: Amortization on disposal	-	-	(961)	-	(310,322)	-	-	(311,283)
Add: Other	-	-	1,785	-	-	-	-	1,785
Balance, end of year	-	471,341	2,270,485	47,177	3,818,903	2,595	-	6,810,481
Net book value, end of year	\$ 1,294,696	\$ 215,980	\$ 8,842,471	\$ 16,579	\$ 2,558,334	\$ 49,311	\$ 39,382	\$ 13,016,753

*The Work in Progress (WIP) amount is representative of costs transferred from WIP into additions.

DRAFT 2026.05.05 - SUBJECT TO CHANGE

**The Corporation of the Town of Innisfil
Public Library Board
(Unaudited) Schedule 1 - Tangible Capital Assets
For the Year Ended December 31, 2024**

	Land	Land Improvements	Buildings	Leasehold Improvements	Books and Equipment	Work in Progress	2024
Cost							
Balance, beginning of year	\$ 1,294,696	\$ 675,976	\$ 11,141,777	\$ 63,756	\$ 6,208,134	\$ 77,569	\$ 19,461,908
Add: Additions during the year	-	11,345	-	-	440,402	121,891	573,638
Less: Disposals during the year	-	-	(28,641)	-	(251,477)	(171,386)	(451,704)
Balance, end of year	1,294,696	687,321	11,112,936	63,756	6,397,059	28,074	19,583,842
Accumulated amortization							
Balance, beginning of year	-	415,208	1,973,834	42,077	3,469,114	-	5,900,233
Add: Amortization during the year	-	27,925	148,046	2,550	474,665	-	653,186
Less: Amortization on disposal	-	-	(4,681)	-	(251,477)	-	(256,158)
Other	-	-	4,396	-	-	-	4,396
Balance, end of year	-	443,133	2,121,595	44,627	3,692,302	-	6,301,657
Net book value, end of year	\$ 1,294,696	\$ 244,188	\$ 8,991,341	\$ 19,129	\$ 2,704,757	\$ 28,074	\$ 13,282,185

*The Work in Progress (WIP) amount is representative of costs transferred from WIP into additions.

DRAFT 2026.06.04 - SUBJECT TO CHANGE

Policy Changes Summary

- 10a.01.01 EMPLOYMENT – Cash Handling Policy #E-2026-14**
- Minor wording and formatting changes
 - Removal of outdated/unnecessary procedural pieces
- 10b.01.01 EMPLOYMENT – Disconnecting From Work Policy #E-2026-15**
- Minor wording and formatting changes
- 10c.01.01 EMPLOYMENT – Inclusion, Diversity, Equity & Accessibility Policy #2026-16**
- Reformatting for consistency with other policy formats
 - Purpose, Commitment and Accountability sections added/reworded for clarity
 - Updated policy name (was Diversity, Equity & Inclusion)
 - Removal of redundant or irrelevant definitions
 - Other wording and formatting changes
- 10d.01.01 EMPLOYMENT – Respectful Workplace, Harassment & Violence Prevention Policy #2026-17**
- Updates to language per Occupational Health & Safety Act
 - Other wording and formatting changes
- 10e.01.01 OPERATING & TECHNOLOGY – Collection Management Policy #2026-18**
- Minor wording and formatting changes



SUBJECT: EMPLOYMENT - CASH HANDLING POLICY

Policy No: E-2026-14

Date: June 22, 2026

Review Date: June 2030

Pages: 3

PURPOSE

The purpose of this policy is to provide guidelines for the safe, accurate and secure handling of all library cash and equivalents.

POLICY

General

It is important that all cash and equivalents accepted by the Innisfil ideaLAB & Library (“the Library”), are handled responsibly and accurately. Procedures and safeguards have been implemented to safeguard the Board against loss, to protect all library employees from the hazards of cash handling, and to provide customers with a professional level of service.

Application

This policy applies to all service areas that accept cash and equivalents (cheques, debit and credit) on behalf of the Innisfil Public Library Board. Separate specific supplementary procedures have been developed to guide Employees with respect to the individual responsibilities contained within this Policy.

Guidelines

Role of Employees as Cash Handlers

Cash handlers:

- Receive and pay out money to customers;
- Perform cash handling operations according to established procedures and balance cash daily;
- Protect library assets through the use of sound loss prevention practices;
- Establish and maintain good customer relations; and
- Assist in other cash handling activities as directed.

Performance Standards

1. **Receiving and Paying** – Employees are expected to perform accurately and efficiently when processing customer transactions, accepting a payment or making change.
2. **Security and Loss Prevention** – Employees are expected to safeguard the Library's funds against loss. Employees must also be familiar with emergency procedures.
3. **Establish and Maintain Good Customer Relations** - Employees are expected to be friendly, courteous, and professional in the administration of all duties when serving as an employee of the Library.

Control Practices

- All cash and equivalents received or collected at all library facilities or events must be submitted to Library Administration who will verify the submissions.
- Revenues will be recorded, coded and deposited.
- Donations will be processed in accordance with the Donations, Sponsorship and Fundraising Policy and Canada Revenue Agency (CRA) regulations
- Detailed procedures shall be in place for the handling of all cash and equivalents received in person, by mail or retrieved from a drop box;
- Control procedures recommended by the Board's auditors through the annual review engagement or audit shall be incorporated into cash handling procedures.
- All cash transaction areas must be located in areas of high visibility with sufficient lighting;
- Cash and equivalents that appear to be fraudulent or counterfeit shall not be accepted. Police will be notified when counterfeit/forgeries are identified or when an attempt has been made to pass counterfeit, forged or fraudulent cash and/or equivalents.

Cash on Hand, Transfers and Storage

- Fixed cash float amounts will be used in all drawers/registers;
- All cash and equivalents shall be secured in cash drawers/registers immediately upon receipt;
- Cash and equivalents in drawers/registers shall be balanced at least once daily;
- Cash and equivalents in excess of established thresholds, and those that are to be stored overnight, shall be moved from cash drawers/registers to vaults located in secure areas with limited authorized access;
- Deposits shall be transferred in accordance with established security procedures by individual(s) designated by the CEO.

Employee Security

- Communication devices for emergency purposes will be available in all transaction areas;
- Employees will not in any way put themselves in a situation that may compromise their health and/or safety while handling cash and equivalents;
- Employees will receive training regarding the management and handling of cash and equivalents.

Disciplinary Action

Employees are subject to discipline up to and including dismissal for breach of this Policy.

Related Policies

Police Checks for Staff & Volunteers

Approved by the Innisfil Public Library Board, June 22, 2026,
Motion Number: 2026.XX

Supersedes Policy #E-2022.15, approved May 16, 2022, Motion #2022.41; and Policy #E-2018-10, approved May 22, 2018, Motion #2018.38; & Policy #E-2014-09, approved March 17, 2014, Motion #2014.24; & Policy #2010-10, approved May 17, 2010, Motion #2010.39; & Policy #2007-05, approved October 15, 2007, Motion #2007.50; & Policy #2005-01, approved April 11, 2005, Motion #2005.16.



SUBJECT: EMPLOYMENT – DISCONNECTING FROM WORK POLICY

Policy No: E-2026-15

Date: June 22, 2026

Review Date: June 2030

Pages: 6

PURPOSE

This policy has been established to support employee wellness, minimize excessive sources of work-related stress, promote a healthy and sustainable work-life balance, and ensure that employees can disconnect from their work outside of their regularly scheduled hours. Innisfil Public Library Board (“the Board”) recognizes that changing technology has allowed employees to become increasingly connected. However, the board recognizes the right of employees to disconnect from work outside of scheduled work hours. This policy supports our commitment to employee work-life balance.

As an employer with more than 25 employees, this policy meets the obligations under Ontario’s Working for Workers Act (Bill 27) and outlines the responsibilities of the workplace parties with respect to the right to disconnect from work outside of hours of work to achieve healthy work-life integration.

POLICY

General

The Board prioritizes the health and wellbeing of employees, and encourages and supports sustainable work-life integration. To support our employees in balancing their working and personal lives, whether working traditional hours in the workplace, remotely, or flexibly, we have implemented this Disconnecting-from-Work Policy (the “Policy”) to establish expectations and support employees in disconnecting from work outside of their normal working hours in accordance with and subject to this Policy.

Application

This Policy applies to all Library employees, as defined by the Ontario Employment Standards Act, 2000 (“ESA”), whether they are working remotely, in the workplace, flexibly or are mobile. For clarity, “employee” under this Policy means only those employees of the Library which are considered employees under the ESA.

DEFINITIONS

Disconnecting From Work - means to not engage in work-related communications, including, but not limited to, emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Working Hours – refers to an employee’s normal working hours as set out in their employment contract. Normal working hours for employees may vary.

RESPONSIBILITY

CEO Responsibilities

- Uphold the principles of this policy;
- Provide appropriate support for employees as required, in accordance with this policy;
- Provide support and guidance to Directors and Managers (“the Management Team”) and employees in the application of this policy;
- Assist the Management Team with any employee health and safety issues arising from application of this policy;
- Assist the Management Team to address employee non-compliance with the policy.

Management Responsibilities

- Communicate, with each employee, expectations regarding normal working hours specific to departmental needs;
- Openly promote disconnecting at the end of the workday as part of our corporate culture;
- Ensure that employees have clear goals and deliverables that, are generally expected to be completed within normal working hours
- Maintain open channels of communication in relation to workload, work-life balance, and time management;
- Encourage employees to take their entitled breaks and disconnect from work as required by law, or contract;
- Ensure employees take vacation or other leave entitlements as required by law or contract and not be asked to perform work during this time;
- Promote a healthy and safe working environment;

- Ensure business continuity is maintained.

Employee Responsibilities

- Openly communicate normal working hours and work-related boundaries to foster a supportive workplace culture;
- Being mindful of everyone's right to disconnect from work (e.g., by not emailing or calling outside of normal working hours);
- Take allotted breaks, vacation and related entitlements as set out in the offer of employment to prevent burnout and promote well-being.;
- Communicate with their manager if they are having trouble maintaining work-life balance or are unable to reasonably balance the demands of work and personal life;
- Ensure they fulfill job responsibilities and customer service requirements, and continue to meet the Library's operational needs;
- Comply with the Library's associated policies, as applicable, including any requirements to obtain prior approval before performing overtime work;
- Notify their Manager or Director of any right or entitlement they were unable to exercise and the reasons why.

GUIDELINES

Disconnecting from Work

An employee's ability to disconnect from work depends on the Library's operational needs while recognizing operational requirements may occasionally necessitate exceptions, subject to an employee's offer of employment and/or their minimum statutory entitlements under the ESA.

Where possible, work-related communications should be checked or sent during normal working hours. However, limited and appropriate communication may occur outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving colleague or employee may have under their employment contract and/or their minimum statutory entitlements under the ESA. Due to varied shifts and flexible work arrangements, some employees may send communications at times which are outside of others' 'normal working hours'. The sender should consider the timing of their communication, and the recipient should understand that they will not be expected to respond until their working time recommences.

It is important to remember that all employees' ability to disconnect from work is within the context of their own individual work schedules. Despite the establishment of normal working hours, all employees recognize that there may be busier periods or other circumstances where work may occasionally need to be completed outside of normal working hours.

This Policy clarifies that the right to disconnect operates within their individual offer of employment and/or their minimum statutory entitlements under the ESA, which may include rights or entitlements speaking to: normal hours of work and hours free from work, overtime pay, breaks, public holidays and public holiday pay, and vacation.

The right to disconnect means that:

- Employees can and should stop performing their job duties and work-related tasks when they are not scheduled to work;
- Employees are not required to take work home with them to complete outside of regularly scheduled hours of work;
- Unless the communication falls in the exemptions below, employees are not expected or required to respond to work-related communications outside their regular working hours, while on break, or during any paid or unpaid time off;
- Employees on vacation or a leave of absence will only be expected to respond upon their return to work;
- Employees should take and use all their scheduled breaks (including meal breaks) and time off entitlements (including vacation time) for non-work related activities;
- Employees turn on an 'out-of-office' email notification when they are taking time off, to communicate that they will not be responding until the next scheduled work day;
- Employees will not face repercussions or be penalized for not communicating outside of their regularly scheduled hours of work.

Exemptions to this Policy

From time to time, there may be legitimate situations when it is necessary to contact employees outside of normally scheduled working hours, including but not limited to:

- Checking availability for scheduling;
- An employee calling a supervisor in case of an absence;
- Contacting employees on a leave of absence for limited information related to their return to work/ status;
- Where unforeseeable circumstances require contact out of normally scheduled working hours;
- Contacting an employee regarding their status of an internal job posting or promotion;
- Contacting an employee to create and post time-sensitive corporate communications to the public via social media, email or press release;
- As indicated in job descriptions, certain positions are designated to be an after-hours contact for emergency purposes.

Nothing in this Policy precludes the Library employees from contacting employees or colleagues outside their normal working hours for circumstances as outlined above, or as otherwise required to meet operational needs, subject to any rights or other entitlements the receiving colleague or employee may have under the *Ontario Employment Standards Act, 2000* (the “ESA”).

The Library understands that employees may want or need to work outside their normal scheduled hours of work to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances. However, employees should not regularly or frequently work outside their scheduled hours of work to complete or catch up on work (in the office and/or at home).

Reporting Concerns

All employees are expected and required to report any concerns or issues they may have which they feel is impacting their ability to disconnect-from-work.

Employees are encouraged to report such concerns or issues to their immediate Manager or Director. If that is not appropriate or the matter cannot be resolved by doing so, employees should direct their concerns or issues to the CEO.

Employees will not be subject to reprisal for reporting such concerns as outlined above.

Posting, Notice and Retention

The Library shall provide a copy of this Policy to each library employee within 30 calendar days of implementation. Should any changes be made to the Policy after its implementation, the Library shall provide each library employee a copy of the revised Policy within 30 days of the amended policy being approved.

The Library shall provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the Library.

The Library shall retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect.

Approved by the Innisfil Public Library Board, June 22, 2026,
Motion Number: 2026.XX

Supersedes Policy #E2022-18, approved May 16, 2022, Motion #2022.44

References:

Employment Standards Act, 2000
Working for Workers Act, 2021 (Bill 27)
Occupational Health and Safety Act

Related Policies:

Flexible Work Arrangement Policy
Health and Safety Policy
Hours of Work and Overtime Policy
Leave of Absence Policy
Paid Holidays Policy
Vacation Policy



SUBJECT: EMPLOYMENT – INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY POLICY

Policy No: E-2026-16

Date: June 22, 2026

Review Date: June 2030

Pages: 8

PURPOSE

The Innisfil ideaLAB & Library (“The Library”) is committed to fostering, cultivating, and preserving a culture of accessibility, inclusion, diversity, equity, and belonging. The Library strives to create a welcoming environment to all, and this policy provides a framework within which to implement and measure the success of these commitments.

- Embed Inclusion, Diversity, Equity, and Accessibility (IDEA) into all aspects of library governance, operations, service design, and community engagement
- Identify, remove, and prevent barriers that limit participation or access
- Ensure equitable access to programs, services, collections, spaces, and employment
- Foster a culture of belonging, dignity, and respect for all people
- Provide a consistent framework to guide organizational decision-making and accountability
- Support compliance with applicable human rights and accessibility legislation

POLICY

General

The Innisfil ideaLAB & Library is committed to creating and maintaining an environment that is equitable, inclusive, accessible, and respectful, and that upholds the dignity and human rights of all individuals. The principles of Inclusion, Diversity, Equity, and Accessibility (IDEA) are central to promoting and practicing intellectual freedom and to creating a community of belonging.

The Library is committed to supporting the dignity of all community members, customers, employees, volunteers, and partners regardless of heritage, ability, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, and other protected or personally significant characteristics.

Cultural humility is a key guiding principle of this policy. The Library acknowledges that learning about equity, diversity, inclusion, accessibility, and belonging is an ongoing process that requires self-reflection, awareness of power dynamics, and a commitment to listening, learning, and adapting organizational practices.

We are committed to continuous improvement towards a more inclusive, diverse, and equitable workplace. The Library affirms that IDEA principles are essential to fulfilling its public mandate to provide welcoming, barrier-free access to information, resources, and opportunities for lifelong learning.

APPLICATION

This policy applies to all employees, prospective employees, volunteers, Board members, contractors, and any other individuals performing work for the Library; to Library customers; and to all Library facilities including Library-hosted online spaces.

DEFINITIONS

Accessibility is the design of products and environments for people with disabilities. It creates an equitable environment for all persons.

Accommodation is an individualized process designed to improve equality and eliminate disadvantages experienced by individuals or groups related to a prohibited ground, to the point of undue hardship. Accommodation includes appropriate steps designed to meet the needs of individuals and groups protected by the Human Rights Code. Accommodation is determined in consultation with the person requesting the accommodation

Barrier is anything that prevents a person from fully taking part in all aspects of society, including physical, architectural, information or communications, attitudinal, economic, and technological barriers, as well as policies or practices.

Cultural Humility is a practice of self-reflection to understand personal, institutional, and systemic biases, including the impact of power dynamics. It involves recognizing how history, privilege, and marginalization shape experiences, and committing to respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understanding another's experience.

Workplaces are facilities where employees perform work for the Library, including but not limited to library branches, outdoor spaces adjacent to branches, virtual spaces, outreach in the community, alternative work locations as approved in the Flexible Work Arrangement Policy.

COMMITMENT

The Library recognizes that advancing inclusion, diversity, equity, and accessibility is a shared responsibility that requires ongoing commitment at all levels of the organization. These commitments guide how the Library integrates IDEA into its workplace culture, service delivery, and organizational practices and reflect an ongoing process of identification, learning, and improvement.

Barrier Identification and Removal

- Proactively identify physical, digital, communication, attitudinal, and systemic barriers
- Remove barriers where they exist and prevent new ones from being created

Equitable Service Delivery

- Apply an equity lens to program planning, service delivery, and resource allocation
- Ensure services reflect the needs and experiences of diverse communities

Accessible Design and Accommodation

- Integrate accessibility into the design of spaces, services, and technologies
- Provide reasonable accommodations in a timely and respectful manner

Inclusive Workforce Practices

- Promote fairness and equity across recruitment, retention, professional development, and leadership opportunities
- Support ongoing learning related to IDEA and cultural humility

Community Engagement and Accountability

- Engage with communities in respectful, transparent, and meaningful ways
- Use feedback to inform continuous improvement
- Monitor progress and report on IDEA commitments as appropriate

ACCOUNTABILITY

All employees have a mutual interest and shared responsibility to secure and maintain a workplace environment that is fair and equitable.

- The Library Board commits to championing IDEA principles through governance, policy direction, and oversight.
- Library leadership commits to integrating IDEA into strategic planning, decision-making, and resource allocation.

- Staff and volunteers are expected to uphold the values of inclusion, respect, accessibility, and cultural humility in their interactions and work.
- Actions or behaviours that are inconsistent with this policy shall be reviewed and addressed in accordance with the Library's Respectful Workplace Policy, Code of Conduct Policy and applicable corrective action processes.

The Library understands IDEA as an ongoing practice requiring reflection, learning, community engagement, and continuous improvement.

This policy serves as a framework to support the Library in working alongside its communities to identify, understand, and address barriers to access, participation, and belonging.

Through community engagement, feedback, and reflective practice, the Library will use this policy to recognize instances of exclusion, bias, or discrimination and to inform responsive, equitable, and accessible approaches to service design and delivery.

ADMINISTRATION

The Innisfil Public Library Board endorses the Position Statement on Inclusion, Diversity, Equity, and Accessibility (IDEA), included as Appendix A to this policy. The Position Statement reflects the Board's values and public commitments and informs the interpretation and application of this policy.

In the event of any inconsistency, this policy and applicable legislation shall prevail.

This policy operates in conjunction with the Library's Respectful Workplace Policy and other related policies, and prohibits discrimination in employment, service delivery, and access to facilities in accordance with human rights and accessibility legislation.

The Innisfil Public Library Board and Innisfil ideaLAB & Library further endorse the following sector recognized statements and frameworks, which inform the Library's IDEA approach:

- Canadian Federation of Library Association's (CFLA) [Position Statement on Diversity and Inclusion \(Appendix B\)](#)
- Canadian Urban Libraries Council [Statement on Race and Social Equity \(Appendix C\)](#)
- CFLA [Position Statement on Intellectual Freedom \(Appendix D\)](#)

In support of the dignity and rights of all individuals, the Library complies with and is guided by the following legislation and declarations:

- [Canadian Charter of Rights and Freedoms](#)
- [Canadian Human Rights Act](#)
- [Ontario Human Rights Code](#)
- [Accessibility for Ontarians with Disabilities Act](#)
- [Employment Equity Act](#)
- United Nation's [Universal Declaration of Human Rights](#)

EXCEPTIONS

There are no exceptions to this policy.

RELATED POLICIES

Staff Code of Conduct

Respectful Workplace, Harassment, and Violence Prevention

Vision, Mission Statement, Values and Commitment to Service

Integrated Accessibility Standards Policy

Approved by the Innisfil Public Library Board, June 22, 2026

Motion Number: 2026.XX

Supersedes Policy #E-2022.17, approved May 16, 2022, Motion #2022.43

Appendix A

Innisfil ideaLAB & Library Position Statement on Inclusion, Diversity, Equity, & Accessibility

The Innisfil ideaLAB & Library is committed to the principles of equity, diversity, inclusion, and accessibility. Libraries have a responsibility to create an environment and contribute to a culture that respects people's dignity, ideas and beliefs and in which individuals can participate, maximize their contributions, and achieve their full potential. Our Library aims to demonstrate support for the dignity of all community members, customers, employees, volunteers, and partners regardless of heritage, ability, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, and other characteristics that make individuals unique.

We believe that respectful dialogue builds understanding and stronger communities. We strive to encourage mutual respect, inclusion, and celebration of differences by embracing *cultural humility* as a key foundation to our approach. Cultural humility is a practice of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust.

We understand too that the acceptance of differences can place individual and collective values in conflict with one another. We encourage the community to recognize, respect, and embrace each individual's diversity. We believe that by working together we can move from simply acknowledging diversity and inclusion to enabling an environment that is supportive, accessible, and equitable in its practices.

Innisfil ideaLAB & Library will make diversity and inclusion a priority in planning and decision making for staffing, collections, programs, services and organizational change.

Appendix B

CFLA Position Statement on Diversity & Inclusion

The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

Appendix C

Canadian Urban Libraries Council Statement on Race and Social Equity

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices;
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role;
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice;
- Serving as a convener and facilitator of conversations and partnerships to address community challenges;
- Being forthright on tough issues that are important to our communities.

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.



SUBJECT: EMPLOYMENT - RESPECTFUL WORKPLACE, HARASSMENT & VIOLENCE PREVENTION POLICY

Policy No: E-2026-17

Date: June 22, 2026

Review Date: June 2027

Pages: 31

PURPOSE

The Innisfil Public Library Board (“the Library”) is committed to maintaining a work environment that is conducive to personal and professional growth, and that strives to ensure that everyone is treated with dignity, respect, and inclusion. The Library is committed to providing a healthy and safe work environment that is free from bullying, discrimination, retaliation, violence and harassment, including sexual harassment.

Employees have the right to a workplace free from discrimination and harassment in accordance with the Ontario *Human Rights Code* (the “Code”), the *Occupational Health and Safety Act* (“OHS”) and the *Accessibility for Ontarians with Disabilities Act* (AODA).

The purpose of this Respectful Workplace, Harassment and Violence Prevention Policy (the “Policy”) is to establish programs and procedures to:

- Minimize and prevent workplace discrimination, harassment, and violence from taking place, as well as to act on incidents and complaints of such behaviour quickly and fairly with due regard to confidentiality;
- Ensure the safety and security of library Employees and other third parties in the workplace;
- Ensure that all library employees are aware of, and consistently comply with the policy at all times.

POLICY

Application

This policy applies to all Board Members, Employees, customers, volunteers, community partners, consultants and contractors. All members of the Library's workplace community are expected to meet individual responsibilities as outlined in this policy.

This policy also applies to any location in which employees or other members of the workplace community engage in work-related activities. This includes, but is not limited to:

- The workplace;
- Off-site Outreach events;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In library owned or leased facilities;
- During telephone, email and other communications, including, but not limited to social media and virtually through the use of information and communications technology;
- Dialogue that extends from the workplace about work or workplace relations, as well as comments made on social media pertaining to, or associated with employees, work or the workplace;
- Any work-related social events, regardless of whether they are sponsored by the library.

This policy also applies to situations in which employees encounter harassment, discrimination, or violence in the workplace by individuals who are not Library employees, such as suppliers, contractors, consultants, third party service providers, members/representatives of partner organizations, clients, their families, customers, community stakeholders, and other members of the public. However, the available remedies may be constrained by the situation and the fact that these individuals are not Library employees. Library employees are also obligated to ensure that their comments and conduct do not harass or discriminate against individuals who are not Library employees.

Nothing in this policy will limit:

- The rights of any employee to refuse unsafe work;
- The Library's right to respond to any incident. This policy is a complaint and incident driven policy, meaning that nothing in it will limit the library's right to respond to incidents of bullying, discrimination, retaliation, violence, and harassment, including sexual harassment;
- The Library's right to discipline. Nothing in this policy will limit or otherwise affect the right of the Library to discipline employees, whether or not their action was accompanied by an act of bullying, discrimination, retaliation, violence and harassment, including sexual harassment.

DEFINITIONS

Balance of Probabilities: a standard that is used to determine if an event did or did not occur. In a case where harassment is found based on a balance of probabilities, the evidence provided has determined that the occurrence of the event was more likely to have happened than to not have happened.

Complainant: an individual making a complaint regarding alleged breach of Policy.

Discrimination:

i) Workplace Discrimination

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity or equality in the terms and conditions of employment.

Discrimination does not have to be intentional to be unlawful. Discrimination may be direct, indirect, or systemic.

Indirect discrimination may result from practices or policies that appear to be neutral but have a negative impact on certain groups or individuals because of their membership in particular groups. Systemic discrimination refers to patterns of behaviour, policies or practices that are part of the structures of an organization which create or perpetuate disadvantage based on a protected ground.

The Human Rights Code prohibits differential treatment based on prohibited or protected ground. The protected grounds of discrimination are:

- Race, colour, ancestry
- Citizenship
- Ethnic origin
- Place of origin
- Creed, including religion
- Age
- Gender identity and gender expression
- Sexual orientation
- Sex (including pregnancy and breastfeeding)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Family status (such as being in a parent and child relationship)
- Disability or perceived disability (including mental, physical, developmental, or learning disabilities, as well as drug and alcohol dependency)
- Record of offences for which a pardon has been granted under the criminal records act (Canada) and has not been revoked, or an offence in respect of any provincial enactment

ii) Discriminatory Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the Ontario Human Rights Code, which the recipient does not welcome or that offends them.

The Ontario Human Rights Code defines harassment as:

Engaging in a course of vexatious (i.e., annoying or provoking) comment or conduct which is known or ought reasonably to be known to be unwelcome.

Some examples of discriminatory harassment include:

- Offensive comments, jokes or behaviour that disparage or ridicule a person's membership or perceived membership in one of the protected grounds, such as race, religion or sexual orientation;
- Unequal treatment or offensive comments, jokes or behaviour based on an individual's association or relationship with a person identified by a protected ground;
- Imitating a person's accent, speech, or mannerisms;
- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children;

- Inappropriate comments or jokes about an individual's age, sexual orientation, or sex;
- Words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a protected ground.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment, which is a form of harassment defined below.

iii) Sexual and Gender-Based Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offends them. Sexual and gender-based harassment also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are demeaning to an individual because of their gender or sex. Comments or conduct of a sexual nature or that are based on gender or sex that are not necessarily directed at a particular individual but are unwelcome or offensive to an individual or group, can also constitute sexual or gender-based harassment.

The Ontario Human Rights Code provides protection from sexual harassment in employment as follows:

- (i) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by their employer or agent of the employer or by another employee.
- (ii) Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

The Occupational Health and Safety Act defines workplace sexual harassment as:

- (i) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- (ii) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Anyone can be a victim or perpetrator of sexual or gender-based harassment. Some examples of sexual or gender-based harassment include:

- Sexual advances or demands that the recipient does not welcome or want;
- Unwelcome solicitation or advances from a manager, supervisor or other person who has the power to reward or punish the employee;
- Threats, punishment or denial of a benefit for refusing a sexual advance;
- Offering a benefit in exchange for a sexual favour;
- Leering (persistent inappropriate staring);
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material;
- Distributing sexually explicit email messages or attachments, such as pictures or video files;
- Sexually suggestive or obscene comments or gestures;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex;
- Sexual banter;
- Persistent and unwanted attention after a consensual relationship ends or where the person knew or ought to have known the attention was not welcome or wanted;
- Physical contact of a sexual nature, such as touching or caressing;
- Gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious;
- Sexual assault.

iv) Harassment and Bullying

Workplace harassment is also a health and safety issue covered under the Occupational Health and Safety Act.

Workplace harassment is defined in the Occupational Health and Safety Act as:

- (i) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- (ii) Workplace sexual harassment (as defined on Page 6 of this policy).

Some examples of workplace harassment are:

- Offensive or intimidating comments or jokes;
- Verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including, but not limited to, remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- Workplace pranks, vandalism, bullying, hazing or aggressive behaviour;
- Gossiping or spreading rumours, whether or not they are malicious;
- Excluding or ignoring someone, including persistent exclusion of a particular person from work-related social gatherings;
- Demeaning or abusive workplace supervision;
- Humiliating someone;
- Sabotaging someone else's work;
- Displaying or circulating offensive pictures or materials;
- Offensive or intimidating phone calls, emails, texts, or social media communications;
- A manager, or supervisor impeding an individual's efforts at promotions or transfers for reasons that are not legitimate;
- Making false allegations about someone in memos or other work-related documents;
- Menacing behaviours such as staring, glaring, inappropriate gestures or unwelcome physical closeness.

What Is Not Harassment

The Occupational Health and Safety Act states:

- (i) A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function. These include, but are not limited to:

- Monitoring performance;
- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- Imposing discipline for workplace infractions;
- Requesting medical documents in support of an absence from work;
- Enforcement of workplace rules and policies.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser need not have power or authority over the recipient. Harassment can occur, for example, from co-worker to co-worker, Manager/Supervisor to employee and employee to Manager/Supervisor.

Respect in the workplace is everyone's responsibility. Any acts that demean, harm, exclude or are not aligned with our culture and should be addressed promptly in accordance with the procedures set out below.

Poisoned or Hostile Work Environment: a situation in which inappropriate, derogatory, or demeaning behaviour intrudes upon a person's dignity or creates an intimidating, hostile negative, or intolerable workplace atmosphere for a person that may or may not be directly targeted.

Some examples of actions that can create a poisoned work environment include:

- Displaying offensive or sexual materials such as posters, pictures, calendars, websites or screen savers;
- Distributing offensive email messages or attachments, such as pictures or video files;
- Practical jokes that embarrass or insult someone;
- Intentionally using incorrect pronouns for someone even after being corrected;
- Jokes or insults that are offensive, racist or discriminatory.

EMPLOYMENT - RESPECTFUL WORKPLACE, HARASSMENT & VIOLENCE PREVENTION POLICY #E-2026-17

A poisoned or hostile environment is a form of harassment prohibited by law.

Respondent: an individual who has been alleged to have acted in a manner contrary to Policy.

Workplace: includes any place where business or work related activities are pursued. Workplace includes, but is not limited to the physical work premises, any remote work setting, virtual meeting, work-related social functions, such as holiday parties, golf games, etc., work assignments outside of the office, work-related travel, work-related conferences or training activities and all work-related communication, regardless of timing (within/outside of regular work hours) or format. Further, the workplace includes any video communication platforms, instant messaging applications, telephone (including text messaging), email or social media posts related to or posted by a member of the workplace community.

Behaviour taking place through instant messaging, telephone or email communications and on social media will be considered an extension of the workplace, regardless of whether or not these communications are made during work time or using Library applications, platforms, computers, devices or internet connections, if the behaviour can reasonably be expected to affect the workplace or work relationships.

Workplace Violence: Workplace violence is defined as (under the Occupational Health and Safety Act):

- (i) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- (ii) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- (iii) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence include but are not limited to:

- Physically threatening behaviour, such as shaking a fist at someone, finger pointing, destroying property, throwing objects, etc.;
- Verbal or written threats to physically attack an employee;
- Leaving threatening notes or sending threatening emails;
- Wielding a weapon at work;
- Stalking someone;

- Physically aggressive behaviours. This includes, but is not limited to hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical violence or assault;
- Domestic violence that can impact the workplace.

Accidental situations, such as an employee tripping over an object and pushing a co-worker as a result are not meant to be included as workplace violence.

Violence from outside the normal workplace that has an impact on the working environment (including working relationships) may also be considered violence in the workplace.

Roles and Responsibilities

a) Respectful Workplace

All members of our workplace community have a mutual interest and shared responsibility in securing and maintaining a respectful, civil and inclusive workplace that is harassment, discrimination, and violence free. All members of the Library's workplace community are expected to meet individual responsibilities as outlined in this Policy.

(i) The Library's Commitment

The Library will do its part by not tolerating or condoning discrimination, harassment, and violence in the workplace. This includes making everyone in our workplace community aware of what behaviour is and is not appropriate, investigating complaints and incidents and imposing suitable corrective measures.

(ii) Management Responsibilities

The CEO, Directors and Managers (the Management Team) are responsible for providing a work environment consistent with the objectives stated in this policy. This responsibility includes promoting a positive work environment and intervening whenever conduct below the standards set out in this policy occurs. The Management Team is responsible for their own actions and for dealing with inappropriate conduct that comes to their attention.

Responsibilities of the Management Team under this policy include the following:

1. Understanding and upholding the principles of this policy by setting a good example;
 - Communicating to employees that you take issues of workplace misconduct seriously;

- Not participating in or ignoring discrimination, harassment, and violence issues;
 - Ensuring your dealings with employees are conducted in a civil and respectful manner.
2. Taking the necessary steps to ensure that employees conduct themselves in a manner consistent with commitments under this policy;
 3. Ensuring that employees are informed of the Library's policy and procedures for dealing with concerns of harassment, discrimination or violence;
 4. Ensuring that non-employees are made aware of and abide by this Policy;
 5. Effectively responding to any concerns or issues of behaviour contrary to this policy that come to your attention and treating all issues seriously while working to resolve them;
 6. Conferring with the CEO regarding effective processes for handling any concerns raised under this policy;
 7. Not allowing or condoning any behaviour contrary to this policy;
 8. Discussing the concerns raised with the employee who is alleged to have engaged in problematic conduct, as they may be unaware that their behaviour is offensive;
 9. Keeping a record (Supervisors and Managers should keep a personal record of all discussions) with employees who raise concerns under this policy as well as their response to the situation;
 10. Providing input into and cooperating fully in investigations of complaints or reported incidents made under this policy.

(iii) Employee Responsibilities

Every employee is responsible for adhering to the spirit and intent of this Policy.

1. Employees must do their part by ensuring that their behaviour does not violate this policy and by fostering a work environment based on respect and free of harassment, discrimination and violence;
2. Employees, when they feel safe to do so are encouraged to communicate to co-workers that their conduct or comments are objectionable whenever they witness conduct contrary to this Policy;
3. Employees are encouraged to discourage co-workers from persisting with comments, discussions and conduct that is inconsistent with the spirit of the Policy;
4. Employees should advise their Supervisor, member of Management or the CEO of any workplace harassment, discrimination or violence which they become aware.

(iv) Non-employee Responsibilities

Any individual who interacts with a Library employee must ensure that their interactions are consistent with the standards of this Policy. Such persons include, but are not limited to volunteers, elected representatives, appointed officials, contractors, consultants, and members of the community accessing the Library's services.

b) Violence Protection

(i) CEO and Management Team Responsibilities

1. Ensure that an effective Workplace Violence Prevention Program is developed and implemented;
2. Ensure that measures and procedures identified in the Workplace Violence Prevention Program are carried out and that Management is held accountable for responding to and resolving complaints of violence;
3. Ensure compliance by all persons who have a relationship with the Library such as employees, Board members, contractors, consultants, volunteers, etc.;
4. Ensure violence prevention action plans are prepared and updated for local worksites;
5. Inform workers and Supervisors of the nature and the extent of the risks of violence;
6. Take corrective action and monitor its effectiveness;
7. Ensure regular evaluation of the workplace violence prevention program;
8. In consultation with the Joint Health and Safety Committee (JHSC), ensure risk assessments are done periodically and safe work procedures are developed to address existing or potential risks for each assignment under their supervision;
9. Establish and deliver training and education for all workers;
10. Ensure that any critical injuries or deaths are reported to the Ministry of Labour inspector, the police, the JHSC and investigated with the JHSC;
11. Ensure reports are provided to Workplace Safety Insurance Board (WSIB) for all accidents where a worker loses time from work and requires health care;
12. Respond to media presence and/or follow up questions relating to any incident of violence.

(ii) Management and Supervisor Responsibilities

1. Ensure compliance with all aspects of the *Workplace Violence Prevention Program*;
2. Ensure the reporting, investigating and documenting of incidents of violence are in place in accordance with the WSIB and Ministry reporting procedures;

3. Ensure members of the workplace community are held accountable to work consistently with the measures adopted to minimize the risk of violence and threats of violence;
4. Facilitate ongoing discussion of workplace violence issues with workers;
5. Ensure appropriate training and education in violence prevention procedures and response procedures are provided to workers;
6. Provide input into risk assessments;
7. Comply with reporting, investigation and documenting procedures;
8. Advise workers on the existence of any potential or actual danger to the health and safety of the workers of which management or the supervisor is aware;
9. Instruct workers on procedures for the prevention of violence;
10. Promote and encourage reporting of violent incidents;
11. Advise workers of available medical services including referrals.

(iii) Worker Responsibilities

1. Ensure workers make their necessary contribution to violence prevention by being responsible and accountable for the following;
2. Comply with the requirements of this policy and refrain from any conduct that constitutes or that could be interpreted as workplace violence, attempts to commit workplace violence or threats of workplace violence;
3. If the worker experiences workplace violence or witnesses workplace violence, they should take all necessary and reasonable steps to ensure their own safety and the safety of others, once safe the worker should contact the police and/or other emergency services for assistance;
4. Provide input into risk assessment;
5. Attend education and training sessions;
6. Provide input into the development of local workplace violence prevention action plans;
7. Follow established procedures for the prevention and reporting of incidents of violence;
8. Promptly and accurately report incidents of violence and provide input into and cooperate with the incident investigation.

(iv) Joint Health & Safety Committee Responsibilities

1. Shall be consulted about the development and implementation of the Workplace Violence Prevention Program and associated procedures;
2. Shall be consulted and make recommendations to the employer to develop, establish and provide training in violence measures and procedures;
3. Take part in a review, at least annually, of the Workplace Violence Prevention Program;

4. A worker designate should investigate all deaths and critical injuries related to violence;
5. Receive and review reports of any critical injury or death immediately.

ADMINISTRATION

Discrimination and Harassment

Discrimination and harassment on any ground which may be prescribed under the Human Rights Code will not be tolerated at the Library.

All members of the Library's workplace community share an obligation to provide a civil, respectful, and inclusive workplace free of discrimination and harassment and conduct themselves in a manner consistent with this policy. All members of the Library's workplace community are responsible for contributing to a civil, respectful, and inclusive workplace by ensuring that their conduct and behaviour adhere to this policy. Any behaviour that constitutes discrimination or harassment is prohibited, including conduct that exposes members of the workplace community to abusive, hostile, or disrespectful conduct.

The Library will take the necessary and appropriate steps to prevent and address harassment and discrimination in all of its forms from occurring in the workplace. Such actions include, but are not limited to:

- Providing greater awareness of harassment and discrimination.
- Providing the knowledge to encourage and enforce acceptable standards of conduct.
- Offering internal, impartial and efficient resolution and complaint procedures to support the early detection and resolution of harassment and discrimination.
- Providing all employees with fair and consistent procedures for dealing with issues of workplace harassment and discrimination that could affect the workplace.

The Library will investigate and deal with all complaints or reported incidents of harassment and discrimination in a fair, respectful, and timely manner.

The Library will also ensure that there is an accessible process for reporting concerns and for the timely investigation and resolution of reports of harassment, discrimination, and violence, including the determination of appropriate consequences for breaches of this policy.

Procedure for Resolving and Investigating Workplace Harassment and Discrimination Incidents and Complaints

Employees can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, employees are to use the Respectful Workplace Formal Complaint Form (Appendix A). When reporting verbally, you and the person to whom you are reporting will complete the Complaint Form collectively. The Library encourages employees to report incidents or complaints of workplace harassment as soon as possible after experiencing or witnessing the incident so that the matter can be investigated promptly.

All members of the Library's workplace community benefit from a prompt, efficient and effective resolution of workplace concerns. The Library is committed to early detection, reporting and resolution of complaints involving workplace harassment or discrimination.

The Library encourages members of our workplace community experiencing any concerns or conduct inconsistent with this policy to select a resolution method (by which you report your concerns) in a way you are most comfortable with. However, employees should understand that in some circumstances, the Library may have a legal obligation to investigate incidents of potential harassment, even if a formal complaint is not filed.

a) Informal Resolution by Employees

If you believe that you are being harassed or discriminated against, the first thing to do (if you feel comfortable doing so) is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

- "I don't want you to do that."
- "Please stop doing or saying..."
- "It makes me uncomfortable when you..."
- "I don't find it funny when..."

If the harassment or discrimination continues after you have confronted the individual, you may want to provide the person with a written statement of the situation.

You can also report the incident(s) to your supervisor, any member of management, or the CEO.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses, and what your response was.

If you believe that someone who is not a Library employee (e.g., a supplier, contractor, consultant, third party service provider, member/representative of a partner organization, client, their family, customer, community stakeholder, or a member of the public, etc.), has harassed or discriminated against you, please report the incident(s) to your supervisor, any member of management or the CEO. Although the Library has limited control over third parties, we will do our best to address the issue and prevent further problems from happening.

Advisory Support- Management Informal Support and Intervention

The Management Team have a responsibility to assist employees experiencing conduct inconsistent with this policy.

The Management Team have been trained to support employees in facilitating early informal resolution of harassment and discrimination complaints.

Where an employee is uncomfortable communicating directly with the person engaging in the objectionable conduct, or where such communication has failed to stop the conduct, employees are encouraged to report the conduct to a member of the Management Team

Where an employee is not comfortable raising the issue with their direct Manager, Director or Supervisor, they should seek assistance from another member of the Management Team.

The Management Team will review resolution options with the employee and assist them in identifying and pursuing an informal resolution strategy or a formal complaint, where appropriate.

The Management Team will provide informal resolution support confidentially and as collaboratively as possible.

The Management Team will maintain confidential records of any informal support or intervention provided to an employee.

b) Formal Internal Complaint Process

Where informal efforts to resolve concerns of behaviour contrary to this policy are ineffective or inappropriate, a formal complaint and investigation may be requested or initiated. You may bring a formal complaint to a supervisor, a member of your management team, or the CEO. The Library is committed to providing an efficient, effective, objective, and inclusive internal complaint process.

In some cases, the complainant(s), respondent(s), or witnesses may decide to have a support person accompany them throughout the process. The investigator will advise these individuals of this entitlement. Similarly, the role of the support person throughout the investigation process is to observe and provide support.

Any employee has the right to file a formal complaint about conduct they believe to be harassment, discrimination or otherwise inappropriate under this policy. A formal complaint may be filed electronically.

When bringing a formal complaint forward, provide as much written information as possible, including the name(s) of the person(s) harassing or discriminating against you, the place, date and time of the incident(s) and the names of any possible witnesses. Any relevant information is to be included on the Respectful Workplace Formal Complaint Form. Information regarding what must be included with your report of an incident or complaint is set out in the 'Report of Incident or Complaint (whether formal or informal) section below.

It is important that you provide your complaint as soon as possible so the issue doesn't escalate or happen again. Once the CEO receives your complaint, the CEO may initiate an investigation if it is deemed to be appropriate in the circumstances.

Discrimination and harassment are serious matters. Therefore, if a decision is made not to make a formal complaint by the individual, the Library still has a legal obligation to undertake an investigation and steps may be required to prevent further discrimination or harassment.

The complaint should be directed to the CEO. If the complaint is against the CEO, it should be provided to the Board Chair.

c) Report of Incident or Complaint (whether formal or informal)

Your report of an incident or complaint can be completed with help from a supervisor, any member of management or the CEO, if you wish, and must include:

- Your name and contact information;

- The name of the alleged harasser(s), their position and contact information (if known);
- Names of any witness(es) (if any) or other person(s) with relevant information to provide about the incident(s) and contact information (if known);
- Details of what happened including date(s), frequency, and location(s) of the alleged incident(s);
- Any supporting documents you may have in your possession that are relevant to the incident(s)/complaint;
- A list of any documents you believe a witness, another person or the alleged harasser(s) may have in their possession that are relevant to the incident(s)/complaint.

Overview of Complaint Investigation Procedure

Where a complaint is filed, or where an investigation is otherwise appropriate or legally necessary, the Library will investigate and deal with all complaints or incidents of workplace harassment or discrimination in a fair and timely manner. An investigation the Library deems appropriate in the circumstances will be undertaken as quickly as possible.

At its sole discretion, the Library may conduct interviews in person or using a video communication platform.

The CEO may choose to use either an internal investigator trained in workplace investigations or a qualified external investigator, depending on the nature of the incident. The CEO will determine whether an external investigator is required.

The investigator will ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. While the investigation is on-going, the complainant, respondent and any witnesses should not discuss the incident, complaint, or investigation with each other. At the Library's sole discretion, interim measures may be taken after the complaint is received and during the investigation. These interim measures include but are not limited to authorizing a leave of absence with pay, temporary transfers or schedule changes, temporary changes to reporting relationships or corrective action.

The specific steps taken as part of the investigation will depend on the circumstances of the complaint, but may include:

- Interviewing the complainant and respondent to ascertain all the facts and circumstances;
- Interviewing witnesses (if any) deemed relevant by the investigator;
- Reviewing any related documentation;

- Making detailed notes and statements of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed written report for review by the CEO based upon the situation, which will generally include:

- A summary of the steps taken during the investigation;
- The details of the complaint and the allegations;
- The respondent's responses;
- A summary of the evidence gathered, including information provided by witnesses;
- Findings of fact and a conclusion about whether a breach of this policy occurred.

The CEO or designate will recommend and determine what action should be taken as a result of the investigation. Within 10 days of the report being provided to the CEO or designate, the CEO or designate will meet separately with each of the complainant and respondent (provided they are Library employees) to make them aware in writing of the findings by providing them with a letter stating whether the incident or complaint constituted harassment. Alternatively, at the discretion of the CEO or designate, the investigator will meet separately with each of the complainants and respondent to provide them with this information in writing. The complainant and the respondent will be provided in writing information regarding corrective action taken or that will be taken in respect of the respondent, if any, and any steps the Library has taken or will take to prevent similar incidents in the future.

The CEO or designate and any other applicable representatives of the Library deemed appropriate by the CEO or designate will determine the appropriate amount of information to be shared with the complainant and respondent.

The goal is to complete any investigation and communicate the results to the complainant and respondent as quickly as possible after becoming aware of an incident or when a complaint is received. Complainant(s) respondent(s) and any witnesses should engage in an investigation process in a timely manner to assist the Library in completing investigations expeditiously. All efforts will be made to complete the investigation within 90 days if possible. However, the timeframe within which an investigation can be completed varies depending on the circumstances of each investigation and the investigation may take longer.

Corrective Action

Harassment and discrimination will be considered a violation of the conditions under which an employee is employed or engaged by the Library. Substantiated complaints

about any incident(s) of harassment or discrimination will be addressed by the Library's management.

If a finding of harassment or discrimination is made, the Library will take appropriate corrective measures, regardless of the respondent's seniority or position.

Corrective measures may include, but are not limited to one or more of the following:

- Discipline, such as a verbal warning, written warning or suspension without pay;
- Termination with cause, without cause or for willful misconduct, disobedience or willful neglect of duty that is not trivial and has not been condoned by the Library;
- Referral for counselling, coaching or training, anger management training, supervisory skills training, or attendance at educational programs on respect in the workplace;
- Demotion or denial of promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a performance related salary increase;
- Any other disciplinary action deemed appropriate under the circumstances.

Any employee who condones or ignores violations of this policy will also be subject to disciplinary action, up to and including termination for just cause.

Workplace Violence

The Library is committed to providing a workplace free of violence.

The Occupational Health and Safety Act defines workplace violence broadly enough to include acts that may be considered criminal. For the definition of "workplace violence" and examples of such behaviour, please see the Definitions portion of this policy.

The Library will take the necessary and appropriate steps to prevent and address workplace violence in all of its forms from occurring in the workplace. Such actions include, but are not limited to:

- Providing greater awareness of workplace violence;
- Providing the knowledge to encourage and enforce acceptable standards of conduct;
- Offering internal, impartial and efficient resolution and complaint procedures to support the early detection and resolution of workplace violence;
- Providing all employees with fair and consistent procedures for dealing with issues of workplace violence that could affect the workplace.

The Library will investigate and deal with all complaints or reported incidents of workplace violence in a fair, respectful, and timely manner.

The Library will also ensure that there is an accessible process for reporting concerns and for the timely investigation and resolution of reports of workplace violence, including the determination of appropriate consequences for breaches of this policy.

Violence will not be tolerated in the Library's workplace community. Any such conduct, even a first offence, will result in corrective action up to and including termination of employment for just cause.

Domestic Violence

If the Library learns of or has reason to believe that an employee is experiencing domestic violence that would likely expose the employee or other employees to physical injury in the workplace, the Library will take every precaution reasonable in the circumstances to provide protection to the employee and others in the workplace community. This may include some or all of the following:

- Creating a safety plan;
- Contacting the police;
- Establishing a schedule for regular video calls;
- Establishing enhanced security measures (e.g., implementing a panic button, setting up a "dummy" email address, introduction of a code word(s), and other similar door and access security measures);
- Screening telephone calls and blocking certain email addresses;
- Setting up preferred parking arrangements or providing escorts to your vehicle;
- Adjusting working hours and location so that they are not predictable;
- Facilitating access to counseling through the employee and family assistance program or other community programs.

The Library appreciates the sensitivity of these issues and will do our best to assist an employee as discreetly as possible while maintaining their privacy.

Persons with a History of Violence

If the Library becomes aware or has reason to believe that a person with a history of violent behavior is likely to expose an employee or other employees to workplace violence in the workplace, the Library will ensure every precaution reasonable is taken to protect the employee and others in the workplace community. In these circumstances, the Library will provide information, including personal information, about the risk of workplace violence and will do its part to ensure employees are not put at risk. The Library's precautions may include some or all of the methods described above in relation to domestic violence.

Duties and Obligations

It is our mutual responsibility to ensure that we create and maintain a violence-free workplace and address violence and/or the threat of violence from all possible sources. These sources include, but are not limited to supervisors, managers, employees, contractors, consultants, clients, students, customers, strangers, family, friends, and domestic/intimate partners.

(i) The Library's Duties

The Library will do its part by not tolerating or condoning violence in the workplace.

This includes:

- Making everyone in our organization aware of what behaviour is and is not appropriate;
- Assessing the risk of workplace violence;
- Investigating complaints and incidents;
- Imposing suitable corrective measures.

(ii) CEO and Management Team Responsibilities

The CEO and Management will do their part in preventing and addressing violence in the workplace by:

- Ensuring that an effective Workplace Violence Prevention Program is developed and implemented;
- Ensuring that measures and procedures identified in the Workplace Violence Prevention Program are carried out and that management is held accountable for responding to and resolving complaints of violence;
- Ensuring that all members of our workplace community comply with the Workplace Violence Prevention Program;
- Ensuring violence prevention action plans are prepared and updated for local worksites;
- Informing employees and Supervisors of the nature and the extent of the risks of violence;
- Taking corrective action and monitoring its effectiveness;
- Ensuring regular evaluation of the Workplace Violence Prevention Program;
- In consultation with the Joint Health and Safety Committee, ensuring risk assessments are done periodically and safe work procedures are developed to address existing or potential risks for each assignment under their supervision;
- Establishing and delivering training and education for all employees;

- Ensuring that any critical injuries or deaths are reported to the Ministry of Labour, Immigration, Training and Skills Development Inspector, the police, and the Joint Health and Safety Committee. These injuries or deaths will also be investigated by the Joint Health and Safety Committee;
- Ensuring reports go to the Workplace Safety Insurance Board (WSIB) about all injuries where an employee loses time from work or requires health care;
- Responding to media presence or follow up questions relating to any incident of violence.

(iii) Management Responsibilities

The Management Team will do their part in addressing and preventing violence in the workplace by:

- Ensuring compliance with all aspects of the Workplace Violence Prevention Program;
- Ensuring that proper procedures for reporting, investigating and documenting incidents of violence are in place and complied with, in accordance with the Workplace Safety and Insurance Board and Ministry of Labour, Immigration, Training and Skills Development;
- Ensuring members of the workplace community work consistently with the measures adopted to minimize the risk of violence and threats of violence;
- Facilitating ongoing discussion of workplace violence issues with employees;
- Ensuring appropriate training and education in violence prevention procedures and response procedures are provided to employees;
- Providing input into risk assessments;
- Advising employees of the existence of any potential or actual danger to the health and safety of employees which management or supervisors are aware;
- Instructing employees on procedures for the prevention of violence;
- Promoting and encouraging reporting of violent incidents;
- Advising employees of available medical services, including referrals.

(iv) Employee Responsibilities

Employees are responsible for ensuring they contribute to violence prevention by being responsible and accountable for the following:

- Complying with the requirements of this policy and refraining from any conduct that constitutes, or that could be interpreted, as workplace violence, attempts to commit workplace violence or threats of workplace violence;

- Taking all necessary and reasonable steps to ensure their own safety and the safety of others if they experience or witness workplace violence. Once safe, the employee should contact the police or other emergency services for assistance;
- Providing input into risk assessment;
- Attending education and training sessions;
- Providing input into the development of local workplace violence prevention action plans;
- Following established procedures for the prevention and reporting of incidents of violence;
- Promptly and accurately reporting incidents of violence and providing input into and cooperating with the incident investigation.

(v) The Joint Health and Safety Committee

The Joint Health and Safety Committee (JHSC):

- Will be consulted about the development and implementation of the Workplace Violence Prevention Program;
- Will be consulted and make recommendations to the Library to develop, establish and provide training in violence measures and procedures;
- Review the Workplace Violence Prevention Program, at least annually;
- Receive and review reports of any critical injury or death immediately.

In addition, a JHSC worker designate should investigate all deaths and critical injuries related to violence.

Procedure for Raising and Resolving Workplace Violence Concerns

Formal Investigation Process

Under the Occupational Health and Safety Act, employees have a responsibility to report workplace hazards. Workplace violence is considered a hazard in the workplace. Therefore, if employees are aware of workplace violence, even if they are not a recipient or witness to the violence directly, it must be reported.

The employee must report the existence of any workplace violence or threat of workplace violence to their Manager, Director or the CEO. The existence of any workplace violence or threat of workplace violence may be reported electronically. The CEO will ensure that an investigation is conducted that is timely and appropriate in the circumstances. The CEO may choose to use either an internal investigator trained in workplace investigations or a qualified external investigator, depending on the nature of the incident.

If an employee is believed to be in imminent physical danger or physical assault has occurred, it must be immediately reported to the police. In all reports of workplace violence, the employee should immediately remove themselves from the violent situation, report the situation as soon as possible to their immediate Manager or Director and contact the police. The employee's Manager or Director will ensure the employee is kept in a safe place until the situation can be investigated.

If the complainant(s), respondent(s), or any witnesses are members of a bargaining unit, they will be entitled to bargaining unit representation throughout the formal complaint process, if they so choose. The role of the union representative throughout the investigation process is to observe and provide support.

If the complainant(s), respondent(s), or witnesses are not unionized, they are entitled to have a support person accompany them throughout the process instead of a bargaining unit representative. The role of the support person is also to observe and provide support. The investigator will advise these individuals of this entitlement.

Overview of Complaint Investigation Procedure

Any reports or incidents of workplace violence will be taken seriously. All reports and incidents of workplace violence must be investigated. If a Manager or, Director learns of, or witnesses acts or threats of violence, even if these events or actions are not reported to them by an employee they must initiate an investigation and corrective and preventive actions by reporting this to the CEO.

At its sole discretion, the Library may conduct interviews in person or using a video communication platform.

The Library will ensure that the necessary steps to determine the facts and circumstances relevant to the complaint are taken. The specific steps taken will depend on the circumstances of the complaint, but may include:

- Conducting interviews of relevant individuals to ascertain all the facts and circumstances relevant to the incident or complaint, including dates and locations;
- Reviewing any related documentation;
- Making detailed notes of the investigation and maintaining them in a confidential file.

The goal is to complete any investigation and communicate the results to the complainant and respondent as quickly as possible after learning of an incident or receiving a complaint. The timeframe within which an investigation can be completed varies depending on the circumstances of each investigation.

Once the investigation is complete, the investigator will prepare a written report appropriate in the circumstances, which will generally include:

- A summary of the steps taken during the investigation;
- The details of the complaint and allegations;
- The respondent's response;
- A summary of witness evidence and other evidence gathered;
- A report setting out the findings of fact and a conclusion about whether workplace violence occurred. A copy of the findings will be provided to management and the health and safety representative.

Disciplinary Action

The CEO will recommend and determine what action should be taken as a result of the investigation. If a finding of workplace violence is made, appropriate corrective measures will be taken, up to and including termination of employment for just cause, regardless of the respondent's seniority or position.

(i) Corrective Actions

If a finding of workplace violence by an employee is made, the Library will take appropriate corrective measures, regardless of the employee's seniority or position. Corrective action is within the sole discretion of the Library.

Corrective action may include, but is not limited to:

- Discipline, such as a verbal warning, written warning or suspension without pay;
- Termination with or without cause;
- Referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect and violence;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of performance related salary increase;
- Any other disciplinary action deemed appropriate under the circumstances.

Any employee who condones or ignores violations of this policy will also be subject to disciplinary action, up to and including termination for just cause.

Complaints Against the CEO or the Board

For complaints of harassment or workplace violence against the CEO or members of the Innisfil Public Library Board, an investigation will be conducted by the following personnel or their external designates:

CEO	Board Chair and Vice-Chair
Board Chair	Vice-Chair and CEO
Board Vice-Chair	Board Chair and CEO
Board Members	Board Chair and Vice-Chair

Risk Assessments

Management must take every reasonable precaution to protect employees from workplace violence, including conducting risk assessments for workplace violence. Risk assessments are to be conducted as often as necessary to prevent injury in the workplace, for example:

- After an event or threat has occurred;
- If the work or workplace has changed;
- When a safety concern related to workplace violence has been raised.

Risk assessments may include evaluating a person's history of violent behaviour to determine whether and to whom this person poses a risk. In making this evaluation, the Management Team should consider:

- Whether the person's history of violence was linked to the workplace or work;
- Whether the history of violence was directed at a particular employee or employees in general;
- How long ago the incidence of violence occurred.

The Library will advise the Joint Health and Safety Committee of the results of a risk assessment, provide a copy of the assessment in writing and reassess the risks of the workplace violence to continue to protect employees.

Education and training will be provided to employees with respect to the risks identified and the prevention initiatives to be implemented.

In some cases, the Management Team may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during their work and the risk of workplace violence is likely to expose the employee to physical injury. The Management Team will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from workplace

violence. Managers and the Management Team are required to consult each other prior to releasing information about a person with a history of violence.

General Procedure for Responding to Workplace Violence

Employees have the right to refuse work (following the work refusal process as prescribed in the Ontario Health & Safety Act) if workplace violence is likely to endanger them. In that case, the employee should immediately remove themselves from the threat of violence and contact their Manager or Director, at which point appropriate measures will be taken to protect the employee and investigate the situation. If the employee is on the physical work premise, the employee will be moved to a safe place as near as reasonably possible to their normal workstation. The employee will need to be available for the purpose of investigating the incident. In some circumstances, subject to provisions in any collective agreement (as applicable), the employee may be provided with reasonable alternative work during normal working hours.

Certain employees may have a limited right to refuse work when the risk is inherent in their job duties.

Depending on the circumstances, the Library may contact the police or other emergency responders to assist, intervene or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance, such as fixed or personal alarms, locators or tracking systems, phones, cell phones etc.;
- Emergency telephone numbers and/or email addresses;
- Emergency procedures.

Provided the situation is dealt with quickly and the danger is removed, the need for work refusal may be alleviated.

Protection from Retaliation or Reprisal

The Library will not tolerate retaliation, taunts or threats against anyone who files a harassment, discrimination, or violence complaint, or takes part in any investigation. Any person who taunts, retaliates against, or threatens anyone in relation to a harassment, discrimination or violence complaint or investigation may be subject to discipline, up to and including termination for just cause.

The Library will not punish an employee for reporting any act of suspected harassment or violence in good faith. Action which may be required and/or necessary to accommodate an employee during or as a result of a complaint and investigation shall not be considered a reprisal under this policy.

If an employee reports an incident or makes a complaint in good faith and without malice, regardless of the outcome of the investigation, they will not be subject to any form of discipline. However, any person who brings a false and malicious complaint may be disciplined up to and including termination of employment.

Confidentiality of Complaints and Investigations

The Library recognizes the sensitive nature of harassment, discrimination and violence complaints and will keep all complaints confidential, to the extent that the Library is able to do so. The Library will only release as much information as is necessary to investigate and respond to the incident or complaint, to protect an employee, to take corrective action or if required to do so by law. The Library may be required to disclose pertinent information to protect an employee from injury where a reasonable threat of workplace violence exists.

Yet, the respondent to a complaint is entitled to know and understand the allegations against them so they may respond. In order to provide fairness and due process, the Library cannot keep the details of the allegations confidential from the respondent. The Library may also not be able to keep the details of the complaint confidential from any witness or person involved in the investigation.

Reports will be kept confidential if it has been determined that a reasonable threat of workplace violence does not exist or where reasoned and practical in the circumstances.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses, and anyone else involved in the formal investigation maintain confidentiality throughout the investigation and afterward.

All employees, representatives and support persons are required to fully cooperate in the investigation process and to not in any way impede, obstruct, or behave in a manner that potentially jeopardizes the integrity of the investigation. Breaching confidentiality or acting in a manner that obstructs, impedes, or affects the integrity of the investigation is subject to discipline, up to and including termination for just cause.

The Library will further work to ensure confidentiality by:

- Circulating, educating employees on, and enforcing this policy;

- Reminding the complainant, respondent, witnesses and anyone else involved in, or aware of the investigation, of their duties of confidentiality;
- Maintaining documentation related to investigations in a file separate from unrelated documents;
- Releasing information only on a strict need-to-know basis or in the circumstances described above, including to investigate and respond to the incident or complaint, protect an employee, take corrective action or if required by law.

Policy Awareness, Education and Training

This policy will be made available to all employees and will be provided as part of employee onboarding and orientation. It will also be available and accessible on the Library's network storage location. Employees will participate in training from time to time, as necessary.

All employees will receive training on harassment and violence prevention as soon as practicable after they begin working for the Library, and as often thereafter as the Library deems necessary. The Library will also work with the employee to incorporate training into their schedule.

Such training will include:

- Workplace harassment and violence;
- Respect in the workplace;
- The duties and responsibilities associated with preventing harassment and violence in the workplace;
- A review of the risks of violence inherent in the employee's workplace;
- A review of violence prevention procedures;
- Incident reporting procedures;
- Correct response procedures;
- Workplace emergency procedures.

Program Evaluation

The effectiveness of this policy and associated programs will be evaluated by management and reviewed by the safety representative as often as necessary, but at least annually.

Trauma Support

Employees who have witnessed or experienced a traumatic event may need special support. These special needs will be acknowledged and accommodated by the Library. The Library will encourage employees to use the Employee Assistance Program or other services as appropriate. The CEO, or designate, will advise affected employees of their support options and will coordinate any special assistance that may be required.

Exceptions

There are no exceptions to this policy.

Related Policies:

Corrective Action Policy

Equity, Diversity and Inclusion Policy

Health & Safety Policy

Working Alone Policy

Related Program:

Respectful Workplace, Harassment & Violence Prevention Program

References:

Canadian Human Rights Act <https://laws-lois.justice.gc.ca/eng/acts/h-6/>

Ontario Health and Safety Act <https://www.ontario.ca/laws/statute/90o01>

Ontario Human Rights Code <https://www.ohrc.on.ca/en/ontario-human-rights-code>

Approved by the Innisfil Public Library Board, June 22, 2026. Motion Number: 2026.XX

Supersedes Policy #E-2025-02, approved January 20, 2025, Motion #2025-05; and Policy #E-2023-27, approved December 11, 2023, Motion #2023.85; and Policy #E-2022-24, approved September 19, 2022, Motion #2022.66; and Policy #E-2021-14, approved May 17, 2021, Motion #2021.46; and

Policy #E-2020-13, approved May 19, 2020, Motion #2020.40 &

Policy #E-2019-06, approved Monday, April 15, 2019, Motion #2019.33; &

Policy #E-2018-08, approved Monday, April 16, 2018, Motion #2018.33; &

Policy #E-2016-25, approved November 21, 2016, Motion #2016.97; &

Policy #E-2016-10, approved May 16, 2016, Motion #2016.46; &

Policy #E-2014-21, approved November 17, 2014, Motion #2014.83; &

Superseded

Combines and Supersedes ***Employment-Respectful Workplace Policy*** Number E-2011-07, approved March 21, 2011, Motion Number 2011.22, and

Employment-Workplace Violence Prevention Policy Number #-2010-14, approved June 14, 2010, Motion #2010.47; &

Supersedes ***Respectful Workplace Policy*** #2007-02, approved September 17, 2007, Motion #2007.39

APPENDIX A



Respectful Workplace Formal Complaint Form

If you believe you have experienced or witnessed offensive behaviour (discrimination, harassment, sexual harassment) or violence in the workplace please complete this form and forward it to the CEO.

The decision to file a formal Respectful Workplace complaint is a serious one; complaints should be undertaken with great care. All information regarding a complaint is to be treated as confidential and disclosed on a need-to-know basis, only. If you have questions about completing this form, please contact the CEO.

Date:

Employee Name:

Department:

Position:

Manager/Director:

Complaint Details:

1. Please provide the name and the position of the respondent(s) involved in your complaint:

2. Please describe your complaint (and provide specific incidents/examples). Attach additional pages if needed:

APPENDIX A



3. Date the incident first occurred (and include any subsequent dates, and times of any further incidents):

4. Location of the incident(s):

5. Were there any witnesses to the incident(s)? If yes, please provide the name and position of the witness(s):

Harassment, Discrimination, Sexual Harassment, Workplace Violence:

Please check the appropriate box(es) that describe the nature of your complaint:

- Harrassment
- Discrimination
- Sexual Harassment
- Workplace Violence
- Other (please specify) _____

APPENDIX A



Impact and Concerns:

6. How did the incident(s) impact you or your work environment?

7. What specific concerns do you have about the incident(s) or behaviour?

APPENDIX A



Resolution:

8. What outcome are you seeking from this complaint?

9. What has been done, to date, to try and resolve this matter, and by whom?

10. What was the outcome of this (if applicable)?

APPENDIX A



Supporting Documentation:

Please attach any relevant documents, emails, or other evidence that may support your complaint, and are relevant to the incident(s)/complaint.

Confidentiality:

The information in this complaint is true to the best of my knowledge. I understand the information provided will be used and shared by the CEO, as required by law and by the Respectful Workplace Policy.

Employee Signature:

Date:

Please submit this form directly to the CEO.



SUBJECT: COLLECTION MANAGEMENT POLICY

Policy No: 2026-18

Date: June 22, 2026

Review Date: June 2027

Pages: 15

PURPOSE

The purpose of the Collection Management Policy is to guide Employees in making decisions about the selection, management, and preservation of Library materials (in all formats, including print and digital/electronic); and inform the public of the principles that govern collection development at the Innisfil ideaLAB & Library (“the Library”). This policy reflects the mission statement and strategic priorities of the Library. It constitutes a public declaration of the Library’s commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

POLICY

General

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

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

Application

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

DEFINITIONS

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

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

Self-published author refers to an author whose work is printed independently and/or at one's own expense.

Guidelines

Intellectual Freedom

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

The Library recognizes the right of any individual or group to reject Library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

The Library endorses the "Ontario Library Association Statement on the Intellectual Rights of the Individual" (See *Appendix 1*) and the Ontario Library Association Position on Children's Rights in the Library (See *Appendix 2*). Responsibility for children's use of Library collections rests with their parents or legal guardians.

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

Languages

The Library primarily collects materials in English, the language predominantly spoken in Innisfil. Materials in French are also collected to support students at the elementary level. Materials in other languages are added when there is sufficient need, which is determined by reviewing census data, input from the community, other supporting statistical evidence, and with consideration of the Selection Criteria below.

Formats

New formats are added to the Library's collection after careful consideration of community needs, demand, budget, and availability. Formats that support literacy are prioritized.

Formats may be removed from the Library's collection when they have low use, when they are becoming obsolescent, and/or they have been superseded by a new format.

Selection Criteria

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

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

- Availability of funds and space;
- Priced fairly for its production quality;
- Relationship to existing collections and other material on the subject;
- Interests and cultural composition of the community;
- Diversity of content in relation to the Library's wider collection;
- Popular demand and current needs;
- Literary or artistic value;
- Reputation, skill competence, and purpose of the originator of the work;
- Comprehensiveness and depth of treatment;
- Quality, accuracy, and reliability of the information;
- Clarity and logic of presentation;
- Balance of viewpoints in the collection;
- Timeliness or permanence of the work;
- Suitability of format for library use;
- Informs an understanding of or is designed for underrepresented groups and experiences;
- Presents a uniquely Canadian viewpoint;
- Quality of the publication (e.g. Binding, printing, case) or product.

In an effort to improve the balance of representation in the Library's collection, selectors will intentionally select materials with consideration of inclusion, diversity, equity, and

accessibility, with particular attention to materials that expand access to Indigenous content and knowledge or support progress towards truth and reconciliation.

Artificial Intelligence

Many authors and other creators have adopted generative artificial intelligence and other AI tools as part of their creation process; the use of AI tools does not invalidate their ownership. The Library is not responsible for determining the validity of authorship or a copyright holder and does not verify or label materials based on the use of AI in their creation. A title will not be excluded from the Library's collection solely because AI is used in its creation. The level of control the Library has over content provided through subscriptions with third party vendors can be limited, and AI generated content may not be as readily identifiable on some platforms.

“Library of Things” Collection

This collection consists of non-traditional objects and equipment that support lifelong learning and enable customers to continue exploring knowledge and skills encountered through Library programs or services. Use of Library of Things materials is subject to user agreements and applicable liability provisions established by the Library.

The Library of Things collection may include:

- Assistive Devices;
- Educational Toys;
- Technological Devices;
- Digital Media Equipment.

This is not intended to be a comprehensive collection, and items will be added with careful consideration of practical factors such as:

- Maintenance requirements;
- Storage;
- Life expectancy;
- Use conditions;
- Operational costs.

Local History Collection

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

Local Self-Published Authors

The Library wishes to recognize the creative efforts of local residents by including their materials in the Local Self-Published Author collection where suitable. These materials are subject to the same Selection Criteria outlined above and must be professionally

printed and bound. Only print books will be considered, and authors must follow the Local Author procedure set out by the Collection Services department. Authors wishing to submit their work for the Local Author collection must complete the Local Author Submission Form Online.

<https://www.innisfilidealab.ca/local-author-submission/>

Book Club Collection

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

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

Digital Resources

The Digital Collection consists of resources in different digital formats, accessed through various platforms. Some of the content is selected by Library Employees, while in other cases it is provided as part of a bulk subscription or consortium. In addition to the applicable Selection Criteria, the following will be considered when assessing new digital resources for inclusion in the collection:

- Licensing requirements;
- Hardware and network requirements;
- Authentication methods and set-up requirements;
- Accessibility;
- Usability;
- Training support.

De-Selection and Collection Maintenance

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

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

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

Materials that are accessible through a consortium agreement or subscription service may not be removed if they are outside the control of the Library, and may be subject to the policies of other consortium members or vendor content agreements.

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

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

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

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

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

Exclusions from Selection

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

Selection decisions are not made solely on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status.

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

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

Responsibility for Selection Activities

The overall responsibility for Library collections rests with the CEO. The responsibility for selection of materials is vested in the Collection Development Committee and designated selectors. All Library Employees and customers are able to make recommendations to the Committee through the use of the Purchase Request Form.

Merchandising and Promotion

The Library displays physical materials, including various print formats and media, in all its Branches. The Library also shares information about materials in its Collections through promotions using various communication methods, including the Library's website and social media accounts. Materials are displayed and promoted in order to make customers aware of the range of content available to them, and to make accessing materials easier.

Final responsibility for the display and promotion of Library materials resides with the CEO, and various employees throughout the system share day-to-day responsibility. Materials are selected for display or promotion for a wide variety of reasons, including but not limited to: relation to current events, news, and pop culture; interest and demand for genres and specific types of content; relation to Library programs, services, and organizational goals; cultural, historical, or educational significance.

The Library strives to include a wide spectrum of opinions and viewpoints in Library-initiated displays and promotions, as well as highlight materials that appeal to a range of ages, interests, and information needs. Materials will not be excluded from display or promotion because the specific title/item, creator, topic, or content may be considered controversial.

Requests for Reconsideration

While professional Employees are available to discuss the make-up of the collection, the Library is obliged to withdraw only that material judged illegal by the higher courts in Canada.

Requests for Reconsideration will adhere to the following guidelines:

- Requests will only be accepted by residents of Innisfil who are active Library members.
- Requests must be submitted using the Request for Reconsideration form (Appendix #3).
- The Library will respond in writing within ten business days, and a decision will be made and communicated to the submitter within three months from the date of receipt.

- A given title/item will be reviewed no more than once in a three-year period, regardless of the number of Reconsideration Requests received by the Library.
- Items will continue to remain available to the public in the Library's collection while under review, except when needed by Employees for the purposes of assessment.
- A maximum of 10 items will be reviewed in a given calendar year, subject to change depending on the level of complexity involved in assessing each item.
- The Library is unable to reconsider specific materials available through third-party vendors.

Non-Endorsement of Content Statement

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

Gifts and Donations

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

Housing

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

Access

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

Guidance in the choice of Library materials for children, as well as limitations on use and ongoing monitoring, are the sole responsibility of the child's parent or legal guardian, as outlined in the Library's Children & Youth Services Policy.

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

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

Resource Sharing

The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interlibrary loan system. Priority for borrowing materials through interlibrary loan will be given to requests of an educational or

research nature. The Library will strive to complement the information services of schools, agencies and other organizations within the Town of Innisfil, but will not assume their function. Customers will be referred to appropriate information sources when the Library's collection does not meet their needs.

Appendices

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

Appendix #2 - Ontario Library Association - Position on Children's Rights in the Library

Appendix #3 - Request for Reconsideration of Library Materials

Related Policies

Local History Policy

Book Club Policy

Children & Youth Services Policy

Approved by the Innisfil Public Library Board, June 22, 2026, Motion #2026.XX

Supersedes Policy #2025-09, approved May 20, 2025, Motion # 2025.33; and Policy #2024.11, approved May 21, 2024, Motion #2024.40; and Policy #2023-10, approved April 17, 2023, Motion #2023.35; and Policy #2021-07, approved March 15, 2021, Motion #2021.28; & Policy#2017-04, approved February 21, 2017, Motion #2017.17 & Policy #2013-18, approved November 18, 2013, Motion #2013.102; & Policy #2010-21, approved November 8, 2010, Motion #2010.74; & Policy #2007-06, approved October 15, 2007, Motion # 2007.51 & Policy # 2006-04, approved March 20, 2006, Motion #2006.22 & Policy #2001-02, approved February 1999, Motion #99.10.

**Ontario Library Association
Statement on Intellectual Freedom and the Intellectual Rights of the
Individual**

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

1. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.

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

Library Programming, Events, and Space Bookings

1. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
2. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the *Charter of Rights and Freedoms* protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

**THE ONTARIO LIBRARY ASSOCIATION
POSITION ON
CHILDREN'S RIGHTS IN THE LIBRARY**

Children in public libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998

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



**REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIALS**

Submitter Information

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Library Card Number: _____

Are you a resident of Innisfil? Circle one: YES NO

Item Information

Author/Creator: _____

Title: _____

ISBN: _____ Call Number: _____

Have you read/viewed the entire item (video, book, etc.)? Circle one: YES NO

(If not, which parts have you reviewed? Include page numbers)

What are your concerns? (Please be specific, include page numbers)

How does the item fail to fulfill the Selection Criteria outline in the Library's Collection Management Policy?

What do you suggest the Library do about this item?

Have you read the attached Collection Management Policy? Circle one: YES NO

Signature

Date

ADMINISTRATIVE USE ONLY:

Date Received _____	Received by: _____ (Employee Name)
---------------------	---------------------------------------

Review undertaken by:

Employee Name: _____

Position: _____

Attach the full written report to this document

Summary of Recommendation:

Action Taken:

Date of communication of decision to submitter: _____

Employee Date

CEO/Designate Date