



Agenda
Orangeville Public Library Board

Wednesday, November 27, 2024, 5:00 p.m.
The Corporation of the Town of Orangeville

Meeting Location - Library Boardroom, 1 Mill St, Orangeville, ON L9W 2M2

NOTICE

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to jmoule@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone at (audio only) at +1-289-801-5774 Phone Conference ID: 545 510 014#. Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

	Pages
1. Call to Order	
2. Disclosures of (Direct or Indirect) Pecuniary Interest	
3. Adoption of Minutes of Previous Meeting	3
Recommendations:	
That the minutes of the September 25, 2024 meeting be approved.	
4. Presentations	
5. Information Items	
5.1 CEO Report - November	6
5.2 2024-10-31 Library Operating Financial Report	17
6. Staff Reports	
6.1 Report 24-13 Board Meeting Schedule 2025, 2026	18
Recommendations:	
That Report 24-13 Board Meeting Schedule 2025/2026 be received; and	
That the Board approve the proposed meeting schedule and dates as presented, or as amended by consensus.	

6.2 Report 24-14 Policy Review - Volunteer and Security and Emergency

21

Recommendations:

That the Report 24-14 Policy Review - Volunteer and Security and Emergency be received; and

That the Board approve the Volunteer Policy, as presented in Appendix A; and

That the Board approve the Security and Emergency Policy as presented in Appendix B.

7. Correspondence

8. Announcements

9. Date of Next Meeting

The next meeting is scheduled for February 26, 2025.

10. Election of Chair and Vice Chair

10.1 Call for nominations from the Board for the position of Chair.

10.2 Call for nominations from the Board for the position of Vice Chair.

11. Adjournment



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

September 25, 2024, 5:00 p.m.

Members Present: S. Marks
Councillor J. Andrews (remote)
P. LeBlanc
D. Waugh
V. Speirs

Members Absent: Councillor T. Prendergast
B. Rea

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
H. Savage, General Manager, Community Services
R. Medeiros, Acting Deputy Treasurer, Corporate Services

1. Call to Order

Chair S. Marks called the meeting to order at 5:04 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4. Adoption of Minutes of Previous Meeting

Recommendation: 2024-025

Moved by V. Speirs
Seconded by P. LeBlanc

That the minutes of the August 14, 2024, meeting be approved, as amended:

Move the recorded vote in section 7.2 under motion 2024-024

Carried Unanimously

5. Presentations

None.

6. Information Items

Recommendation: 2025-026

Moved by P. LeBlanc
Seconded by D. Waugh

That the information items be received.

Carried Unanimously

6.1 CEO Report - September

6.2 2024-08-31 Library Operating Financial Report

6.3 2025 Library Closure Dates

6.4 FOPL and OLA Advocacy Priorities - July 2024

6.5 OLA - ONTARIO DIGITAL PUBLIC LIBRARY – August 2024

7. Staff Reports

7.1 Report 24-11 Policy Review - Community Information

Recommendation: 2024-027

Moved by V. Speirs
Seconded by D. Waugh

That Report 24-11 Policy Review – Community Information be received;
and

That the Board approve the Community Information Policy as presented in
Appendix A.

Carried Unanimously

7.2 Report 24-12 Budget 2025

Recommendation: 2024-028

Moved by V. Speirs

Seconded by P. LeBlanc

That Report 24-12 Budget 2025 be received; and

That staff arrange for the Board to present the 2025 Proposed Budget to Council at the November 18, 2024 meeting.

Carried Unanimously

8. Correspondence

None.

9. Announcements

None.

10. Date of Next Meeting

The next meeting is scheduled for Wednesday October 23, 2024. 5:00 p.m.

11. Adjournment

The meeting adjourned at 6:22 p.m.

Darla Fraser, CEO

Sheri Marks, Board Chair



CEO – NOVEMBER 2024

Sector Updates

Ontario Library Association (OLA)

The OLA **2025 Super conference** will take place in Toronto from January 29 to February 1, 2025, with the theme "Building Bridges." The **Trustee Boot Camp** is scheduled for Saturday, February 1, from 9 AM to 4 PM.

We are delighted to announce that Shannon McGrady's proposal for a short presentation at the 2025 OLA Super Conference has been accepted. Her presentation, titled "**Learning Hard Truths: Building a Bridge to Reconciliation One Book at a Time**," was chosen from many submissions. Shannon is excited to share the journey that our staff and team members embarked on last year through the Truth and Reconciliation Indigenous Book Club. We congratulate her on this successful submission and thank her for bringing this idea forward to celebrate and share with other library professionals.

Additionally, the International Indigenous Librarians' Forum (IILF) will be hosted in [Toronto](#) from June 17-20, 2025. The forum's theme, "Our Dish/Dish with One Spoon," reflects an important teaching and treaty between the Anishinabek Nation and Haudenosaunee Confederacy to care for the lands on which Toronto is located. More details to come.

Federation of Ontario Public Libraries (FOPL)

October 17 the CEO attended FOPL information session on advocacy and the priority for the Ontario Digital Public Library (ODPL).

Key benefits of the ODPL

1. **Equitable Access:** All Ontarians, regardless of location, gain access to a wide range of digital resources.
2. **Cost Savings:** By leveraging volume purchasing, the ODPL could provide digital resources at a cost savings of up to 40% when compared to a direct subscription by an average Ontario public library.
3. **Digital Literacy Support:** Library staff provide technology and digital literacy assistance.

Canadian Federation of Library Associations (CFLA)

CFLA-FCAB Statement on Libraries & the Intellectual Freedom of Children & Youth – information item 6.3

CFLA-FCAB prepares a federal budget submission each year. This year's submission reiterated and highlighted the messaging of our national advocacy campaign, with three pillars:

1. Increase funding to public libraries to support them as an essential part of the social infrastructure of our communities.
2. Increase investment in organizations that provide accessible reading services.
3. Increase support for Indigenous libraries and Indigenous library workers.

Operations

Public Library Month and Fire Prevention Month wrapped up last month. We were thrilled to have a month-long display of fire safety and fire prevention information at the library. The lucky winner of the draw for the bucket full of loot has been notified.

Respect Your Rec

The library is proud to be part of the “Respect Your Rec” campaign, encouraging everyone to care for town assets – parks, recreation centres, and libraries. It also challenges the community to consider what it would mean not to have these services.

Facilities

Carpets throughout Mill library, as well as the lower-level tiles, were cleaned on November 18 (the library was closed to the public for Kudos/GLAD day). Work continues with facilities on updating and repairing as needed.

According to the policy review plan the room rental policy is scheduled for review early next year. There has been a request for an idea not covered in the existing policy and further requests requiring exceptions to the current policy. Research has already begun on the potential changes to be proposed to the Board in February.

Resource Allocations

As we consider hours of operation in the coming months there may be room for better alignment of public demand and staffing thereby providing additional hours for project work. As part of the investigation into a recommendation for hours, current foot traffic trends are an important consideration. The following provides an insight into some of the data we are using to inform our evidence-based planning.

Foot Traffic – By Branch by Month

Figure 1 below depicts foot traffic data collected at each location for each month this year. The blue indicator on each graph depicts Mill Street data – Year to date a total 52,991 visits were recorded. The orange indicators show Alder beginning in March – since then a total of 35,378 visitors have been recorded. Figure 2 shows the proportion of the total counts (88,369) monthly as a percentage of the total.

Figure 1: 2024 Foot traffic by month and location.

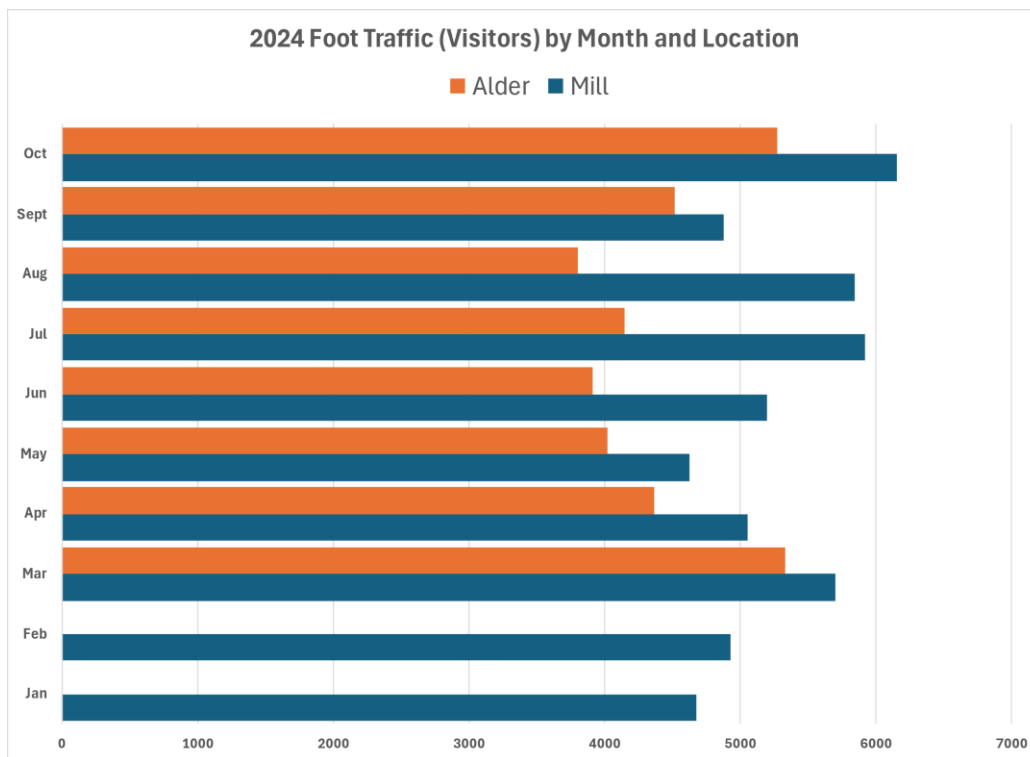
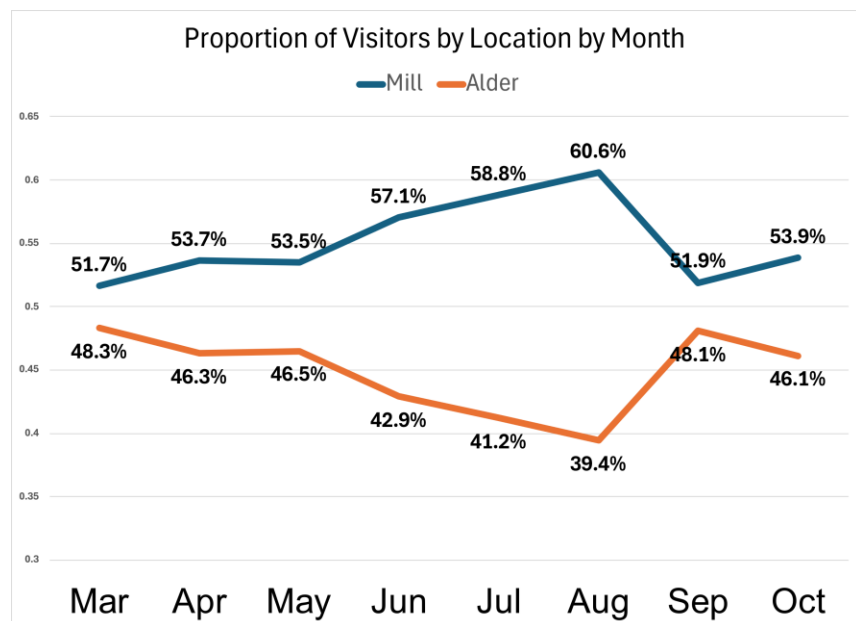


Figure 2: Proportion of visitors by location and by month.



Observations:

Alder Stats:

- Manually counted by our diligent frontline staff.
- Data is unavailable for January and February as documentation began in March.
- Visits were light through the summer, as anticipated. Alder Recreation Centre (ARC) public pool reopened in May, summer camps kept the building busy, however, aquatic programming has ramped up services slowly and thoughtfully as staff familiarized themselves with new pools.

Mill Stats:

- Steady foot traffic averaging over 5,000 people per month recorded.
- Data collected automatically using Axis Camera system
- Foot traffic was strong in July and August, partly due to the popular summer reading programs offered.

What the Data Tells Us:

- Significant rise in foot traffic at Alder in September, coinciding with the pools' full operation, the start of hockey season, and families settling into new school routines.
- October was the highest number of visitors in one month to date at Mill and the second highest (below March) at Alder.

Trends to watch – library usage within ARC

Foot Traffic – By Branch by Month and Day of the Week

Mill

As we drill down into the data, below the monthly totals we can observe the counts on average by month and day of the week.

Figure 3: Average foot traffic at Mill library by month and day of the week

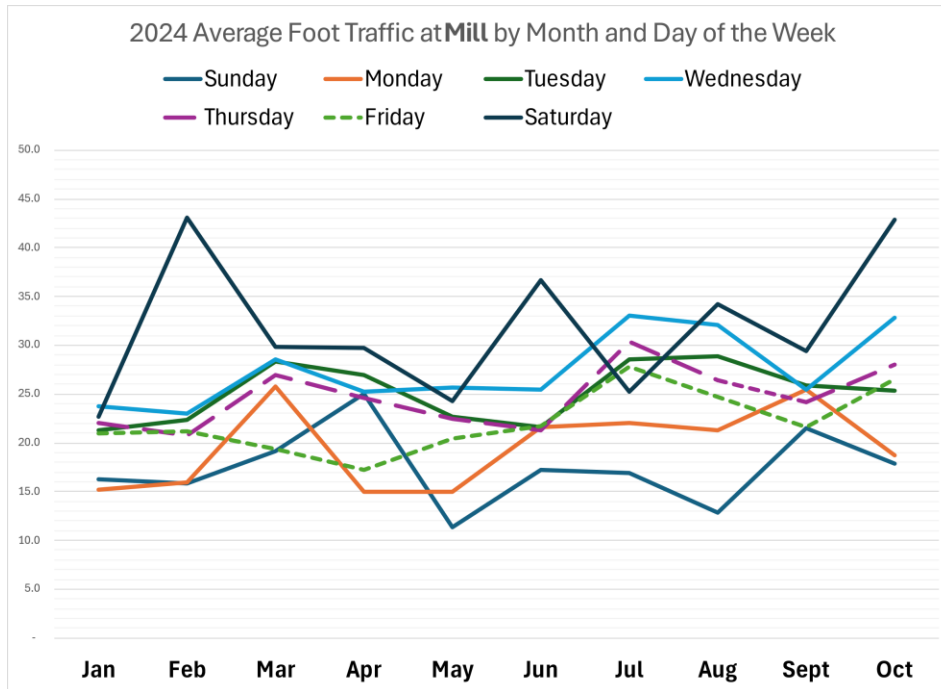


Figure 4: Average foot traffic at Mill library by month and day of the week

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Average by Month
Jan	16.3	15.2	21.3	23.7	22.1	20.9	22.7	20.5
Feb	15.9	15.9	22.3	23.0	20.8	21.2	43.1	23.3
Mar	19.2	25.8	28.3	28.5	26.9	19.3	29.8	25.6
Apr	25.0	15.0	26.9	25.3	24.6	17.2	29.7	23.0
May	11.3	14.9	22.6	25.7	22.5	20.5	24.3	21.0
Jun	17.2	21.6	21.6	25.4	21.3	21.8	36.6	24.2
Jul	16.9	22.1	28.6	33.0	30.3	27.8	25.3	26.9
Aug	12.8	21.3	28.9	32.1	26.4	24.7	34.3	26.6
Sept	21.5	25.5	25.8	25.5	24.2	21.6	29.4	23.9
Oct	17.8	18.8	25.3	32.9	28.1	26.5	42.8	28.0
Average per Day of Week	17.4	19.6	25.2	27.5	24.7	22.2	31.8	24.3

Observations

- **Wednesdays** and **Tuesdays** generally see higher foot traffic compared to other weekdays.
- **Fridays** tend to have lower foot traffic, except for July (cottage, camping and summer vacations time).
- **Saturdays** consistently show high foot traffic, the peak in February is a result of the grand reopening of the building held Saturday the 10th.
- **Sundays** have variable traffic, with a significant increase in April and September.
- **March** and **April** show increased activity on weekdays due to March break programming
- **July** and **August** see higher traffic on Tuesdays and Wednesdays, summer holidays from school and increased summer reading club activities.
- **September** shows a balanced distribution of foot traffic across the week, with a slight increase on Sundays and Saturdays.

Alder

Figure 5: Average foot traffic at Alder library by month and day of the week

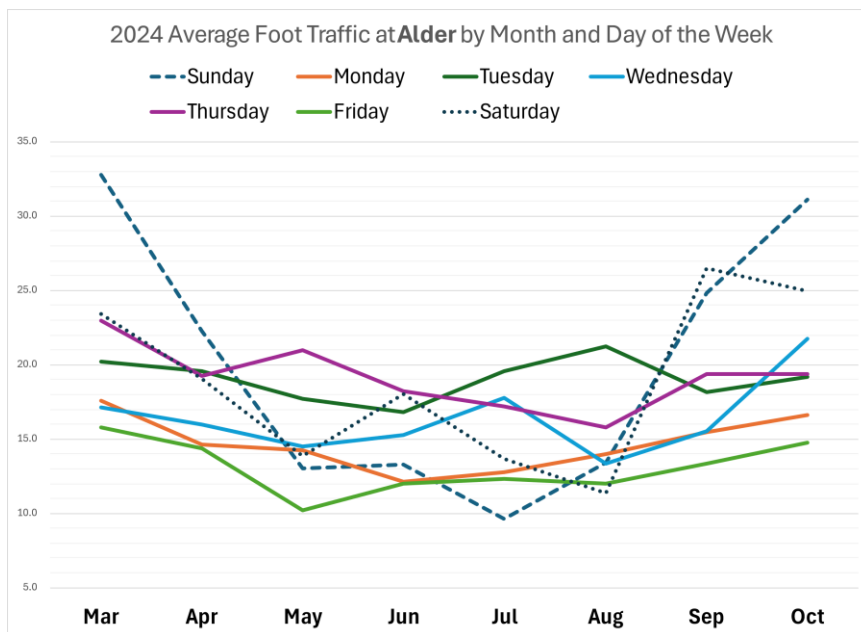


Figure 6: Average foot traffic at Alder library by month and day of the week

Average Counts by Month and Day of Week								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Average
Mar	32.8	17.6	20.2	17.2	23.0	15.8	23.4	21.4
Apr	22.3	14.6	19.6	16.0	19.3	14.4	19.0	17.9
May	13.0	14.3	17.7	14.5	21.0	10.2	13.8	14.9
Jun	13.3	12.2	16.8	15.3	18.3	12.0	18.0	15.1
Jul	9.6	12.8	19.6	17.8	17.2	12.3	13.7	14.7
Aug	13.4	14.0	21.2	13.3	15.8	12.0	11.4	14.4
Sep	24.8	15.5	18.2	15.5	19.4	13.4	26.5	19.0
Oct	31.1	16.6	19.2	21.7	19.4	14.7	24.9	21.1
Grand Total	20	15	19	16	19	13	19	17

Weekend use is typically higher during the months September to March.

Foot Traffic – By branch by Day of the Week and Hour of the day

As we navigate further into the data, we can analyze the foot traffic by not only Month and day – but down to hour of the day by day of week.

We begin with another heat map figure 7 shows the average number of people entering the library based on data collected **year to date** by location. The averages are based on the total number of people recorded, Mill Street YTD 52,991 and Alder beginning in March to the end of October 35,378.

Figure 7: Foot traffic by branch by day of the week and hour of the day

Mill Street - Camera / People counter software									
	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	
Monday	22	22	18	22	18	21	19	12	
Tuesday	35	26	29	29	26	22	21	13	
Wednesday	32	26	34	31	24	32	26	15	
Thursday	41	23	24	30	24	21	20	14	
Friday	25	24	22	26	25	22	22	12	
Saturday	34	40	32	39	34	27	16		
Sunday			19	21	17	14			

Alder Branch - Manual Count											
	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Monday		22	13	11	9	7	11	18	19	23	14
Tuesday		23	25	13	13	11	17	21	24	29	15
Wednesday		16	11	9	9	10	17	20	29	32	13
Thursday		20	11	10	9	9	15	28	42	32	15
Friday		23	14	14	11	10	13	13	13	13	7
Saturday	19	27	23	19	17	15	15	14			
Sunday				24	24	20	18				

Program Update as submitted by Lauren Tilly



Members of Orange thREADs have been very busy the past few months knitting and crocheting a lovely assortment of items for donation to both the IODE and Family Transition Place which they do annually.



Celebrating the young artists from the After School Club as we enjoyed the first community led content on Tales on the Trail with the "Young Artist Showcase".



Storytime had a lot of guest readers in October to celebrate Fire Prevention Week, Waste Reduction Week and Hispanic Latin American Heritage Month.



Celebrating Hispanic Latin American Heritage Month with a film screening of *El Fantasma* on Oct. 25.



October 27 Spooky Open Mic Spectacular hosted in partnership with the Headwaters Writers' Guild.



Social Justice Club participants learning Civic Literacy and enjoying some Halloween fun.



November 4 Experts in the Library Crime Writers Panel.



The In Their Memory community led content showcasing Dufferin Veterans on display since the beginning of November will stay up until the first week of December for everyone to enjoy at Island Lake.

Up and Coming

- The fall storytime session comes to and end on November 29 and the winter session will resume on January 14
- The Parent Support Network (formerly Dufferin Parent Support Network) will be hosting a drop in [Sip'n'Craft](#) event for families from 10 am to 1 pm on Saturday, November 23 at Mill Street
- [Words the Orangeville Way \(WOW\)](#) the annual literary event will take place on Saturday, November 30 at Mill Street featuring local author Nicola Ross in conversation with Marlis Butcher and Pamela Mulloy as they talk travel, moderated by Bernadette Hardaker, registration required
- [Scientists in School](#) is presenting two STEM workshops for some PD Day fun on November 22 and November 29 thanks to grant funding
- The Teen Advisory Group will host their first teen led and created program on Friday, November 29 with the [Stranger Things Escape Room](#) for ages 13 to 17, registration required
- Santa Claus is coming to town and will be at Alder Recreation Centre on Thursday, December 5 for the annual [Stories with Santa](#)
- The [100% Certainty Book Club](#) has their final meeting of the year on Thursday, December 5 featuring the book “Grief is the Thing with Feathers”
- The next [Books and Loose Parts](#) session will take place on Wednesday, December 11
- [Coffee, Conversation & Books](#), hosted in partnership with Dufferin Libraries will take place in Orangeville to close out the year on December 18 at Mochaberry Cafe and feature local author Cynthia Young
- Watch the website for details – OPL will host a lineup of passive and registered activities for families and school age kids to enjoy over the holiday break in late December and early January



Library Operating
For period ending October 31, 2024



	2023 October YTD Actuals	2024 October YTD Actuals	2024 Annual Budget	2024 Variance \$	2024 Variance %
Operating Fund					
Library Services					
Revenues					
User Fees	(\$75,007)	(\$117,354)	(\$125,711)	(\$8,357)	7%
Grants	(1,650)	(8,009)	(33,950)	(25,941)	76%
Miscellaneous	(16,261)	(16,290)	(11,000)	5,290	(48%)
Other Fines and Penalties	(1,059)	(2,152)	(2,371)	(219)	9%
Total Revenues:	(93,977)	(143,805)	(173,032)	(29,227)	17%
Expenses					
Compensation	1,279,567	1,460,736	1,844,098	383,362	21%
Insurance	6,680	7,558	7,682	124	2%
Office Expenses	20,155	23,391	28,078	4,687	17%
Workshops and Conferences	9,431	14,330	18,287	3,957	22%
Advertising	5,893	5,985	8,843	2,858	32%
Professional Fees	(2,284)	5,587	5,000	(587)	(12%)
Programs	15,615	16,301	19,216	2,915	15%
Software Licence & Support	23,646	25,952	30,855	4,903	16%
Internal Allocation	14,328				
Maintenance and Repairs	35,836	38,559	75,227	36,668	49%
Service Agreements	5,560	5,784	7,600	1,816	24%
Utilities	10,200	16,419	22,280	5,861	26%
Collections		77		(77)	
Transfers to Reserve	201,563	186,061	248,082	62,021	25%
Transfer to Capital			53,000	53,000	100%
Total Expenses:	1,626,190	1,806,740	2,368,248	561,508	24%
Total Operating Fund	1,532,213	1,662,935	2,195,216	532,281	24%

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 27, 2024
Report #: 24-13
Subject: Board Meeting Schedule 2025/2026

Recommendation

That Report 24-13 Board Meeting Schedule 2025/2026 be received; and

That the Board approve the proposed meeting schedule and dates as presented, or as amended by consensus.

Purpose

According to the Public Library Act:

- Library Boards are required to fix times and places for board meetings, call and conduct such meetings, and ensure that full and correct minutes are kept.
- It also dictates that the Library Board shall hold a minimum of seven (7) regular meetings each year of each term.

The local procedural bylaw states that:

- Regular meetings of the Orangeville Public Library Board shall be held at: 5:00 p.m. on the fourth Wednesday of each month. Regular meetings will be held in the Orangeville Public Library – Mill Street Branch - boardroom.
- Months for meeting to be held will be determined in advance ensuring a minimum of seven meetings annually.
- At the discretion of the chair, the time, day, or place of board meetings may be altered.

Background

Staff circulated a survey to board members offering the opportunity to select preferred dates within the framework established in the bylaws.

Library Board Meeting Dates

There was a majority of the board members that responded, and the results are as follows:

2025		2026	
1	February 26	1	February 25
2	March 26	2	March 25
3	April 23	3	April 22
4	May 28	4	May 27
5	September 24	5	September 23
6	October 22	6	October 28
7	November 26	7	November 25

Please note that budget schedules under the new CFO will need to be addressed once established, therefore additional (special budget) meetings will likely be required during the summer gap (Jun – Aug).

Excerpt from Procedural Bylaw. Section: 11.6 Special Meetings

The chair or two members of the board may summon a special meeting of the board by giving each member reasonable notice in writing (email accepted), specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

Two other dates to be determined:

Board, Staff, Friends & Volunteer Appreciation Event

Once, per term of office, the library board will host an appreciation event to be held in the library after hours.

Options:

1. Friday, September 26
2. Friday, October 24
3. Friday, November 7
4. Friday, November 14

Board / Council BBQ – traditionally the newly elected board chair invites council to meet with the library board at a casual social BBQ setting.

Options:

1. Monday, June 16
2. Monday, July 21
3. Monday, August 25
4. Monday, September 15

Request delegations to council quarterly to address topics such as:

- Q1 VOLT
- Q2 Annual Survey
- Q3 Budget
- Q4 Highlights and Strat plan progress

Financial Impact

This report will not generate direct financial implications. A reduction in the number of evening meetings can help reduce the amount of lieu time for support staff throughout the year.

Strategic Alignment

Strategic Direction: Soar

Objective: N - Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environmental sustainability

Action 35: Maintain adherence to legislated responsibilities and obligations.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 27, 2024
Report #: 24-14
Subject: Policy Review - Volunteer and Security and Emergency

Recommendation

That the Report 24-14 Policy Review - Volunteer and Security and Emergency be received; and

That the Board approve the Volunteer Policy, as presented in Appendix A; and

That the Board approve the Security and Emergency Policy as presented in Appendix B.

Purpose

The Library Board is responsible for setting and regularly reviewing library policies. These policies cover a wide range of areas, including library services, user behavior, and resource management.

Background

Volunteer Policy: Outlining the expectations and principles governing the volunteer program at the Orangeville Public Library.

Date of original motion: September 2013

Date of last review: October 28, 2020

Updated to align with the Town of Orangeville's Policy for Committees and local boards (Feb. 2023) revisions on several aspects in regard to volunteers, covering details including but not limited to insurance coverage and indemnity.

Security and Emergency Policy: Canadian Urban Library Council (CULC) has put out new information and a tool kit in response to the current social environment. CULC

explained that “Across Canada, socio-economic forces are increasing the frequency and intensity of security and safety incidents in public spaces, including libraries. Despite being a small percentage of customer interactions, these incidents significantly impact employees’ sense of safety and public perceptions of libraries as safe, welcoming and accessible spaces.”

The review of this policy was delayed as staff are working on the [toolkit](#) designed to assist libraries to understand their strengths and weaknesses and provide solutions for design to ensure the safety and security of all.

Date of original motion: September 2013

Date of last review: June 2020

This policy has been updated to remove “procedures” detailing the evacuation of the building and the working alone policy. A work plan will be developed based on the gaps and action items identified in the toolkit results.

Financial Impact

At this time there are no financial implications because of these policies, however, once results of the toolkit assessment are understood, there may be a requirement to invest in new safety and security measures. Any request for expenses outside the approved budget will be presented to the board under a separate report.

Strategic Alignment

Strategic Direction: Soar

Goal: Maintain adherence to legislated responsibilities and obligations

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer



Volunteer Policy

Board motion:

Date of next review: November 2028

Date: November 27, 2024

Date of original motion: September 2013

Policy type: Board

Chair's signature: _____

Purpose

The purpose of this policy is to detail the expectations and principles governing the volunteer program at the Orangeville Public Library. Orangeville Public Library is committed to diversity, equity and inclusion in all areas of work. We are committed to developing and maintaining a volunteer program where individuals with diverse backgrounds, experience and abilities are able to participate.

Policy

The library board welcomes community participation in the organization to supplement the efforts of paid staff. The volunteer program is not intended to replace any paid staff and is not intended to become a direct function of the daily operations.

Scope

This policy provides guidance to management, staff and volunteers. The policy shall apply to all volunteers including members of the Friends of the Library and extends to include outreach events and library activities which occur out in the community.

1. The term "volunteer" refers to a person who performs a service for the library without compensation (beyond reimbursement for pre-approved specified expenses). Opportunities for volunteer placements will be identified by staff.
2. The library accepts community members as volunteers who are participating in student community service hours.
3. A volunteer must be officially enrolled by the library or a member of the Friends of the Library prior to performance of the task.
4. A vulnerable sector police records check will be required for volunteers working with children or vulnerable adults.

5. The library may at any time terminate the volunteer's relationship with the library or make changes in the nature of the volunteer assignment.
6. Each volunteer shall perform duties under the supervision of a staff member.
7. The service of paid staff members as volunteers is accepted provided that the volunteers service is:
 - initiated by the staff member
 - provided voluntarily
 - involves work that is outside the normal scope of duties and working hours for that staff member
8. An individual must have completed at least grade 8 to volunteer at the library.
9. Family members of paid staff are welcome to volunteer with the library but never under the direct supervision of their family member.
10. A volunteer shall not disclose any personal information that they may become aware of in the conduct of their assigned duties. Failure to maintain confidentiality may cause immediate termination of the volunteer.

For details on Insurance coverage and indemnity see the Town of Orangeville's Policy for Committees and local boards (Feb. 2023), excerpt below:

Volunteers are guided and bound by the same policies and procedures as library employees. OPL can discontinue the service of volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignment.

Volunteers and Committee members are not employees or representatives of The Corporation of the Town of Orangeville, may not communicate on behalf of the Corporation nor bind the Corporation and shall not utilize Town of Orangeville business cards or the like.

Insurance Coverage and Immunity

During the volunteer term and in the performance of the volunteer activities, volunteers will have access to the insurance and immunity outlined below. Schools and organizations volunteering their members will be responsible for the liability and insurance of their participants.

General Liability Insurance

The Town's liability insurance protects both the Town and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss of or damage to the volunteer's property. There is no cost to the volunteer for this liability insurance coverage.

Auto Liability Insurance

Volunteers are not authorized to use Town-owned or leased vehicles. The Town does not provide auto liability coverage for any volunteer's personal vehicle driven on behalf of the Town during their volunteering duties.

Workers' Compensation

The Workplace Safety and Insurance Board does not provide coverage for volunteers. Any person incurring injury or illness while volunteering will not be covered by the Town's WSIB policy.

Accidental Death and Dismemberment Insurance

The Town does not provide volunteers with insurance for accidental death or dismemberment, nor for medical and dental expenses, nor wage loss as a result of an accident incurred by a volunteer. There is no group life insurance provided to volunteers.

Performance

Volunteers will be encouraged to complete their duties and/or attend meetings on a regular basis, for which the volunteer freely gives their time and expertise to the community, without financial compensation.

Safety and Security

Volunteers are responsible for their own safety and the safety and security of all their personal property and possessions.

Expenditures

Any expenditures on behalf of the board or committee must be made in accordance with the Town's Procurement Policy.

Vulnerable Sector Police Checks

Vulnerable Sector Police checks may be required in certain circumstances. Any costs associated with such checks will be reimbursed by the Town.

Security and Emergency Policy

Board motion:

Date of next review: November 2028

Date: November 27, 2024

Date of original motion: June 2020

Policy type: Operational

Chair's signature: _____

Purpose

The Orangeville Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers, and members of the public who use the library. The board also aims to protect library property.

Policy

1. The board, chief executive officer, and library employees share the responsibility to ensure a safe and secure workplace.
2. The board ensures that funding, time, and resources are dedicated to training the staff in security and emergency procedures.
3. The board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of our patrons.
4. The chief executive officer will ensure adequate safety programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a. events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals (with or without weapons), and medical emergencies (including pandemics)
 - b. criminal acts, including theft, vandalism, and drug dealing and/or use
 - c. disasters that threaten collections, furniture, and equipment, including fire and flood
 - d. times of declared state of emergency by any respective level of government
5. Staff members will enforce the library's Code of Conduct in order to ensure safety and security, and a welcoming environment for all library users.
6. All reports of harassment, threats, violence or vandalism involving a third party will be submitted using the RZone program incident form. The results and consequences of the investigation will be communicated through the process outlined in the RZone program.

7. The chief executive officer has full discretionary powers to remove or ban any individual for any duration from the library if he/she believes that action is suitable given the situation and circumstances. Should these powers be enacted, appeals would be directed to the library board chair and the decision of the board will be final.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather, pandemic and power failure. The primary consideration is the safety of all persons in the building and on the property. The chief executive officer in consultation with municipal staff and the board chair will determine when to close the library during an emergency situation.
9. During times of a declared state of emergency, decision making will be reduced/ altered to the board chair and the chief executive officer in consultation with the head of council, chief administrative officer/general manager and municipal staff, as reflected in the procedural by-laws.
10. The library cooperates with other agencies responsible for safety and local emergency preparedness.

Working Alone

Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker.

In addition:

- all staff will be made aware of potential risks and will be trained on procedures when working alone
- staff will not work alone in the library without the prior consent of the chief executive officer or designate
- volunteers will not be permitted alone in the library

If working alone is approved by a supervisor, a Working Alone Plan will be developed for the employee that includes identification of the possible risks that may arise in the course of work being performed, and details of how emergency assistance will be obtained in the event of an injury or incident.

Related documents:

- Code of Conduct and Rzone Policy
- Town of Orangeville, Violence in the Workplace Prevention Policy
- Town of Orangeville, Working Alone Procedure