



Agenda
Orangeville Public Library Board

Wednesday, February 26, 2025, 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: 567 669 823#. 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. Land Acknowledgment**

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize 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**

Recommendations:
That the minutes of the following meeting are approved:

 - 4.1 2024-11-27 Library Board Minutes** 3
 - 4.2 2025-01-13 Library Board Minutes** 6
 - 4.3 2025-01-13 Library Board Closed Minutes**
- 5. Presentations**
- 6. Information Items**

Recommendations:
The the information items are received.

6.1	CEO Report - February 2025	8
6.2	2024-12-31 Library Operating Financial Report	18
6.3	2025 Collection Agreements	19
7.	Staff Reports	
7.1	Report 25-03 2025 Schedule A – Circulation Policy Fees and Fines	22
	Recommendations: That Report 25-03, 2025 Schedule A – Circulation Policy Fees and Fines be received.	
7.2	Report 25-04 Review of Safety and Security Measures	25
	Recommendations: That Report 25-04 Review of Safety and Security Measures be received.	
7.3	Report 25-05 Project Update - Exploratorium	35
	Recommendations: That Report 25-05, Project Update - Exploratorium be receive; and That the Board approve the Exploratorium Policy as presented in Appendix A; and That the Board approve a construction budget up to a maximum of _____ dollars.	
8.	Correspondence	
9.	Announcements	
10.	Date of Next Meeting	
	The next meeting is scheduled for March 26, 2025.	
11.	Adjournment	



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

November 27, 2024, 5:00 p.m.

Members Present: S. Marks
Councillor J. Andrews
P. LeBlanc
B. Rea
D. Waugh
V. Speirs

Members Absent: Councillor T. Prendergast

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
C. Braan, Chief Financial Officer/Treasurer, Operations,
Corporate Service
R. Patel, Makerspace Specialist

1. Call to Order

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

Recommendation: 2024-029

Moved by Councillor J. Andrews
Seconded by B. Rea

That the agenda be amended to include a presentation by Raghav Patel, Makerspace Specialist.

Carried Unanimously

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2024-030

Moved by D. Waugh
Seconded by V. Speirs

That the minutes of the September 25, 2024 meeting be approved.

Carried Unanimously

4. Presentations

4.1 Raghav Patel, Makerspace Specialist - Makerspace Update

Raghav shared the concept design of the makerspace with board members. Next steps involve working with D+H Architects to create drawings and provide cost estimates.

5. Information Items

Recommendation: 2024-031

Moved by Councillor J. Andrews

Seconded by P. LeBlanc

That the information items be received.

Carried Unanimously

5.1 CEO Report - November

5.2 2024-10-31 Library Operating Financial Report

6. Staff Reports

6.1 Report 24-13 Board Meeting Schedule 2025, 2026

Recommendation: 2024-032

Moved by Councillor J. Andrews

Seconded by P. LeBlanc

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

That the Board approve the proposed 2025/2026 meeting schedule.

Carried Unanimously

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

Recommendation: 2024-033

Moved by V. Speirs

Seconded by Councillor J. Andrews

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; and

That the Board directs staff to report back at the February 26, 2025 meeting with a report that includes a timeline to address the training/procedure gaps for staff, identified from the CULC toolkit; and

That the Board directs staff to provide an annual review of the staff training plan and identified gaps.

Carried Unanimously

7. Correspondence

None.

8. Announcements

- Councillor J. Andrews spoke of the partnership between the EDI Committee and the Library. An allocation of \$10,000 has been earmarked to research, support and promote Library initiatives. A report is going to Council in the coming week and will be shared with board members once available.
- MPP Jones office has offered a meeting date on Friday November 29 at 1:00 p.m. Board members are encouraged to attend.
- CEO D. Fraser asked which board members will be attending the OLA Super Conference this year. P. Leblanc, V. Speirs and D. Waugh expressed their interest in attending.

9. Date of Next Meeting

The next meeting is scheduled for Wednesday February 26, 2025. 5:00 p.m.

10. Election of Chair and Vice Chair

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

Recommendation: 2024-034

Moved by S. Marks

Seconded by Councillor J. Andrews

That P. LeBlanc be nominated as the Chair of the Orangeville Public Library Board commencing January 2025.

Carried Unanimously

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

Recommendation: 2024-035

Moved by B. Rea

Seconded by Councillor J. Andrews

That V. Speirs be nominated as the Vice Chair of the Orangeville Public Library Board commencing January 2025.

Carried Unanimously

11. Adjournment

The meeting adjourned at 7:08 p.m.

Darla Fraser, CEO

Sheri Marks, Board Chair



Minutes of Orangeville Public Library Board

The Corporation of the Town of Orangeville

January 13, 2025, 5:00 p.m.

Members Present: P. LeBlanc
Councillor J. Andrews (remote)
Councillor T. Prendergast (remote)
B. Rea
V. Speirs
D. Waugh (remote)

Members Absent: S. Marks

Staff Present: J. Moule, Administrative Assistant
H. Savage, General Manager, Community Services

Staff Absent: D. Fraser, CEO

1. Call to Order

Chair P. LeBlanc called the meeting to order at 5:01 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Closed meeting

Recommendation: 2025-001

Moved by B. Rea
Seconded by D. Waugh

That a closed meeting of the Orangeville Public Library Board be held, pursuant to section 16.1(4) of the Public Library Act for the purposes of considering the following subject matters, labour relations or employee negotiations.

Carried Unanimously

3.1 Role of the Library Chief Executive Officer

4. Rise and Report

Recommendation: 2025-002

Moved by B. Rea
Seconded by Councillor J. Andrews

That the confidential Report 25-02, Role of the Library Chief Executive Officer, regarding labour relations or employee negotiations, be received; and

That the Board approve the Job Description for the Library Chief Executive Officer dated August 2024.

Carried

5. Land Acknowledgment

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.

6. Staff Reports

6.1 Report 25-01 Formation of a CEO Selection Committee

B. Rea offered to take the lead in organizing the retirement event for the incumbent.

Recommendation: 2025-003

Moved by B. Rea

Seconded by Councillor J. Andrews

That Report 25-01 Formation of a CEO Selection Committee be received; and

That the Board formally authorizes the establishment of a 2025 CEO Selection Committee who is provided the delegated authority to undertake the search, complete executive recruitment and secure a candidate for the new CEO of the Orangeville Public Library; and

That the CEO Selection Committee shall remain in place until the position is filled; and

That the committee composition includes the following members and support staff as indicated:

- Board Member P. LeBlanc (Member)
- Board Member B. Rea (Member)
- GM, Community Services (Member)
- HR Representative (Support Staff)
- Administrative support (Support Staff)

; and

That the Board authorize the selection committee to invite an outside current Public Library CEO to serve as an expert on the interview panel who shall be provided an honorarium per interview or per day, that does not exceed the recommended maximum amount.

Carried

7. Adjournment

The meeting adjourned at 5:59 p.m.

Darla Fraser, CEO

Peter LeBlanc, Board Chair



CEO – February 2025

Sector Updates

Ontario Library Services (OLS)

The new Interlibrary loan software has been implemented province wide and now that labour relations at Canada Post have been resolved the service has fully resumed.

OLS consultants are developing a new training session around the Strong Mayor's Act / Powers.

The Nordick Institute will be updating the Valuing Ontario Libraries Toolkit (VOLT), early this year. OLS Staff stressed that the results are not comparable across libraries – like the annual statistics. All figures require context, and all libraries' operations are unique, and the use of any toolkit must consider a library's particular governance context whether provincial, regional, or municipal, and reflect the needs of the communities the library serves.

Federation of Ontario Public Libraries (FOPL)

All provincial government advocacy is focused on the impending election. FOPL has reached out to each party with an ask for support to Public Libraries and particularly the Ontario Digital Public Library (ODPL). Prior to the call for an election, Executive Director, Ms. Stevens expressed her optimism regarding the ODPL as she has been fielding questions and library representatives have been asked/invited to provide budget delegations (a clear indication that the ministry is curious and gathering facts).

Ontario Library Association (OLA)

The annual super Conference held in Toronto at the end of January focused on building bridges. As described by the OLA, *a bridge is an essential structure. It crosses a divide and allows people to overcome obstacles. A bridge's purpose is in the connections it creates. When we talk about building bridges, not only are we talking about physical connections, but we're also talking about connecting individuals with issues, identities, and ideas. **When we build bridges, we build hope.***

Ministry of Tourism, Culture and Gaming

The platform to populate the figures for the Annual Survey is now open for input and the completed form is due April 30th. There were no updates provided as most business is paused during election period.

Intellectual Freedom - Real time Canadian challenges

“A library in Valleyview, Alberta is caught in the crosshairs of an international movement that could be of concern to all libraries. There is a large group that would see all 2SLGBTQ+ material/books identified and removed from public view”. The article is available [here](#). CBC The Fifth Estate recording is available on YouTube at "[the war on public libraries](#)".

Freedom to Read Week (February 23 to March 1) provides an opportunity for Canadians public libraries to focus on issues of intellectual freedom.

Operations

Preliminary year-end figures are now available for finance and operations. A quick review shows promising results.

Revenue:

The increase to revenue is primarily due to a rise in non-resident memberships and donations. The library gratefully received multiple small donations from local service groups and individuals. We've made it easier for people to donate by adding a "Donate Now" button on our website. Donors can request a tax receipt and provide comments with their donation.

Collection Agreements (which account for approximately 7% of total annual revenue) with the neighbouring municipalities are fully executed for 2025. Amaranth council has requested a presentation which will be delivered next month by the Board Chair and CEO.

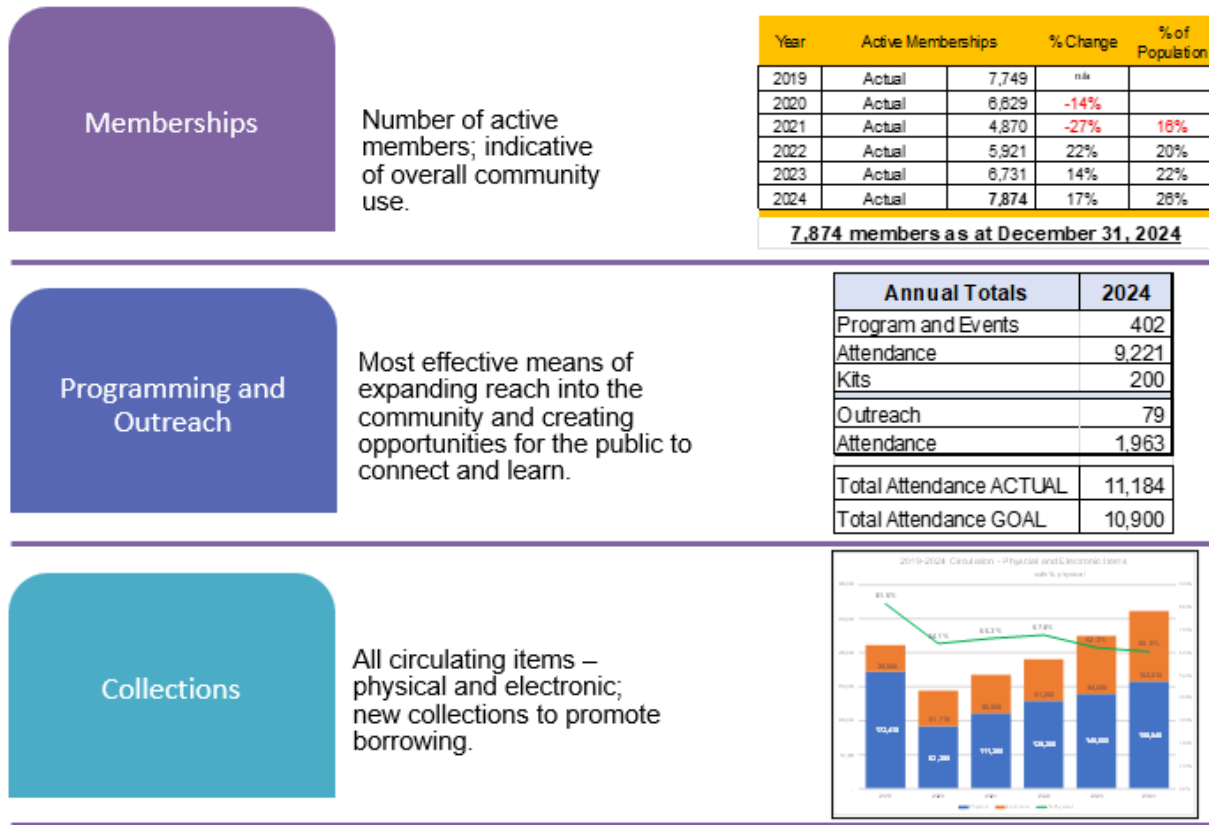
Operations:

We have met or exceeded our goals in circulation, memberships, and program attendance. It's been a year since our return to full operations at the Mill Street location, and the library is thriving in our new space.

A comprehensive report on year-end detailing all metrics both achievements and those metrics not met is in the works. The year end statistics, along with data required by the ministry from the annual survey, will be included in a future report to the Board in April. It will also provide an update on the Valuing Ontario Libraries Toolkit.

At first glance we can see that the number of active memberships and the number of electronic downloads have both exceeded 2019 figures. As for the physical collection and program attendance although we have not yet achieved pre-covid levels we did achieve our goal for 2024.

Figure 1: 2024 KPI's



Foot Traffic and Hours of Operation:

In considering a reduction in operating hours, the board’s input is crucial. Staff have been working on creative solutions to ensure adequate resources for Public Service Assistants training, desk time and programming (including the Makerspace). While my recommendation proposes a reduction of five percent, other alternatives are available. Staff have developed contingency plans to address any outcome below the five percent threshold and confirm their ability to implement any option chosen by the board.

We have been tracking foot traffic at both locations and suggest the following minor changes to our hours:

1. Friday Night Close at Alder: Shift closing time back to 6:00 PM from 8:00 PM. This change is justified by low usage and staff feedback.

2. Seasonal Hours at the Alder Location:

Some board members will recall when hours at the Alder library changed seasonally based on our service contract with Humber College. We propose implementing similar adjustments.

Staff recommend closing both Sunday and Monday at Alder during the summer months of June, July, and August.

Foot traffic heat maps show these are the least busy times for the Alder library. While the building is bustling with summer camps, foot traffic to the library is minimal.

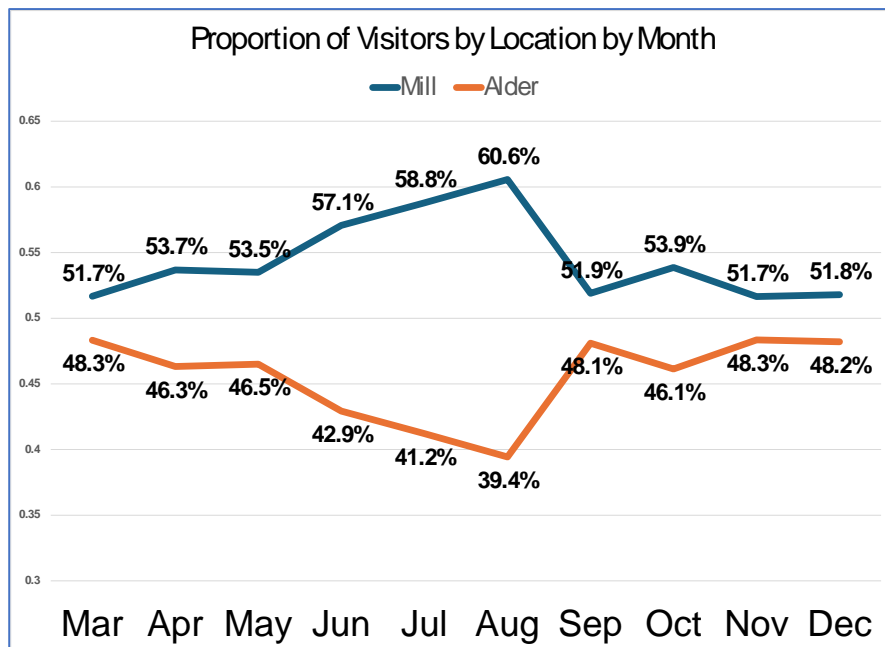
This adjustment would reduce the hours of operation by a total of 182 hours if the library closed Sunday and Monday from Victoria Day Weekend in May to Labour Day weekend in September. With less disruption to service due to three statutory holidays within this period. It is common practice among libraries (e.g. Grimsby, Sault Ste Marie, King Township) to offer reduced hours during the summer months.

To effectively maintain the 2024 program roster, our full-time staff have taken on additional responsibilities such as door monitoring and ensuring a second staff member is present in the building during evening programs (after hours – 70 hours logged). This creates a significant scheduling conflict, as the standard business hours do not align well with program delivery times. Full-time staff, including librarians and coordinators, have existing commitments that demand their attention during regular work hours. Consequently, managing time becomes a logistical challenge for everyone involved.

When librarians and coordinators cannot modify their work hours to accommodate program coverage within their normal 7-hour day, they must record extra hours as lieu time for any work exceeding a 35-hour week. Over the last year, more than 300 hours were accumulated as lieu time, intended to be used at the employee's discretion. However, due to ongoing workload and immediate obligations, scheduling time off remains difficult. While we are fortunate to have an incredibly dedicated team, the sustainability of this current program delivery model raises concerns.

The proportion of visitors by location based on the foot traffic counts fluctuates significantly during the months: June, July and August.

Figure 2 Proportion of visitors by location by month



This gap in the proportion of visitors between locations is depicted in figure 3 which highlights the difference in foot traffic for the summer months (June, July and August).

Figure 3 2024 average foot traffic counts by location

2024 (June-July-August) - Alder Branch - Average of Manual Counts													
	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	Per Day	#Hours Open
Monday		25	15	10	9	9	8	15	13	16	9	129	10
Tuesday		27	21	17	17	16	19	19	19	24	14	192	10
Wednesday		19	15	13	11	13	12	17	23	23	11	156	10
Thursday		23	12	13	10	7	16	22	33	23	10	170	10
Friday		25	17	14	10	10	12	12	8	8	5	121	10
Saturday	10	21	18	14	16	13	12	10				115	8
Sunday				12	13	11	12					48	4

2024 (June-July-August) - Mill Street - Average of Counts													
		10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM			Per Day	#Hours Open
Monday		26	25	20	26	22	23	18	13			173	8
Tuesday		36	28	30	32	31	20	22	13			212	8
Wednesday		45	27	36	33	27	35	25	13			241	8
Thursday		38	28	28	36	28	21	19	12			208	8
Friday		28	30	25	29	28	26	22	10			198	8
Saturday		38	41	31	36	36	28	17				227	7
Sunday				15	17	16	15					63	4

Should a different option be selected, staff are equipped to adapt our strategies accordingly. Any changes to hours of operations will be carefully communicated to our library members and stakeholders. It is proposed that these changes be initiated starting May 20th.

Figure 4 Proposed changes to hours of operation

Option	Description of Change	Annual Hours Open	% Reduction in Open Hours
1	Maintain Current Level of Service	5,594	
2	Reduce Fridays 2 hrs (-100 hrs.)	5,494	1.8%
3	Reduce Sunday and Monday (Summer at Alder)	5,412	3.3%
4	Both changes	5,312	5.2%
5	Reduce Mondays Only (Summer at Alder)	5,464	2.4%
6	Reduce Sundays Only (Summer at Alder)	5,534	1.1%
7	Friday year round and Mondays during the Summer	5,364	4.2%
8	Friday year round and Sundays during the Summer	5,434	3.0%

Public Services has been busy with the fine free implementation- numerous calls and emails as members with long overdue items are receiving invoices for the items not returned.

The student pages have been performing well. Our Program and Research Librarian has been submitting grant applications and working with the human resources division to secure two students to support our summer programs. These students bring a dose of innovation and enthusiasm, positively impacting our team dynamics.

When opportunities coincide with resources, we can offer students mentorship or internship placements. Currently, Gansey Veldhuis is concluding a 105-hour placement tied to his studies at Mohawk College, through Confederation College. This arrangement provides mutual benefits: we gain from the educational process, Gansey's feedback, and his contributions. He's assisting on a special project and has had the chance to engage with various staff members. Gansey has shown a keen interest in pursuing a library career, which has been rewarding for the staff, knowing they've played a part in nurturing his enthusiasm.

Through a new partnership with Theatre Orangeville the library will offer a new collection, **borrowable tickets for Theatre Orangeville!** Staff are finalizing procedures, and adaptations will be made as we gain experience with the process. Patron guidelines and basic system applications are being communicated; a display is available at Mill St. along with the "faux tickets" that the patron will bring to the service desk.

Black History Month

The staff did a great job creating displays and arranging posters in the libraries for Black History month. The following was shared Town wide by the CAO,

If you are looking for more resources on Black History Month, the library has prepared the links below for some books which are for all ages.

<https://www.orangevillelibrary.ca/en/news/black-history-month.aspx>

Here are the links in case you need them:

- [Non-fiction](#)
- [Picture books](#)
- [Black Canadian adult fiction](#)
- [Juniors and teens](#)

Community Recognition Bench

The Town of Orangeville is committed to EDI landscape investments and is looking at ways we can recognize our commitment alongside our community partners.

Landscape Investment– Community Recognition Bench

PURPOSE	MUNICIPAL BENCHMARKING	COMMUNITY CONSULTATION TO DATE	COST	CONSIDERATIONS
<ul style="list-style-type: none"> A community recognition bench is both a practical seating solution and a powerful symbol of recognition and support. It serves to acknowledge a group's significance, foster inclusivity and awareness. 	<p>10+ Municipalities currently have community recognition benches</p> <ul style="list-style-type: none"> City of Burlington Kawartha Lakes Mississauga (Sheridan College) Muskoka (all 6 municipalities) Newmarket Vaughn Welland 	<ul style="list-style-type: none"> Celebrate Your Awesome Committee Queer Village Book Club DCAFS GLOW 2SLGBTQ+ social group 	<p>\$3,000 – \$5,000</p> <ul style="list-style-type: none"> Recycled Plastic Approx. \$2,700 Accessible Design Same vendor/style as downtown benches Can embed a plaque 	<ul style="list-style-type: none"> Location Additional embedded plaque message Lead time 12 – 14 weeks

The library has been selected as a potential site for the installation of a community recognition bench. As part of the Landscape Investment initiative, mayor, Lisa Post in consultation with the Celebrate Your Awesome Committee has expressed their wish to find a location on Mill Street. The ask has come to Library Board for their assistance with determining some possible locations on Mill Street, ideally close to the library.

Dimensions: Length: 72”, Height 33.5”



Program Update *as submitted by Lauren Tilly*



Our first Experts in the Library event of 2025 featured local artist and adventurer AI Pace for an engaging presentation that wove together art and nature exploration via canoe.



On January 25 Family Literacy Day was celebrated at the Mill Street Library with a Magic Storytime. Special guest Marty the Magician amazed young attendees with some magic tricks, and everyone was reminded to practice their literacy skills together as a family.



Some big snow exploration has been happening at our Adventures in the Park program done in partnership with Dufferin EarlyON throughout the last two months. A perfect opportunity to read books about snow and winter as everyone engages in this outdoor play.



An impactful presentation was made on February 19 after the For King and Country event was rescheduled due to weather. OPL is grateful for the partnership with the DCCBA and the support of the Town of Orangeville EDI Committee to provide this educational opportunity.

Up and Coming

- DCCBA their [Annual Black History Month Event](#) at the Orangeville Opera House at 5 p.m. on **Saturday, March 1** at the Orangeville Opera House which the Orangeville Public Library will be supporting, tickets are \$20 ea.
- A lineup of fun school age children's entertainment and programming is planned for [March Break 2025](#) taking place from March 10 to 14 with shows at ODSS in the morning and various afternoon programs including STEM, kids knit, LEGO and more
- The Brave Canoe is partnering with Orangeville Public Library to host two school age sessions open to the public on **Saturday, March 15** – more details to follow
- OPL will host [author Dr. Samra Zafar](#) as part of its Experts in the Library series, and a belated International Women's Day celebration, on **Saturday, March 22** as she discusses her latest book – Unconditional: Break Through Past Limits to Transform Your Future
- OPL will partner with the Headwaters Writers' Guild to host their annual spring Open Mic event on **Sunday, April 6 from 1 to 3 p.m.** - registration for speakers opens February 28
- Intermediate Battle of the Books will take place at the Alder Street Recreation Centre on **Thursday, April 24** and the Junior Battle of the Books will take place on **Thursday, May 8** – Save the dates!

	2023 December YTD Actuals	2024 December YTD Actuals	2024 Annual Budget	2024 Variance \$	2024 Variance %
Operating Fund					
Library Services					
Revenues					
User Fees	(\$122,377)	(\$167,623)	(\$125,711)	\$41,912	(33%)
Grants	-39,123	-38,717	-33,950	4,767	(14%)
Miscellaneous	-17,611	-17,230	-11,000	6,230	(57%)
Other Fines and Penalties	-1,592	-4,089	-2,371	1,718	(72%)
Total Revenues:	-180,703	-227,659	-173,032	54,627	(32%)
Expenses					
Compensation	1,576,030	1,747,759	1,844,098	96,339	5%
Insurance	6,680	7,558	7,682	124	2%
Office Expenses	27,251	27,382	28,078	696	2%
Workshops and Conferences	13,002	14,807	18,287	3,480	19%
Advertising	7,541	6,952	8,843	1,891	21%
Professional Fees	5,668	5,994	5,000	-994	(20%)
Programs	18,616	19,994	19,216	-778	(4%)
Software Licence & Support	22,928	27,377	30,855	3,478	11%
Internal Allocation	17,194				
Maintenance and Repairs	62,402	67,570	75,227	7,657	10%
Service Agreements	7,052	7,576	7,600	24	
Utilities	15,609	18,776	22,280	3,504	16%
Transfers to Reserve	241,875	248,082	248,082		
Transfer to Capital	61,528		53,000	53,000	100%
Total Expenses:	2,083,376	2,199,827	2,368,248	168,421	7%
Total Operating Fund	1,902,673	1,972,168	2,195,216	223,048	10%

Revenues higher than anticipated: Non-resident increase in the number of memberships

Miscellaneous - Costs recovered - ticket sales and partners contributing to programs

Expenses: Finance Division will process the Transfer to capital (\$ 53k) - Variance reduced to \$ 170,048

Professional Fees were slightly higher than anticipated

**COLLECTION AGREEMENT
BETWEEN
THE CORPORATION OF THE TOWNSHIP OF AMARANTH
AND
THE ORANGEVILLE PUBLIC LIBRARY BOARD
2025**

Whereas the Orangeville Public Library Board wishes to enter into an agreement with the Corporation of the Township of Amaranth to invoice for the non-resident fees levied on households interested in membership with the Orangeville Public Library.

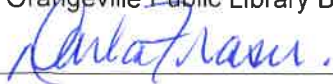
Therefore, be it resolved that the Corporation of the Township of Amaranth and the Orangeville Public Library Board agree to the following:

- 1) The Orangeville Public Library Board shall provide all services in accordance with the Public Libraries Act, R.S.O., 1990, c.P.44;
- 2) The Corporation of the Township of Amaranth agrees to pay the Orangeville Public Library Board directly for residents seeking membership with the Orangeville Public Library. The rate per household has been set at \$ 199.50 for 2025, and will be determined by the Orangeville Public Library Board as part of its annual budget process for 2026;
- 3) The Orangeville Public Library Board agrees to invoice the Corporation of the Township of Amaranth three times per year on April 30, August 31, and December 31;
- 4) Each invoice will provide details per household including name and civic address and a copy of a signed MFIPPA release form.
 - a) The MFIPPA release form authorizes the Orangeville Public Library Board to share the personal information of the residents applying for a card/membership with the Corporation of the Township of Amaranth, for the purpose of verifying their eligibility and invoicing the non-resident fees. The MFIPPA release form also informs the residents of their rights and obligations under the Municipal Freedom of Information and Protection of Privacy Act;
- 5) The Corporation of the Township of Amaranth will not be represented on the Library Board;
- 6) This agreement will expire December 31, 2025, and can be terminated with 60 days written notice by either party prior to the end date;
- 7) In the event of any dispute or conflict arising from the implementation or interpretation of this agreement, the parties agree to resolve the matter amicably through good faith negotiations, and to seek mediation or arbitration as a last resort before resorting to litigation;
- 8) This agreement may be renewed or extended by mutual consent of the parties, subject to the same terms and conditions or any modifications agreed upon.

Dated the 6 day of January, 2025.



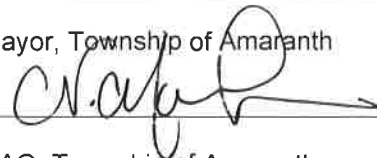
Chair, Orangeville Public Library Board



CEO, Orangeville Public Library Board



Mayor, Township of Amaranth



CAO, Township of Amaranth

**COLLECTION AGREEMENT
BETWEEN
THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA
AND
THE ORANGEVILLE PUBLIC LIBRARY BOARD
2025**

Whereas the Orangeville Public Library Board wishes to enter into an agreement with the Corporation of the Township of East Garafraxa to invoice for the non-resident fees levied on households interested in membership with the Orangeville Public Library.

Therefore, be it resolved that the Corporation of the Township of East Garafraxa and the Orangeville Public Library Board agree to the following:

- 1) The Orangeville Public Library Board shall provide all services in accordance with the Public Libraries Act, R.S.O., 1990, c.P.44;
- 2) The Corporation of the Township of East Garafraxa agrees to pay the Orangeville Public Library Board directly for residents seeking membership with the Orangeville Public Library. The rate per household has been set at \$ 199.50 for 2025, and will be determined by the Orangeville Public Library Board as part of its annual budget process for 2026;
- 3) The Orangeville Public Library Board agrees to invoice the Corporation of the Township of East Garafraxa three times per year on April 30, August 31, and December 31;
- 4) Each invoice will provide details per household including name and civic address and a copy of a signed MFIPPA release form.
 - a) The MFIPPA release form authorizes the Orangeville Public Library Board to share the personal information of the residents applying for a card/membership with the Corporation of the Township of East Garafraxa, for the purpose of verifying their eligibility and invoicing the non-resident fees. The MFIPPA release form also informs the residents of their rights and obligations under the Municipal Freedom of Information and Protection of Privacy Act;
- 5) The Corporation of the Township of East Garafraxa will not be represented on the Library Board;
- 6) This agreement will expire December 31, 2025, and can be terminated with 60 days written notice by either party prior to the end date;
- 7) In the event of any dispute or conflict arising from the implementation or interpretation of this agreement, the parties agree to resolve the matter amicably through good faith negotiations, and to seek mediation or arbitration as a last resort before resorting to litigation;
- 8) This agreement may be renewed or extended by mutual consent of the parties, subject to the same terms and conditions or any modifications agreed upon.

Dated the 13 day of January, 2025

Chair, Orangeville Public Library Board

CEO, Orangeville Public Library Board

Mayor, Township of East Garafraxa

CAO, Township of East Garafraxa

Authorized by By-Law 36-2023

50
Schedule "A"
to Bylaw 2024-xx Orangeville Library Agreement

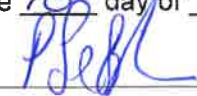
**COLLECTION AGREEMENT
BETWEEN
THE CORPORATION OF THE TOWN OF MONO
AND
THE ORANGEVILLE PUBLIC LIBRARY BOARD
2025**

Whereas the Orangeville Public Library Board wishes to enter into an agreement with the Corporation of the Town of Mono to invoice for the non-resident fees levied on households interested in membership with the Orangeville Public Library.

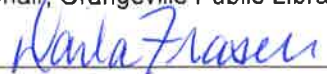
Therefore, be it resolved that the Corporation of the Town of Mono and the Orangeville Public Library Board agree to the following:

- 1) The Orangeville Public Library Board shall provide all services in accordance with the Public Libraries Act, R.S.O., 1990, c.P.44;
- 2) The Corporation of the Town of Mono agrees to pay the Orangeville Public Library Board directly for residents seeking membership with the Orangeville Public Library. The rate per household has been set at \$ 199.50 for 2025, and will be determined by the Orangeville Public Library Board as part of its annual budget process for 2025;
- 3) The Orangeville Public Library Board agrees to invoice the Corporation of the Town of Mono three times per year on April 30, August 31, and December 31;
- 4) Each invoice will provide details per household including name and civic address and a copy of a signed MFIPPA release form.
 - a) The MFIPPA release form authorizes the Orangeville Public Library Board to share the personal information of the residents applying for a card/membership with the Corporation of the Town of Mono, for the purpose of verifying their eligibility and invoicing the non-resident fees. The MFIPPA release form also informs the residents of their rights and obligations under the Municipal Freedom of Information and Protection of Privacy Act;
- 5) The Corporation of the Town of Mono will not be represented on the Library Board;
- 6) This agreement will expire December 31, 2025, and can be terminated with 60 days written notice by either party prior to the end date;
- 7) In the event of any dispute or conflict arising from the implementation or interpretation of this agreement, the parties agree to resolve the matter amicably through good faith negotiations, and to seek mediation or arbitration as a last resort before resorting to litigation;
- 8) This agreement may be renewed or extended by mutual consent of the parties, subject to the same terms and conditions or any modifications agreed upon.

Dated the 16 day of DECEMBER, 2024



Chair, Orangeville Public Library Board



CEO, Orangeville Public Library Board



Deputy Mayor, Town of Mono



Clerk, Town of Mono

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: February 26, 2025
Report #: 25-03
Subject: 2025 Schedule A – Circulation Policy Fees and Fines

Recommendation

That Report 25-03, 2025 Schedule A – Circulation Policy Fees and Fines be received.

Purpose

This report presents the changes to Schedule A – Circulation Policy Fees and Fines for the year 2025, as directed by the board during the 2025 budget development process.

Background

Per the board's Circulation Policy, which was last reviewed in February 2024, amendments to the Schedules fall under the Chief Executive Officer's jurisdiction. The CEO is authorized to approve exceptions or amend the Circulation Policy Schedule, provided a report is submitted to the Orangeville Public Library Board.

Summary of Changes to Schedule A:

1) Non-resident Membership Fee

- a) The annual fee has been increased to \$199.50 per household.

2) Printing Costs

- a) The new mobile print software does not support cost differentiation for double-sided copies. Consequently, the cost for printing will now be set at \$0.20 per printed page.

- b) Important to note what we gained with the new software: It is now possible to easily and securely print from a mobile phone, tablet, laptop or computer, both remotely and at the library. Print from anywhere - pickup at the library.

3) Replacement Costs for Lost Items

- a) Replacement costs added as follows:
 - i) Launchpad power block: \$13.00
 - ii) Launchpad charging cable: \$7.00
 - iii) Launchpad case: \$16.00
 - iv) SmartSpot power block: \$7.00
 - v) SmartSpot charging cable: \$7.00
 - vi) SmartSpot case: \$ 13.00

Financial Impact

The impact has been estimated and reflected in the 2025 budget estimates.

Strategic Alignment

Strategic Direction: Connect

Objective D: Offer collections, programs and services that are responsive to community needs and interests.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

Attachment(s): 1. Schedule A - Circulation Policy

Material Type	Loan Period # of days	Limit / Card	Renewals	Overdue Fines Per Day
Books and magazines	28 days	50	3	fine free
Audiobooks	28 days	10	3	fine free
WonderBooks	28 days	5	3	fine free
Puzzles	28 days	2	3	fine free
DVD sets	28 days	5	3	fine free
DVD's	7 days	5	3	fine free
CVC and ON Park passes	7 days	1	0	\$1.50 / day
Chromebooks	7 days	1	0	\$1.50 / day
Launchpad Learning Tablets	28 days	1	3	\$1.50 / day
Museum of Dufferin (MOD) pass	7 days	1	0	\$1.50 / day
Power meter	28 days	1	3	\$1.50 / day
Radon detector	42 days	1	3	\$1.50 / day
STEM kit	28 days	1	3	\$1.50 / day
Wi-Fi Smartspot	7 days	1	3	\$1.50 / day
Book Club Kit	42 days	2	0	\$0.20 / day per book
Interlibrary Loan	7 or 28 days	50	0	\$2.00 / day
Public Health Kit	7 days	50	3	\$1.50 / day
Membership		Limitations		Rate
Non-resident fee	Per household, annually			\$ 199.50
Temporary Resident	Refundable upon return of all items (up to 3 months)			\$ 40.00
Short Term	Situation specific (no fixed address – local shelters/group home)			No fee
Printing				Fee Per Page
B&W copies/printing				\$ 0.20
Colour copies/printing				\$ 0.50
Scanning				
Per scan (max 25 pages)				\$ 0.50
Fax		Fee First Page	Additional cost per page	
Per transmission		outgoing	\$ 3.00	\$ 1.00
		incoming	\$ 3.00	\$ 0.20
Lamination				
Per page				\$ 5.00
Replacement cost for lost item				Fees
Disc browser				\$ 3.00
Disc envelope				\$ 2.00
Disc insert				\$ 2.00
Disc set bag				\$ 2.00
Book club kit bag				\$ 15.00
Audiobook CD				Situation dependent
Audiobook case				Situation dependent
Launchpad power block				\$ 13.00
Launchpad charging cable				\$ 7.00
Launchpad case				\$ 16.00
SmartSpot power block				\$ 7.00
SmartSpot charging cable				\$ 7.00
SmartSpot case				\$ 13.00
Processing fee				\$ 5.00
Replacement card fee				\$ 2.00
Ear Buds				\$ 2.00

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: February 26, 2025
Report #: 25-04
Subject: Review of Safety and Security Measures

Recommendation

That Report 25-04 Review of Safety and Security Measures be received.

Purpose

This report is intended to provide the board with a comprehensive view of current safety and security measures at the library. It identifies gaps in these measures and offers a work plan for future enhancements, drawing on the guidance provided in the Canadian Urban Libraries Council (CULC)/CBUC toolkit). The toolkit serves as a strategic framework for bolstering library safety, ensuring we are prepared for evolving challenges.

Background

The Orangeville Public Library Board is deeply committed and jointly responsible to ensuring the safety of its patrons and staff, while fostering an environment of mutual respect: respect for oneself, respect for others, and taking responsibility for one's actions, as outlined in the Rzone Policy. No form of violence or vandalism is acceptable on its properties, or in its facilities.

Communities across Canada are grappling with significant challenges, such as accessing affordable housing and obtaining necessary mental health and addiction services, alongside recovering from the COVID-19 pandemic impacts. These challenges manifest in various settings, including public transit, community centres, local businesses, and notably, public libraries. Such environments often exhibit inappropriate behaviours (see figure 3), affecting users and staff alike—especially vulnerable groups such as children and the elderly—when libraries are perceived as unsafe spaces.

Our Current Practices

Based on the following foundational assumptions, the library maintains its open-door

policy to all individuals, while ensuring a pleasant and secure environment for community access:

- Libraries welcome all individuals and aim for everyone to feel valued and respected.
- Our rules are applied equally, humanely, and courteously.
- Daily interactions offer new beginnings; past behaviors shouldn't predetermine current assumptions, barring extreme situations.
- Customers have rights to their library use style, provided it does not infringe on others' rights.
- Behaviours are not inherently problematic; interventions should follow thorough assessments of actual issues.

Policy Implementation and Adaptation

The library board officially adopted the town's Rzone Policy in October 2012, with variances addressing the appeal procedures for library bans. The Library Board will hear appeals against the bans imposed by the Chief Executive Officer, refining the process for local context and effective implementation. Minor edits, such as title adjustments, support these adaptations.

Locally, the library has experienced a reduction in incident frequency, attributable to the proactive efforts of council, and town staff with the library board and staff, alongside valuable partnerships with local service providers. Initiatives like the partnership with the Food Bank alleviate downtown hunger through accessible, protein-rich vending machine options. Additionally, the "Choices Shelter" service expansion offers daily access in freezing temperatures (figure 2), while the Recreation and Events division's "[Respect Your Rec](#)" campaign promotes positive community interactions and their warming centres in both (Tony Rose and Alder Rec) provide additional support to our vulnerable population.

Figure 1: Respect Your Rec Campaign 2025

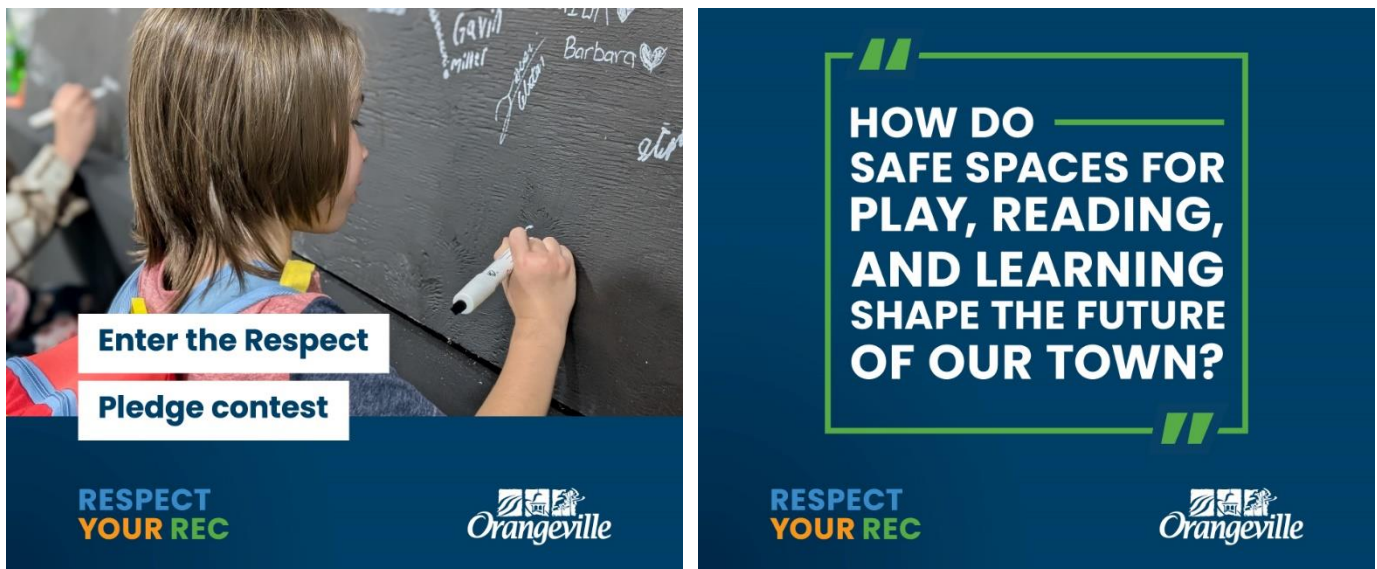
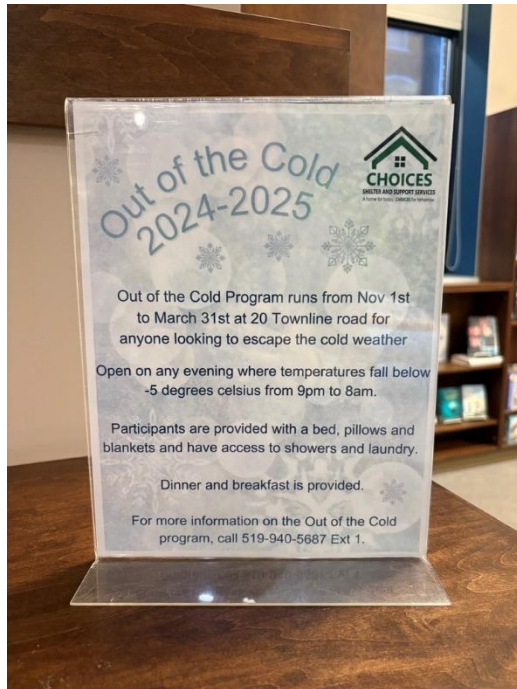


Figure 2: Out of the Cold 2024-2025 program poster



Incident Dynamics

Although the frequency of incidents may have decreased, an increase in their intensity and threat level, exemplified by threats of assault and violence, is concerning. In 2024, despite appearing as a small fraction of overall interactions, nine reported incidents and eight police walk-throughs were logged. Such instances significantly affect both staff perceptions of safety and public views of libraries as welcoming spaces. While the year began with regular police walk-throughs, this presence diminished in later months, marking a variance in enforcement consistency.

Figure 3: Inappropriate behaviours as defined in the Rzone Policy

As defined in the Rzone:

Inappropriate behaviours include but are not limited to the following:

- *Aggressive or intimidating approaches to another individual*
- *Attempts to goad or incite anger in others*
- *Throwing of articles in a deliberate or aggressive manner*
- *Physical striking of another individual*
- *Theft of property*
- *Possession of weapons*
- *Illegal consumption of alcohol or drugs*
- *Contravention of Town by-laws, policies, or procedures*
- *Vandalism: the deliberate destruction, damage or defacing of property owned or leased through the Town*

About the Toolkit

Name: [CULC/CBUC Safety and Security Toolkit](#)

Author: Canadian Urban Libraries Council

Release Date: February 2024

What the Toolkit is:

The intention of the Toolkit is to provide a collection of ideas and lessons learned, i.e., content relevant to most public libraries.

As with all toolkits in this sector, it is important to note:

- All libraries operate within their own context, and any use of this toolkit must consider a library's particular governance context, whether provincial, territorial, regional, or municipal, and reflect the needs of the communities the library serves.
- In that spirit, this Toolkit is intended to serve as a catalyst for ideas and is not in any way intended to be prescriptive or imply that every library needs to implement everything in the Toolkit. Each library needs to select solutions that make sense for their system and the community(ies) they serve.
- Lastly, nothing in this document constitutes legal advice. All information that is not the copyrighted material of another party may be adapted and shared for non-commercial purposes; attribution to CULC/CBUC and/or the contributing library(is) is appreciated.

What it is not:

This Toolkit is not a recommendation that all libraries implement everything included here, rather it is intended as a source of ideas and learning to inform the work that libraries will do that make sense for their system and the community(ies) they serve.

Sections in the Toolkit focus on:

1. Patron Expectations
2. Suspensions & Other Consequences
3. Safety and Security Tools & Strategies
4. Space Design
5. Health & Wellness
6. Training & Professional Development
7. Community Resources & Initiatives
8. Incident Tracking & Reporting
9. Recruitment
10. Legal Considerations
11. Advocacy

Table 1 provides a snapshot of Orangeville's current framework. For each section in the table, you will find a description, Orangeville's current situation/framework, and any identified gaps along with action plans to address gaps.




Additional information is provided starting on page 8 for five sections (identified with an ). Finally, the corresponding action items are referenced in the last column of table 1 with a full listing provided in table 2.

Table 1 - Orangeville Library’s current framework, identified gaps and action plan to address shortcomings

<p>1. Patron Expectations – are set in the guidelines, policies, and rules of the library. These guidelines should also outline what the consequences are when expectations are not met. As well as a process to appeal suspensions</p>			
Current Framework	Identified Gaps	Action Plan	Action
Behavioral expectations set by Rules of Conduct & Rzone Policy; involves staff training.	Inconsistent enforcement and lack of specific response guidelines.	Develop a violation consequences chart and integrate trauma-informed approaches. Specify police contact scenarios.	1.1 1.2 1.3 1.4
<p>2. Suspensions & Other Consequences – provides guidance on how to respond when patron expectations are not met.</p>			
Current Framework	Identified Gaps	Action Plan	Action
Progressive consequences as per Rzone Policy.	Investigate trauma-informed responses and social context considerations for suspensions.	Train staff to tailor suspension approaches based on behavioral contexts, incorporating trauma-informed practices.	2.1
<p>3. Safety and Security Tools & Strategies – are used to prepare for, prevent and respond to incidents.</p>			
Current Framework	Identified Gaps	Action Plan	Action
Proactive security measures, panic buttons, security fobs, two-way radios, Take 30. 	Gaps in incident procedures and outdated emergency plans.	Develop lockdown and storm procedures, update medical emergency and bomb threat plans.	3.1 3.2 3.3
<p>4. Space Design – ways in which the physical design of library spaces can influence safety and security</p>			
Current Framework	Identified Gaps	Action Plan	Action
Security-focused design in Mill Street renovations; strategic use of furniture and security cameras.	Installation of security equipment and optimizing space for security.	Finalize installation of safety tools, e.g., mirrors at Alder and emergency buttons near washrooms.	4.1
<p>5. Health & Wellness – for staff – focus on employees. Develop and provide for wellness and employee assistance programs to support staff</p>			
Current Framework	Identified Gaps	Action Plan	Action
Employee Assistance Program, trauma informed leadership training, ad hoc incident debriefing and regular health updates. 	Lack of formalized response and debriefing processes.	Develop a crisis response checklist and incorporate debriefing sessions post-incident.	5.1 5.2




6. Training & Professional Development – core resources that support safety and security efforts in libraries. Develop and provide for wellness and employee assistance programs to support staff			
Current Framework	Identified Gaps	Action Plan	Action
Onboarding includes orientation on safety and security; de-escalation training, mental health first aid. 	Refresh needed for cash handling safety and handling difficult customers.	Implement trauma-informed service training and conduct refresher sessions for staff.	6.1 6.2
7. Community Resources & Initiatives – support social development. Relationships between libraries and other organizations in community to mutually support each other's mandates.			
Current Framework	Identified Gaps	Action Plan	Action
Maintain collaborations for shelter support, food programs, and youth initiatives.	Continual update and engagement with evolving community services.	Regularly update and verify the list of community resources to ensure effective referrals and support paths.	7.1
8. Incident Tracking & Reporting			
Current Framework	Identified Gaps	Action Plan	Action
Initial paper-based system; monthly reports provided to the Chief Executive Officer.	Cumbersome reporting process, lacking streamlined digital alternatives.	Transition to a digital incident reporting form and obtain approval for streamlined process.	8.1
9. Recruitment – guidance on hiring. The skills, competencies, and attributes that library staff possess have a direct impact on their ability to successfully navigate, respond to, and react and respond to safety and security situation			
Current Framework	Identified Gaps	Action Plan	Action
Competency-based interviews focused on safety and security skills. 	Alignment of library competencies with town standards needed.	Reconcile library-specific competencies with town-wide standards to elevate safety and security focus.	9.1
10. Legal Considerations – are woven through multiple parts of the library journey			
Current Framework	Identified Gaps	Action Plan	Action
Guidelines for information disclosure, children's safety, and trespassing policies. 	Occasional non-compliance with suspension terms by certain patrons.	Reinforce liaison with law enforcement on privacy and trespassing regulations and communicate these protocols clearly with library patrons and staff.	10.1
11. Advocacy – a collective opportunity. CULC/CBUC members are asking that federal, provincial, and municipal governments understand the specific challenges facing libraries.			
Current Framework	Identified Gaps	Action Plan	Action
Engagements with Police Services Board, Respect Your Rec campaigns.	Need for consolidated messaging and wider recognition of library challenges.	Leverage toolkit key messages for advocacy campaigns and further local authority partnerships on shared challenges.	11.1

Table 2 - Action item number and description

Action Item Number and Description		Responsibility	Timeline
1.1	Develop a violation consequences chart to standardize responses.	Public Services	2025 Q3
1.2	Specify scenarios that require police contact to ensure consistent handling.	Public Services	2025 Q3
1.3	Provide staff training focusing on fair and consistent enforcement of policies.	Public Services	2025 Q3
1.4	Detail the Rzone Report and Communication Procedure, including key steps like 911 calls, warnings, Immediate Temporary Ban (ITB), and the R-Zone ban procedures.	Public Services	2025 Q3
2.1	Integrate trauma-informed approaches; train staff on tailoring responses to behavioral and social contexts, including comprehensive trauma-informed service training.	Public Services	2025 Q2
3.1	Develop comprehensive lockdown procedures for scenarios like shelter-in-place, active shooters, hold-ups, and robberies.	Public Services	2025 Q3
3.2	Update procedures for storm closures and power outages to ensure safety and continuity.	Public Services	2025Q2
3.3	Establish detailed procedures for bomb threats and chemical releases.	Public Services	2025 Q3
4.1	Finalize the installation of additional safety tools, such as installing mirrors at the Alder location.	Admin/Facilities	2025 Q3
5.1	Develop a crisis response checklist based on best practices from the Crisis and Trauma Resource Institute.	Public Services	2025 Q3
5.2	Create debriefing questions following incidents, informed by practices from other libraries.	Public Services	2025 Q3
6.1	Provide updated cash handling safety training.	Public Services	2026 Q1
6.2	Arrange for staff training on handling difficult customers to enhance interaction skills.	Public Services	2025 Q4
7.1	Stay updated on community resources and programs to support patron referrals and services.	Public Services	ongoing
8.1	Modernize the incident tracking and reporting process from the current paper-based system to a digital format for efficiency.	Public Services	Work with TOSSI
9.1	Reconcile library staff competencies with Town corporate competencies to ensure alignment and effectiveness.	CEO, HR	2025 Q3
10.1	Build relationship with the Police Services Board to foster collaborative safety efforts.	Board	
11.1	Utilize key messages from the media relations campaign for effective communication and advocacy.	Everyone	

***Additional Information – Current Framework**

Section 3 – Safety and Security Tools & Strategies

Proactively prevent security issues through the built environment	Security Audit - panic button at both locations, security fob to prevent public access to staff-only areas, two-way radios to ensure continuous communication
Incident Prevention	Take 30 - mitigate/reduce risk factors by regularly moving around the building to monitor patrons
Assessing risk	Town is developing a hazard identification registry
Create incident procedures and reporting protocols	OPL has procedure for managing, reporting on, and documenting incidents - allows to identify and track patterns of incidents and responses for learning
Develop a safety manual and/or emergency plan	<ul style="list-style-type: none"> • Fire procedure, fire drill (2024), designated outside meeting area for both locations, first aid training • Communication during an emergency - staff have code word • Elevator procedure (2024) – breakdown • Child protection - Children in the Library policy outlines duty to report • Working Alone procedure • Tools to manage customers at the service desk: Comment and concern forms – we take all concerns seriously – filling out form can calm someone down; business cards for leadership

Section 5 – Health & Wellness

- Employee Family Assistance Program, provided by Humanacare - presentation with handout at June 2023 GLAD Day - includes stress management
- Corporate CAO updates all include Health and Wellness opportunities – links to programs, resources and courses available
- Health and safety updates for staff - email and GLAD Days, monthly Safety Talks
- The Public Services Librarian attended a Trauma Informed Leadership course in September 2024
- Debrief for staff responding to high intensity incidents
- Respectful and Welcoming Workplace (2022)

Section 6 – Training & Professional Development

- Safety and security in the libraries
- Ryan Dowd's Librarian's Guide on how to work with individuals experiencing homelessness
- Workplace Violence and Harassment Policy
- De-escalation skills
- Mental Health First Aid
- Dimensions of Neurodiversity

Section 7 – Community Resources & Initiatives

- Maintain list of community services to support vulnerable individuals - library role in referral and community connection
- Shelter and homelessness support - County of Dufferin - red card
- Food programs - Food Bank partnership- vending machine
- Youth programs - Choices, DCAFs

Section 9 – Recruitment - Training for new staff – Onboarding

Security Training

- 1 Security and Emergency Policy - includes Working Alone
- 2 Rules of Conduct & Rzone Policy
- 3 Rzone brochure - 3 Rs, criteria - and the Rzone incident reporting form
- 4 Rzone Report and Communication procedure - steps: 911, warning, Immediate Temporary Ban, Rzone ban
- 5 Panic Button locations
- 6 Take 30
- 7 Police walk-throughs
- 8 Children in the Library Policy
- 9 Working Alone procedure (Town - new)
- 10 Setting Alarm - Mill and Alder

Emergencies

- 1 Accidents - Employee and Third-Party Injury form
- 2 Emergency Transportation - Taxi Procedure
- 3 Critical injury kit
- 4 Fire exits, drills and safe meeting place
- 5 First Aid kits and First Aid training - includes AED
- 6 Human Spills kit - clean-up
- 7 Emergency buttons in washrooms
- 8 Mill vs. Alder - protocol for handling incidents

Section 10 – Legal Considerations

- Privacy / Freedom of information and Disclosure
- Ontario Human Rights Code
- Trespassing - suspended customers do not always abide by the terms of their suspension
- Children in the Library policy - in the case of a missing child or a child in danger, information will be shared with the enforcement agency requesting the information, through the CEO or designate.
- Trespass to Property Act - Letter of Trespass provided at the time of suspension - "if you enter the premises, it will be considered trespassing, and we will request you leave immediately. If required, we will involve the police to enforce this trespass notice."
- Town's Video Surveillance policy (June 2024) - policy applies to all video surveillance systems located on all Town properties. Law Enforcement agencies must submit their request for access to video surveillance in writing via email,

correspondence or in person to the Clerk, unless there are reasonable and probable grounds to believe that the circumstances pose an immediate threat to the health or safety of an individual or others."

Conclusion

The staff's review and audit of the current safety and security measures, as guided by the toolkit, reflect positively on our existing framework. Our strategies are functioning effectively, and ongoing investment in staff training will equip us with the necessary tools and strategies to enhance safety for everyone. The eighteen action items identified will significantly engage the Public Services team and are being integrated into a work plan for 2025-2026.

Strategic Alignment

Strategic Direction: Connect

Objective A: Champion inclusivity and promote community cultural expression.

Financial Impact

The budgetary impact will be minimal as most of the work requires staff time, the cost of mirrors and additional cameras are part of the capital project for modernization.

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: February 26, 2025
Report #: 25-05
Subject: Project Update - Exploratorium

Recommendations

**That Report 25-05, Project Update - Exploratorium be receive; and
That the Board approve the Exploratorium Policy as presented in Appendix A; and
That the Board approve a construction budget up to a maximum of _____
dollars.**

Purpose

The purpose of this report is to provide the board with an update on the development of a makerspace.

The community makerspace within the Alder Street Library, branded as the Exploratorium, is set to become a hub of innovation and discovery. Aligned with our strategic plan, it aims to inspire curiosity and engagement through a welcoming design and cutting-edge technology.

Discussion

Policy Draft: A comprehensive policy (Appendix A) has been developed, detailing guidelines for public use of the Exploratorium, covering access, safety, and usage instructions.

Next Steps

- **Budget Finalization:** Continue collaboration with architects to align the project needs with the budget.

- Community Engagement: Develop a strategic marketing plan to promote the Exploratorium's offerings and stimulate community interest.

Construction and Budgeting

- Architectural Coordination: We are working closely with architects to finalize the design and define the budget. Finish selections are prioritized based on availability and cost-effectiveness.
- Revised Timeline: The original target completion date of March 31st is not feasible. A revised timeline is being crafted to ensure quality and align with facility needs.

Proposed Programming Schedule

- Two-Week Rotation: Ensures diverse programming across community segments, incorporating weekend and evening hours.
 - Staffing: With the Makerspace Specialist only, the Exploratorium will operate for 9 days every two weeks.
 - Open Hours: At least 12 hours per week for general use without specific programming, facilitated by the Makerspace Specialist.
 - Youth Programs: Minimum of 3 per week, focusing on skill and creativity development for younger patrons.
 - Adult Programs: Minimum of 3 per week, targeting skill enhancement and community engagement for adults.

Public Interaction and Marketing

- Engagement Opportunities:
 - Encourage patron exploration of the Exploratorium and understanding of its offerings.
 - Offer personal or group tours to increase awareness and accessibility.
 - Structured programs and pathways for equipment certification to foster skill development.
 - Emphasize opportunities for independent use during drop-in times.
- Marketing Strategy: Develop a comprehensive plan to promote the makerspace's programs and draw community interest.

Conclusion

Progress on the Exploratorium is well underway, with significant emphasis on programming and engaging the community. Despite facing some challenges, the groundwork for a dynamic and collaborative community resource is firmly established.

Strategic Alignment

Strategic Direction: Discover

Objective I: Design a makerspace with a digital media lab

Financial Impact

The financial investment into the Makerspace will draw from the community grant awarded for equipment along with capital carried forward for furniture and fixtures, library modernization and makerspace upgrades (approximately \$60k, \$18k and \$ 10k respectively). Additional funds could be accessed at the board's discretion from the building reserve funds.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer



Exploratorium Policy

Board motion number:

Date of next review: Feb 2026

Date:

Date of original motion: February 2025

Policy type: Public

Chair's signature: _____

Policy Statement

The community makerspace within the Alder Street Library will be marketed as the *Exploratorium*. In line with our strategic plan, this new space will inspire discovery through its welcoming and accessible design and will ignite curiosity with innovative technology. This policy aims to establish the initial guidelines to ensure a safe and welcoming environment for all.

To foster positive evolution of the Exploratorium, this policy will be reviewed and updated as informed by our experience with the equipment, and feedback from the community (based on both their initial use of the makerspace and participation in programming).

Scope

This policy constitutes an agreement between Orangeville Public Library Board and individuals using the Exploratorium's equipment and services.

The policy applies to all individuals, who may or may not have an active library card and are using resources from the Exploratorium at a physical library location, online, or at external outreach locations.

Violation of any of these terms may result in the suspension of the individual's library privileges and/or legal and financial actions against them.

1. Access and Hours

- The Exploratorium will primarily operate within the regular hours of the Alder Street Library but may operate independently for bookings, events, programs, at the discretion of the Program and Research Librarian.
- When operating independently, patrons must enter and exit through the door to the recreation centre hallway.
- No food is allowed, and beverages must be in lidded containers.

2. Supervision and Safety

- Supervision and safety of the Exploratorium are the responsibility of the Makerspace Specialist
- Certain designated equipment may be used without staff supervision.
- Staff have the ability to shut off power to the entire makerspace or specific areas.
- Patrons are responsible for the supervision of their projects in progress.
- Parents/Guardians are responsible for their children in the Exploratorium.
- Children under 10 must be accompanied by a parent or guardian while in the Exploratorium.

3. Usage and Bookings

- Public access is encouraged through programs and workshops.
- Drop-ins will be accommodated, when possible, however priority will be given to prearranged appointments.
- Limits on usage may apply during high demand periods.

4. Materials and Equipment

- Charges may apply for the use of equipment.
- A selection of materials will be available for purchase.
- Patrons may bring personal materials only with approval from the Makerspace Specialist, and patrons are responsible for any damage caused by such materials.

5. Legal and Responsibility

- Patrons using the Exploratorium must comply with all relevant Library policies, particularly the Public Technology Services policy, Children & Youth policy, and the Rules of Conduct & Rzone policy.
- Compliance with all relevant laws is mandatory, prohibiting illegal activities including accessing or transmitting illegal materials.
- The maximum occupancy will be determined by Fire Services.
- Public computers will purge files after sessions, patrons who wish to save their work must do so in a manner that fulfills the Town's security protocols.
- Patrons damaging equipment through misuse or policy violations will be liable for replacement costs.
- Patrons may not introduce computer viruses, malware or any similar software intended to circumvent security, cause disruption of service or infringe on the privacy of other people or organizations.

6. Compliance and Review

- The Library Board reserves the right to revoke or modify a patron's access for non-compliance.
- This policy has been developed based on the learnings of existing makerspaces in the library sector. Modifications based on local needs are reflected to the best of our ability.