



## Agenda

### Orangeville Public Library Board

Wednesday, May 28, 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](mailto: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](mailto:clerksdept@orangeville.ca)

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## 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 meetings be approved:

  - 4.1 **2025-04-23 Library Board Minutes** 3
  - 4.2 **2025-04-23 Library Board Closed Minutes**
5. **Presentations**
  - 5.1 **Communication Support - Jordyn Lavecchia-Smith, Deputy Clerk and Jenn Austin, Communications Manager** 7

<b>6.</b>	<b>Information Items</b>	
	Recommendations:	
	That the following information items be received:	
<b>6.1</b>	<b>CEO Report - May</b>	<b>14</b>
<b>6.2</b>	<b>2025-04-30 Financial Report - Operating</b>	<b>20</b>
<b>7.</b>	<b>Staff Reports</b>	
<b>7.1</b>	<b>Report 25-13 Policy Review - Room Rental and Program Policy</b>	<b>21</b>
	Recommendations:	
	That Report 25-13 Policy Review – Room Rental and Program Policies be received; and	
	That the Board approve the Room Rental Policy as presented in Appendix A: and	
	That the Board approve the Program Policy as presented in Appendix B	
<b>8.</b>	<b>Correspondence</b>	
<b>9.</b>	<b>Announcements</b>	
<b>10.</b>	<b>Date of Next Meeting</b>	
	A special meeting is scheduled for Wednesday June 11, 2025, at 5 p.m. The next regular meeting is scheduled for September 24, 2025 at 5 p.m.	
<b>11.</b>	<b>Adjournment</b>	



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

**April 23, 2025, 5:00 p.m.**

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

Staff Present: D. Fraser, CEO  
J. Moule, Administrative Assistant  
H. Savage, General Manager, Community Services  
L. Tilly, Librarian Program & Research  
K. Lemire Manager, Economic Development and Culture

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**1. Call to Order**

The meeting was called to order at 5:01 p.m.

**2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

**3. 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.

**4. Adoption of Minutes of Previous Meeting**

**Recommendation: 2025-027**

Moved by Councillor J. Andrews  
Seconded by B. Rea

That the minutes of the following meeting be approved:

**Carried Unanimously**

#### **4.1 2025-03-26 library Board Minutes**

### **5. Presentations**

#### **5.1 Katrina Lemire, Manager, Economic Development and Culture, Community Services**

K. Lemire presented an overview of a new partnership between Economic Development & Culture (EDC) and the Orangeville Public Library about Visitor Services. In the coming weeks, Visitor Services will be introduced at a “Tourism Touchpoint” located inside the library. Furniture and fixtures are being configured to support both print and electronic tourism resources within designated self-serve areas at both library branches, as well as the Alder Recreation Centre lobby.

Responsibility for development, distribution, and printing of tourism information will remain with EDC. The Board expressed agreement that this initiative aligns well with existing library services. EDC has committed to ensuring ongoing staff support through the involvement of a designated Tourism Champion. All partners will collaboratively monitor implementation and usage, with feedback to be collected for future evaluation and possible adjustments. The Board looks forward to seeing the impact of this partnership on library services and community engagement.

### **6. Information Items**

CEO D. Fraser informed the Board the debit payment is back up and running.

#### **6.1 CEO Report - April**

##### **Recommendation: 2025-028**

Moved by V. Speirs  
Seconded by D. Waugh

That item 6.1 CEO Report - April be received.

**Carried Unanimously**

**6.2 Letter to Sylvia Jones MPP**

**Recommendation: 2025-29**

Moved by B. Rea

Seconded by Councillor T. Prendergast

That information item 6.2 Letter to Sylvia Jones MPP be received.

**Carried Unanimously**

**7. Staff Reports**

**7.1 Report 25-10 Annual Operational Summary 2024**

**Recommendation: 2025-030**

Moved by V. Speirs

Seconded by Councillor J. Andrews

That Report 25-10, Annual Operational Summary 2024 be received.

**Carried Unanimously**

**7.2 Report 25-11, 2024 Social Return on Investment (SROI)**

**Recommendation: 2025-031**

Moved by B. Rea

Seconded by Councillor T. Prendergast

That Report 25-11, 2024 Social Return on Investment (SROI), be received.

**Carried Unanimously**

**8. Correspondence**

None.

**9. Announcements**

None.

The Board took a 5-minute recess at 6:05 p.m. CEO D. Fraser and J. Moule left the meeting at 6:10 p.m.

The meeting resumed at 6:10 p.m.

**10. Closed Meeting**

**Recommendation: 2025-032**

Moved by Councillor J. Andrews

Seconded by Councillor T. Prendergast

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:

Personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**11. Rise and Report**

**Recommendation: 2025-035**

Moved by Councillor J. Andrews

Seconded by B. Rea

That the minutes of the March 26, 2025, Closed Library Board Meeting, be approved; and

That confidential report 25-12, regarding personal matters about an identifiable individual, including municipal or local board employees, be received; and

That staff proceed as directed.

**Carried**

**12. Date of Next Meeting**

The next meeting is scheduled for Wednesday May 28, 2025, 5 p.m.

**13. Adjournment**

The meeting adjourned at 7:18 p.m.

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Darla Fraser, CEO

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Peter LeBlanc, Board Chair

# How to...

## request communications support

# Our role

## Who they are

- Communications experts that focus support on strategic projects for the Town helping to drive meaningful results aligned with organizational goals
- Subject matter experts in communications
- Developers of internal and external corporate communications campaigns

## Who they are not

- Subject matter experts in other areas of responsibility
- Replacements/stop gaps for proper planning, project management or roles that do not exist within the organization
- Facilitators of last-minute requests
- Colleagues here to add a superficial touch or to "just make it look good"



# Our team

We are a small but mighty team with a range of skills and expertise. We are each equipped to provide strategic advice and deliver high-quality support. Here is where each role focuses:

## Communications Manager

Leads the team and provides strategic guidance on communications planning, issues management and high-profile projects, ensuring alignment with corporate priorities.

## Communications Specialist

Crafts communications plans, develops engaging content and offers strategic advice on media relations, public messaging and campaign execution. Manages corporate social media and supports storytelling initiatives.

## Graphic Designer

Creates visually compelling, AODA compliant materials for digital and print. Provides strategic design input to align with the Town's brand and supports campaigns with innovative creative solutions.

## **We work best when...**

involved early to provide strategic guidance and input, manage capacity and timelines connected to our role and ensure high-quality, meaningful results.

# Support timeline

Communications needs time to do their best work!

## Requests from committees, boards and task forces = 8 weeks

This is the time required once intake is complete and all necessary content from committees of council, boards and task forces is received

### Common requests received

- Campaigns or public education (budget may be required)
- Event promotion (not planning or logistics)
- Printing of promotional materials (budget may be required)

### Promotional tools available

- Media releases, media pitches or public notices
- Orangeville Citizen Town Page advertisement
- Radio advertising through FM 101
- Digital signage at Town-owned recreation facilities
- Social media
- Website updates

**\*NOTE\*** Graphic design services will be available for the promotional tools listed above

### Assistance with outsourcing

- Communications can provide vendor suggestions for promotional or graphic design needs beyond the scope identified above.

**\*NOTE\*** Costs associated with outside vendors are funded through the board, committee, or task force budgets

# How to submit a request

## A new intake form

- Clerks and Communications partnered together to develop a new intake form for committees, boards and task forces to use to request communications support
- All details of your campaign, program or event, including draft content must be included in the intake form **8 weeks in advance** of the desired launch date

**The form is available through your committee, task force or board secretary**

## **For more information...**

Reach out to your committee, board or task force secretary or staff liaison



## CEO – MAY 2025

### Sector Updates

#### Ontario Library Association (OLA) & Federation of Ontario Public Libraries (FOPL)

Working together on the following priorities

- Ontario Digital Public Library:
  - OLA and FOPL are advocating for the creation of a digital platform that would provide all Ontarians with access to a wide range of e-learning and online resources through their local public libraries.
- Increased Provincial Funding:
  - The organizations are seeking to increase provincial operating funding for public libraries to address critical community needs and shared priorities.
- Sustainable Funding Model:
  - Building on the 2024 budget, OLA and FOPL want to develop a sustainable funding model for libraries on reserve, ensuring they are fully funded and viable.
- Advocacy:
  - OLA and FOPL are actively involved in advocating for libraries, including hosting information sessions and questioning all political parties to understand their support for public libraries.

#### Local advocacy

Council will be reviewing potential advocacy presentations/delegations to request at the upcoming Association of Municipalities of Ontario conference in August held in Ottawa, Ontario. Requests for a 15-minute delegation to the appropriate Minister needs to include very specific information – Corporate Services is leading the process. CEO D. Fraser will be working with N. Leece, Special Projects Advisor, to assemble information as the Ontario Digital Public Library was accepted as an item on the Town's 2025 proposed government relations and advocacy plan.

### Operations

#### Exploratorium

The Request for Tenders has been issued for the renovation of the room to be the Exploratorium. A mandatory site visit was held on May 22, fifteen (15) contractors attended. Submissions are due June 16, 2025. At which time an evaluation team will work to select the winning bid.

### Digital Screen Project

The library is proud to be a collaborative partner in the Town's Digital Screen Project, following the guidance of the IT Division. We have officially signed on with Capital Networks and are now in the final stages of implementation. This initiative represents a strategic investment in digital display screens that will be installed in the lobbies of all library locations.

Hardware: Dell Micro Form Factor devices have been delivered and are ready for deployment.

Design: Our team has been working closely with a designer from Capital Networks to finalize the screen mockups, ensuring they align with our branding and communication goals.

Benefits of the Town's Digital Screen Project:

Increased Engagement: Digital signage will feature promotions, upcoming events, and key announcements, transforming static displays into dynamic tools that capture attention.

Brand and Community Building: Customizable content allows us to maintain a consistent and professional look using our brand colors, logos, and messaging.

Sustainability and Cost Savings: Reducing reliance on printed materials supports our environmental goals and lowers printing costs.

Versatility: The screens can display full schedules or integrate additional content, making them adaptable for various settings, from lobbies to meeting rooms and community spaces.

### Canada Post and the Interlibrary Loan Program (ILLO)

The Interlibrary Loan program is a province-wide initiative that significantly expands access to library materials by allowing public libraries to borrow items from one another. This service is especially valuable for patrons seeking specialized or less common materials not available in their home library's collection.

At OPL, staff use the Library Materials Shipping Tool (LMST) to generate shipping labels and send items via Canada Post at a special library rate. In 2024 alone, OPL shipped 1,720 items through this program. Once postage was calculated, staff manually applied physical stamps to each package, a process that is both labour-intensive and time-consuming. Frustrating when items are not picked up by the requester, the board could consider applying a \$2 fee for any interlibrary loan item not picked up by the deadline.

While the use of stamps has long been a unique privilege extended to libraries through a grandfathered agreement with the Canadian Urban Library Council and Canada Post, this is changing. As Canada Post modernizes its services, libraries will soon be required to transition away from stamps as a form of payment. Staff are working with accounts payable for a work around. This shift will likely introduce new workflows and potentially higher costs.

Given its high operational demands and financial implications, the ILLO service requires ongoing monitoring. Despite these challenges, it remains a vital resource for the community, ensuring equitable access to a broader range of materials across the province.

### Telephone System

Due to a cyber incident at the end of February, our corporate telephone system was disrupted. In response, the IT division has implemented a temporary solution to reactivate our main library number (519-941-0610). While the phone system is currently under review, which may lead to the selection of a new telecom platform for the Town, the old number has been reestablished and now rings on three corporate cell phones located at each of the three service zones. Please note that extensions are currently inaccessible.

### Financial Statements 2024

The auditors would like to present the 2024 audited financial statements for library board approval. The finance division has requested this be completed early in August. This date may coincide with a meeting to review the 2026 budget estimate submission before it is entered into the Town's financial management system. Could we please work to find a date and time that works for the board to ensure everyone's availability (quorum is four members).

### Program Update as submitted by Lauren Tilly



Intermediate Battle of the Books was hosted at Alder Recreation on April 24 with four schools competing: Mono Amaranth, The Maples, St. Andrew and Spencer Avenue. Spencer Avenue Elementary School was crowned the 2025 Grand Champion.





The Junior Battle of the Books was a fierce competition between 7 area schools: MAPS, PEPS, St. Peter, The Maples, St. Andrew, Spencer Ave and new this year the Pajama Scholars (homeschool team)! The Spencer Avenue team came out victorious as the 2025 Grand Champions.





Nurses Week was celebrated on May 15 with an Author Talk from local author Cheryl Van Daalen Smith who spoke to her new novel: *The Chronicles of Paisley • Corners*. Cheryl's thoughtful story reminded us of the importance of reframing our thinking from "What is wrong with them?" to "I wonder what happened to them", and to carefully consider who matters when it comes not only to healthcare but building belonging in our communities.



May 17 marks the International Day Against Homophobia, Transphobia, and Biphobia every year, a global moment of solidarity and visibility for 2SLGBTQIA+ individuals and communities. In partnership with Child and Youth Mental Health at Dufferin Child and Family Services, Queer Village and with the support of the Town of Orangeville EDI Strategy, OPL had the honour of hosting a literary event to mark the occasion - Power & Poetry in Communities: Queer Poets Panel. The evening was celebratory, insightful and full of community.

## Up and Coming

- After School Club has two more sessions before the summer break and both will feature special guests: [May 26 theme National Pet Month](#) – pet care and [June 23 theme Do you believe in Magic?](#)
- [The May 29 Experts in the Library](#) series will feature teacher, author and educational consultant Linda Kent for a presentation on Rethinking Dyslexia
- OPL will have an outreach booth at the Blues and Jazz Family Market on Saturday, May 31 just outside the Mill Street Library on Broadway from 10 a.m. to 5 p.m. in addition to hosting a [series of workshops](#) inside the building
- The Spring session of Storytime comes to an end the first week of June (June 6 is the last day), taking a three-week break in preparation for summer programming
- Summer Reading Program Assistant will be starting on June 2 to plan and execute OPL's 2025 TD Summer Reading Program through to the end of August
- The [June 5 100% Certainty Book Club](#) in partnership with Bethell Hospice will feature The Friend a novel by Sigrid Nunez
- June is Seniors Month and the [Experts in the Library series will feature author Alex Lam](#) speaking to his book: "Long Life: Mapping your Well-being with Purpose and Meaning" on Sunday, June 8 at 2 p.m.
- The annual Celebrate Your Awesome (CYA) event will take place on June 21 and will feature a Rainbow Storytime in Alexandra Park with the Orangeville Library and special guest Sapphyre at 12 p.m. as well as an OPL Community Information booth in the vendor market
- Save the date! The TD Summer Reading Club will officially kick-off with a Touch-a-Truck event on Saturday, June 28 from 2 to 4 p.m. in the Alder Street Recreation Centre back parking lot

Library Operating  
For period ending April 30, 2025

	2024 April YTD Actuals	2025 April YTD Actuals	2025 Annual Budget	2025 Variance \$	2025 Variance %
Operating Fund					
<b>Library Services</b>					
<b>Revenues</b>					
User Fees	(\$3,412)	<b>(\$3,077)</b>	(\$138,819)	(\$135,742)	98%
Grants			(34,200)	(34,200)	100%
Miscellaneous	(9,590)	<b>(11,259)</b>	(11,000)	259	(2%)
Other Fines and Penalties	(526)	<b>(604)</b>	(2,430)	(1,826)	75%
<b>Total Revenues:</b>	<b>(13,528)</b>	<b>(14,940)</b>	<b>(186,449)</b>	<b>(171,509)</b>	<b>92%</b>
<b>Expenses</b>					
Compensation	560,997	<b>459,485</b>	1,926,082	1,466,597	76%
Insurance	7,558		8,314	8,314	100%
Office Expenses	11,519	<b>6,547</b>	30,144	23,597	78%
Workshops and Conferences	9,599	<b>6,506</b>	18,561	12,055	65%
Advertising	66	<b>860</b>	9,020	8,160	90%
Professional Fees	2,793		5,500	5,500	100%
Programs	8,908	<b>6,480</b>	29,600	23,120	78%
Software Licence & Support	3,070	<b>5,754</b>	31,472	25,718	82%
Outside Services		<b>2,706</b>		(2,706)	
Maintenance and Repairs	15,924	<b>18,930</b>	76,883	57,953	75%
Service Agreements	2,426	<b>2,917</b>	7,741	4,824	62%
Utilities	6,912	<b>7,833</b>	24,769	16,936	68%
Collections					
Transfers to Reserve	82,694		254,474	254,474	100%
Transfer to Capital			40,176	40,176	100%
<b>Total Expenses:</b>	<b>712,466</b>	<b>518,018</b>	<b>2,462,736</b>	<b>1,944,718</b>	<b>79%</b>
<b>Total Operating Fund</b>	<b>698,938</b>	<b>503,078</b>	<b>2,276,287</b>	<b>1,773,209</b>	<b>78%</b>

# **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:** May 28, 2025  
**Report #:** 25-13  
**Subject:** Policy Review – Room Rental and Program Policies

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### **Recommendation**

**That Report 25-13 Policy Review – Room Rental and Program Policies be received; and**

**That the Board approve the Room Rental Policy as presented in Appendix A: and**

**That the Board approve the Program Policy as presented in Appendix B**

### **Purpose**

The purpose of this report is to present both the room rental policy and the program policy for the board's review as per the policy review plan.

Both policies have been rewritten to include language on expanded services and new branding.

### **Discussion**

#### **Room Rental Policy (Appendix A)**

The Orangeville Public Library provides public access to designated meeting rooms in support of community engagement, cultural expression, and responsible revenue generation. In accordance with the *Public Libraries Act* (R.S.O. 1990, c. P.44, s. 23(3)), the library board may authorize the rental of spaces not currently in use for core library services.

This policy outlines the conditions under which these rooms may be rented for meetings, private functions, and cultural ceremonies. The CEO may waive rental fees in alignment with formal agreements or reciprocal arrangements.

While the Library supports the free exchange of ideas, the use of its spaces does not imply endorsement of the activities, views, or affiliations of any individual or group.

### Program Policy (Appendix B)

The Orangeville Public Library is committed to delivering inclusive and engaging programs that foster community connection, support lifelong learning, and spark curiosity. Rooted in our values of equity, diversity, and inclusion, our programming creates welcoming spaces where all individuals feel respected, inspired, and empowered to grow.

### **Financial Impact**

The impact of the Room Rental Policy may increase revenue, there is little to no impact on the Program Policy – as budget is a key driver in the programs developed and delivered annually.

### **Strategic Alignment**

Strategic Direction: Soar

Objective: Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environment sustainability.

Prepared and respectfully submitted by,

Darla Fraser,  
Chief Executive Officer



## Room Rental Policy

Board motion number:

Date of next review: April 2029

Date: April 23, 2025

Date of original motion: February 2010

Policy type: Public

Chair's signature: \_\_\_\_\_

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Meeting rooms at the Orangeville Public Library are designed to reflect our strategic directions—**Connect, Discover, Soar**—by integrating our resources with community-driven educational, cultural, civic, and recreational activities.

- **Connect:** These rooms facilitate opportunities for building community through partnerships, advocating inclusivity, and providing equitable access for all. Through these shared spaces, we support diverse collaborations and strengthen a sense of belonging within Orangeville.
- **Discover:** Our meeting rooms serve as gateways for fostering curiosity and uncovering new knowledge. They provide organizations, groups, and individuals with access to facilities that promote lifelong learning, embracing technology, programs, and dynamic environments.
- **Soar:** We inspire our team to embody our values and create exceptional customer experiences, empowering everyone to reach new heights and enabling community members to soar.

Under the Public Libraries Act, the Board has the authority to generate revenue for the use of spaces within library facilities not actively engaged in public library purposes. As per R.S.O. 1990, c. P.44, s. 23 (3), fees may be imposed for such uses. Therefore, when not occupied by the library, the two lower-level rooms are available for rent during operational hours. The CEO retains the discretion to waive fees in accordance with memorandums of understanding or reciprocal agreements.

The Orangeville Public Library offers these spaces as platforms for the expression of diverse ideas and opinions. However, using these meeting rooms does not imply endorsement by the Library Board or staff of any group's activities, policies, or beliefs.

### 1. The Orangeville Public Library Board:

- 1.1 Prohibits facility use in contravention of the Criminal Code of Canada and ensures compliance with all federal, provincial, and municipal legislation.
- 1.2 Reserves the right to accept, refuse, or cancel any booking at its discretion.
- 1.3 Reviews and publishes rental fees (included on Schedule A OPL Rates and fees).



**2. Authorization:**

2.1 The Chief Executive Officer (CEO), or delegate, authorizes room use.

**3. Scheduling:**

3.1 Library staff manage the meeting room schedule and will notify users of any change in availability due to emergencies.

**4. Booking Guidelines:**

4.1 Library programs, services, meetings, and events have priority; other bookings are first-come, first-served.

4.2 A completed 'Room Rental Agreement' form and fee payment are required to book a space.

4.3 Meeting room bookings must not disrupt library functions.

4.4 Cancellations are required at least 48 hours in advance of the booking in order to receive a refund or rebook a space.

4.5 CEO approval is required to conduct for-profit or business activities (e.g. selling of goods or services)

4.6 Bookings can be made up to 90 days in advance; sequential bookings may be limited.

**5. Usage Guidelines:**

5.1 Use is confined to regular library hours unless otherwise approved at time of booking.

5.2 Events may be attended by library staff for policy compliance checks.

5.3 Renters are liable for damages to walls, equipment and furniture; clean-up is the responsibility of the renter.

5.4 Renters are responsible for set up, take down and clean-up.

5.5 Refreshments and food are allowed; however, renters are responsible for any damage caused as a result.

5.6 Use of materials or decorations on the walls requires prior approval

5.7 Occupancy limits will be enforced.

5.8 Renters are responsible for ensuring the space has sufficient technology for their needs. Library staff will provide assistance for the usage of library equipment, no additional IT resources will be provided.

5.9 Renters agree to indemnify the library from any loss or liability during use.

**6. Right to Deny or Cancel:**

6.1 Use will be denied for activities contrary to the law or library policies, including violating the Ontario Human Rights Code.

6.2 Use will be refused for misrepresentation, safety hazards, or past misuse/non-payment.

6.3 The library reserves the right to re-schedule or cancel for library-sponsored events, with notice and alternative suggestions provided.



**7. General**

7.1 No on-site admission fee or required donation may be charged for any meeting or event held in Library meeting rooms, although pre-registered fee-based programs are allowed.

7.2 However, at the discretion of the CEO, the following will be permissible at Library-initiated programs:

- i) Fundraising to benefit the library
- ii) The sale of books, DVDs, and other items by authors or artists as part of a library or co-sponsored program

7.3 Library meeting space may be used by political organizations or individuals, provided the meetings are for the discussion of issues, political business meetings or multi-candidate forums.

7.4 The following activities are not permitted: gambling, including lotteries.

**8. Advertising**

8.1 The library allows advertising inside the library (community events board) by individuals or groups who have rented library space. Advertising must abide by the following:

- i) permission to post to be approved by the CEO or designate
- ii) maximum poster size 8.5 x 11 inches

8.2 Publicity content should in no way imply that Orangeville Public Library advocates or sponsors the event. The library's logo is not to be used without express written consent of the library. All material should include the following sentence: "Please note this is not an Orangeville Public Library Program/Event."

**9. Cultural Ceremonies**

9.1 Indigenous ceremonial practices – including but not limited to smudging, are welcome during meeting room rentals when prearranged.

9.2 The library acts in accordance with the exemptions in the Smoke Free Ontario Act, 2017 (s. 19) for Indigenous persons (or non-Indigenous persons accompanied by an Indigenous person) smoking or holding lighted tobacco for the purpose of carrying out traditional Indigenous cultural or spiritual purposes.

**10. Private Venue Space**

10.1 Private celebratory events (limitations in place) must be booked in coordination with Library events staff and are subject to special agreement and contractual obligations.

10.2 To rent space, a deposit is required to reserve the date and balance is due at least 21 days prior to the event date.

10.3 Private Venue Space is only available outside of library open hours, subject to availability (space and staff).



## Program Policy

Board motion number:

Date of next review: May 2029

Date Approved: May 28, 2025

Date of original motion: April 22, 2009

Policy type: Operational

Chair's signature: \_\_\_\_\_

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At Orangeville Public Library, we take pride in offering a variety of programs designed to foster community **connections**, ignite **discovery**, and inspire individuals to reach new heights (**soar**).

Our offerings provide opportunities for community members to engage with one another and access valuable information, sparking curiosity and creativity, while nurturing a lifelong passion for literacy and learning.

Anchored in our dedication to equity, diversity, and inclusion, our programs ensure a welcoming atmosphere where every individual feels valued and part of our community.

### Purpose

The purpose of this policy is to:

1. Guide staff development and delivery of library programming in alignment with the Program Framework.
2. Inform external partners about how we collaborate on programming.
3. Provide the community with an understanding of how and why we select our programs.

### Definitions

*Programs* – Coordinated activities (planned and scheduled) that are facilitated by a library staff member and/or external subject matter expert that have been developed according to the Program Framework. Programs may be offered within library facilities, offsite in coordination with community partners, or virtually.

*Partner/ship* - A mutually beneficial collaboration between the library and a community group, organization, and/or individual whose mission aligns with OPL. The collaboration can include shared space arrangements, shared resources, and service delivery partnerships.

## **Policy Statements**

1. Programs are developed to respond to new community interests, as well as to sustain existing interest and demand, while taking into consideration industry trends. Programming aims to encourage the use of library resources and services while being designed to align with the library's Program Framework and Strategic Plan. All programming delivered by library staff or arranged by the library must adhere to the criteria outlined in the Program Framework.
2. The Orangeville Public Library upholds the principle of intellectual freedom embodied in the Canadian Federation of Library Associations' *Statement of Intellectual Freedom and Libraries*. See *Intellectual Freedom Policy*.
3. All programs are designed to be inclusive and provide safe spaces, offering activities and learning opportunities that are innovative and community driven. In the spirit of upholding intellectual freedom, the library may offer programs that present opposing viewpoints. Community members with an expression of concern are expected to respect the rights and freedoms of others. Anyone can submit a request for reconsideration of a library program. All viewpoints are respected, ensuring an inclusive dialogue that promotes understanding and collaboration.
4. The library will make every effort to provide accessible programs for individuals of all ages and abilities. Programs are open to all, unless the objectives or location of the program requires limitations by age, or on the number of participants, for the best possible experience of program attendees and/or safety.
5. The library aims to offer programs at no cost to participants. However, certain events such as March Break performances and other CEO-approved events may require participation fees to cover costs associated with supplies or facilitators/entertainers.
6. Programs will be presented by qualified staff or subject matter experts in the community and beyond, making use of the skills and talents of a wide variety of individuals and organizations. All programs and facilitators will adhere to the Library's *Equity, Diversity and Inclusion Policy* and *Working with Us Policy*.
7. An arrangement may be created through a memorandum of understanding where the library provides a recurring honorarium to an

individual for sharing their expertise, developing a syllabus, and facilitating approved programs.

8. The library maintains a stance of political neutrality and does not endorse any political ideologies or candidates. Programs are designed to be informative and educational, without being used as platforms for political advocacy.
9. Solicitation and sales pitches are not permitted as part of the library's programming. Programs must focus on delivering value/information to participants without commercial or promotional intent.
10. Program development and delivery will be regularly evaluated to ensure programs reflect the needs of the community and the priorities of the library. Information gathered for evaluation may be acquired through the following means: survey, word of mouth, comments from parents and/or participants, and attendance trends.
11. Recommendations, suggestions, and program ideas are welcomed. The process for submitting ideas will be clear and available to all through the Program Proposal Form (versions for both staff and public). Submissions will be evaluated using the Program Framework standards and based on available resources and capacity throughout the term.
12. Programs outside of library hours are subject to approval by the Program and Research Librarian. Off-site library programs may be subject to CEO approval.
13. Staff will work with the communication division to create and utilize brochures, press releases, and the library's social media, eNewsletter and website for the promotion of programs.

**Related Policies:**

Working with Us Policy  
Intellectual Freedom Policy  
Children in the Library Policy  
Equity, Diversity and Inclusion Policy  
Children and Youth Services Policy  
Rules of Conduct & the Rzone Policy