

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

Agenda

March 13, 2024, ~~6pm~~ **now** at **7pm**

1. Call to Order
2. Approval of the Agenda
 - 2.1. Moved by and seconded by THAT the West Grey Library Board approves the agenda as presented.
3. Declarations of Interest
4. Board Training
 - 4.1. Reminder to bring in your binders.
5. Minutes of February 14, 2024
 - 5.1. Moved by and seconded by THAT the West Grey Library Board minutes of February 14, 2024, be approved as presented.
6. Business arising from the minutes.
 - 6.1. GH Contract
7. Board information package.
 - 7.1. Town of Lincoln correspondence
 - 7.2. News release – Ontario Helping Public Libraries Province
Public Internet Access
8. Chief Librarian's report
 - 8.1. Moved by and seconded by THAT the West Grey Library Board accepts the Chief Librarian's report as presented.

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

9. Policy review and updates

- 9.1. FN-01 Foundation Policy
- 9.2. GOV-05 Policy Development
- 9.3. GOV-08 Board Advocacy
- 9.4. GOV-11 Board Evaluation

10. Report from Board and Council members.

11. Other business

- 11.1. Neustadt window

12. Open Discussion

13. Next Meeting

- 13.1. Wednesday May 8, 2024, 6pm to be held at the Neustadt Branch.

14. Adjournment

West Grey Public Library Board Minutes

February 14, 2024

West Grey Public Library – virtual meeting

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Yvonne Pelletier, Samantha Mund, Geoffrey Shea

Regrets: Stephen Townsend

1. Call to Order

The Chair called the meeting to order at 6:08 pm.

2. Agenda

Moved by Yvonne Pelletier and seconded by Samantha Mund

THAT the West Grey Library Board approve the agenda as presented.

Carried.

3. Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

4. Board Training

4.1. Binders to be brought into the Durham Branch for updates/changes w/o February 18, in time for March meeting.

5. Minutes of January 10, 2024

Moved by Samantha Mund and seconded by Scott Foerster THAT the West Grey Library Board minutes of January, 10, 2024, be approved as presented.

West Grey Public Library Board Minutes

February 14, 2024
West Grey Public Library – virtual meeting

Carried.

6. Business arising from the minutes.

6.1 Update from Malcolm Beddoes and Samantha Mund with respect to their attendance at the OLA Super Conference

6.2. Information regarding West Grey members at surrounding libraries presented.

7. Board information package

7.1. N/A

8. Chief Librarian's report

Moved by Doug Townsend and seconded by Samantha Mund
THAT the West Grey Library Board approves the Chief Librarian's report as presented.

Carried.

9. Policy review and updates

Policies for review will be presented in March

10. Report from Board and Council Members

11. Other Business

12. Open Discussion

West Grey Public Library Board Minutes

February 14, 2024

West Grey Public Library – virtual meeting

**Moved by Geoffrey Shea and seconded by Yvonne Pelletier THAT
4 of 9 Board meetings be virtual.**

**Friendly amendment: Chair and CEO can determine if more
meetings could be online.**

Geoffrey Shea withdraws motion in favour of friendly amendment.

**13. Next Meeting – Wednesday, March 13, 2024, 6pm to be held
at the Durham Branch.**

14. Adjournment: Motion to adjourn at 7:10pm by Geoffrey Shea

Chair:

Date:

DRAFT



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1
905-563-8205

February 28, 2024

SENT VIA EMAIL: Premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

RE: Town of Lincoln Council Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 26, 2024, passed the following motion regarding an Urgent Need for Increased Funding to Libraries and Museums in Ontario:

Resolution No: RC-2024-23

Moved by Mayor Easton; Seconded by Councillor Mike Mikolic

WHEREAS the provincial funding for public libraries is currently based on population levels from 25 years ago, which fails to reflect the substantial growth and changing needs of our communities. The Town of Lincoln Council wishes to draw your attention to the "Overdue" report of 2023 from the Canadian Urban Council, which emphasizes the pivotal role libraries play in various aspects of community life, including knowledge distribution, culture, health, reconciliation, belonging, and our democracy; and

WHEREAS libraries, situated at the heart of our communities, serve as multifaceted institutions catering to diverse needs. They provide essential services such as access to culture and information, refuge for those experiencing domestic violence, election information centers, job search facilities, health clinics, language learning centers for newcomers, and spaces for educational and community events. Despite their vital role, public libraries in Ontario have not seen an increase in provincial funding for over 25 years, leading to a decrease in the value of the province's investment by over 60%; and

WHEREAS the Town of Lincoln Council urges the Provincial Government to

consider increasing provincial funding for Ontario's public libraries to address critical shared priorities and community needs. While over 90% of library funding comes from local municipal governments, provincial operating funding is crucial for providing stability to library budgets, especially in times of inflation, technological changes, and increasing demands on libraries as community hubs; and

WHEREAS the Town of Lincoln Council would like to bring to the Provincial Government's attention the pressing need to increase the funding envelope for the Community Museum Operating Grant (CMOG). The Town of Lincoln currently receives \$25,000 annually, the maximum amount through this grant, but the funding envelope has remained stagnant for over 15 years. This limitation hampers the ability of community museums to offset increasing operational expenses, impacting their role in preserving and promoting local stories, attracting cultural tourists, supplementing school curriculum, and contributing to vibrant and vital communities; and

WHEREAS the Lincoln Museum and Cultural Centre is a community hub critical to the health and vibrancy of our community. An increase in CMOG funding will enable our museum to continue its valuable service to the community, creating a sense of place, attracting cultural tourists, and preserving local stories that define our unique identity; and

WHEREAS Cultural institutions, particularly museums, play a vital role in shaping and preserving our community's identity. They contribute to tourism, social participation, senior well-being, skill-building, and learning. As the largest government funder for most of Ontario's smaller museums, municipalities create value in their communities through the work of these institutions.

THEREFORE, BE IT RESOLVED THAT the Town of Lincoln Council urges the Provincial Government to support increasing funding to both public libraries and community museums. Recognizing these institutions as national assets and strategically investing in their potential will contribute significantly to renewing post-pandemic social cohesion, economic well-being, and community resilience; and

BE IT FURTHER RESOLVED THAT this resolution be circulated to the Province, the Minister of Tourism, Culture and Sport, Association of Municipalities of Ontario (AMO), the Niagara Region, the 12 Local Area Municipalities in Niagara and all municipalities of Ontario for endorsement.

CARRIED

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,



Julie Kirkelos

Town Clerk

jkirkelos@lincoln.ca

JK/dp

Cc: Premier of Ontario
Minister of Tourism, Culture and Sport
Association of Municipalities of Ontario (AMO)
Ann-Marie Norio, Clerk, Niagara Region
Local Area Municipalities
All Ontario Municipalities

Ontario Helping Public Libraries Provide Public Internet Access

Investment helps small, rural and First Nation communities access digital resources and in-demand services

February 06, 2024

Tourism, Culture and Sport

pre budget submissions
OLA - FOPL secured 11
deputations across the province - the most
they have ever rallied.

GRAVENHURST — The Ontario government is investing up to \$582,000 in Ontario's public libraries this year through the Internet Connectivity Grant program to provide Ontarians with reliable access to digital resources and in-demand services at their local public library.

"Public libraries are a critical part of the infrastructure that makes our communities thrive," said Neil Lumsden, Minister of Tourism, Culture and Sport. "This increased investment in public libraries will ensure people across the province have reliable access to the digital resources and in-demand services that they require to learn, grow and thrive."

Today's funding announcement will increase the support provided to Ontario's public libraries last year by \$122,000, enabling up to 155 eligible public libraries that serve communities of 20,000 or less – in particular, those in small, rural and First Nation communities – to be fully reimbursed for the costs of providing publicly accessible internet access.

Ontarians rely on their local public library to access online tutoring and homework assistance, job training resources, learn or improve their language skills, and build and maintain social connections.

"This initiative reflects our government's commitment to small town and rural Ontario. We're ensuring that residents of communities like Gravenhurst and those throughout Parry Sound-Muskoka have access to the same level services as residents of big cities," said Graydon Smith, MPP for Parry Sound-Muskoka.

"Expanding access to high-quality internet connectivity enhances local quality of life for people throughout our riding. I'm proud to be a part of a government that is prioritizing investing in communities like Gravenhurst."

Since 2018, the Internet Connectivity Grant program has provided the province's public libraries with more than \$3 million to ensure the communities they serve have reliable access to the internet.

"Access to reliable, high-speed internet is more critical than ever in an increasingly digital world and in the wake of the COVID-19 pandemic," said Michelle Arbuckle, Executive Director, Ontario Library Association. "With more services, resources and businesses shifting to virtual platforms, the Ontario government's enhanced investment in the Internet Connectivity program will support public libraries by helping to make high-speed internet and digital resources accessible for all Ontarians."

"High-speed internet is critical for public libraries to offer the residents and communities they serve with access to digital resources and learning tools, subscription-based databases, and government services," said Dina Stevens, Executive Director, Federation of Ontario Public Libraries. "Public libraries also provide reliable internet access to Ontarians of all ages who cannot otherwise access or afford it. The enhanced internet connectivity funding from the Ontario government will ensure public libraries serving hundreds of thousands of Ontarians in smaller communities will be able to continue providing access to fast, reliable internet services."

Quick Facts

- In 2023-24, the ministry committed to maintaining the \$27 million dollars in annual funding to the public library sector, and to work with Ontario's libraries to ensure services are delivered in the most efficient and effective ways possible.
- The Ontario government provided \$4.85 million in 2020-21 through the Connecting Public Libraries initiative to upgrade broadband at approximately 55 library branches in unserved and underserved communities across the province. To date, 20 sites have received broadband upgrades.

Media Contacts

Uppekha Allani

Press Secretary, Minister's Office

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Uppekha.Allani@ontario.ca

Chief Librarian/CEO Report
MAR 13, 2024

1. Operational updates

Child & Youth Programming – Kayla

Frazzlefest - played snowman play-doh, sang songs and read books to 14 kids and their families. This program was a great opportunity for community outreach, I spent time promoting programs and services to some families that I have never met, and it was a great opportunity to be visible to different groups and people in the community that may not make it in to see us at the library.

Valentine's Tea Parties - between illnesses and snowstorms, we managed to offer 2 Valentine's Tea Parties to Durham and Neustadt over the month of February. We made crafts, read stories, enjoyed juice and snacks in fancy teacups. Many kids even dressed up in fancy outfits to attend!

Spruce Ridge Kindergarten Visits - I visited two kindergarten classes in Spruce Ridge Community School this month to read stories and sing songs. The kids are always very engaged and excited to see me and it's a fun time for everyone.

Fall Fair Crafts @ Homeschool Group - this month at homeschool group we had a full program of 10 kids! I introduced the fair preliminary list to the kids and explained the premise of the fair, and then we worked on some crafts to submit to the fair. There was some great enthusiasm from kids who wanted to participate in gardening, cooking, needlework, photography, and crafts!

Adult Programming – Kimm

The library will hold three fundraiser trivia nights by the end of June, the first March 22nd in Ayton at Trixie's Saloon. Durham's will be held in early April at Country Corner and the Neustadt Brewery will hold the late June event. The pop-up program in Neustadt at Hillside Manor continues to be popular; Spring program plans include the launch of a seed library, sessions around ethical foraging, recycling and a Repair Café for Earth

Chief Librarian/CEO Report
MAR 13, 2024

Day. Approximately 193 adults took part in February's programs and events.

2. Staff

We are interviewing for a library page and hope to begin interviewing next week for the Children's summer position.

3. Buildings

Ayton Branch.

New toilet, kitchen sink and taps have been installed.

Neustadt Branch.

Durham Branch.

4. Administration

Over the years we have had many placements through college and high school programs.

This year we've been asked to be a mentor through an organization called Life Directions and been asked to host a student from Mohawk college.

WGPL Fundraising – Money raised in 2023 will be used to purchase 2 C-Pens. These pens can be used for those with reading difficulties such as dyslexia, fosters skill development and vocabularies.

FUNDRAISING STRATEGY – EXECUTIVE SUMMARY

West Grey Library's five-year plan is divided into two sections: A small-scale portion under the direct administration of the Library's operational side (CEO and staff), with increasing target goals to a 5th year goal of \$5000; and a recommendation to the Library Board to set a separate goal and use their experience, expertise and networks to focus on corporate, legacy and community network donations. The monies raised by the Friends of the Library will be included in the operational goal, but may or may not be used for that year's focus, as the Friends determine the direction of their donation.

The **operational** component will use the following strategies:

- Make giving easier
- mobilize and recognize existing donors
- Re-engage and mobilize lapsed donors
- Offer a wide range of giving opportunities, with more than half involving active engagement with Library, staff or each other
- Raise awareness of the Library's benefits to community
- Leverage community resources and influences (e.g. online, peer-to-peer)

Funds raised will be prioritized and allocated using the following criteria/process:

- Designate a focus for each year
- Determine ongoing benefit to Library patrons
- Identify target group(s) and determine relevance of item to that/those group(s)
- Determine that the item/service/activity cannot be fully covered by the budget already approved for that year
- Confirm that priority items/services/activities meet an emerging need or interest of members that was not foreseen/able to be foreseen in that year's budget

Goals by year: to be used to (primary focus):

Year 1 (2023): \$2500	increase digital resources
Year 2 (2024): \$3500	fill gaps in digital (newspaper) collection
Year 3 (2025): \$4000	community outreach program materials
Year 4 (2026): \$4500	improve tech: circulating laptops; expanded digitized history resources
Year 5 (2027): \$5000	more ambitious programming: eg, high-profile author visit, cultural excursion

The execution plan/roadmap is developed using these considerations:

- Fundraising is intended primarily to support programming, build tech/digital capacity, expand patron experience opportunities, and repair/maintain collections. Capital fundraising projects will be structured separately.
- The priority from an operations perspective is to offer fundraising campaigns, events and experiences that are small-scale and repeatable, and which appeal to both Library patrons and non-patrons (with an eye to converting to patrons)
- The suggested priority for Library Board members is to leverage personal and professional networks.

West Grey Public Library

Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024

Section 1: Mission Statement

The mission statement articulates the understanding shared by both the West Grey Public Library Board and the staff of the purpose of the library and whom it serves. It inspires those who work on behalf of the library and provides a compass for action. This policy ensures that the mission statement remains relevant and central to the operations of the library.

1. The mission statement is used as a decision-making framework for both the West Grey Public Library Board and staff. All strategic decisions of the library need to support the mission.
2. The mission statement is developed, reviewed and/or revised by the West Grey Public Library Board as part of the planning cycle.
3. The mission statement of the West Grey Public Library must:
 - a) be short, clear, and concise.
 - b) be relevant to the direction of the library.
 - c) be easily understood by people both inside and outside of the library.
 - d) guide the actions of the West Grey Public Library Board and staff.

The West Grey Public Library's Mission Statement

Our library provides resources and services for life –long learning and the enrichment of educational, social, and cultural experiences of our community.

Approved Mission Statement – December 19, 2011

West Grey Public Library
Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024

Section 2: Vision Statement

The vision statement of the West Grey Public Library Board describes the future success of the library. By creating a compelling vision, the Board encourages action that moves the library towards a desirable future. This policy ensures that both the West Grey Public Library Board and staff are guided by a clearly articulated vision.

1. The vision statement is used as a decision-making framework for the West Grey Public Library Board and staff.
2. All strategic decisions of the West Grey Public Library Board need to support the vision.
3. The vision statement is developed by the West Grey Public Library Board as part of the planning cycle.
4. The vision statement of the West Grey Public Library must:
 - a) be futuristic, in that it describes what is not yet true.
 - b) convey a picture of a desirable future.
 - c) be easily understood by people both inside and outside of the library.
 - d) guide the actions of the West Grey Public Library Board and staff.

West Grey Public Library's Vision Statement

Aspire to be the best possible library for our community in an
ever-changing environment.

Approved Vision Statement – December 19, 2011

West Grey Public Library
Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024

Section 3: Statement of Values and Goals

The statement of values and goals articulates the shared beliefs of both the West Grey Public Library Board and staff about important principles and norms by which the library operates and delivers service. This policy ensures that the West Grey Public Library Board articulates and reviews its values.

1. The statement of values and goals is integrated into the decision making of the Board and the delivery of day-to-day operations and services by the staff.
2. The statement of values and goals is developed, reviewed and/or revised by the West Grey Public Library as part of the planning cycle.

The West Grey Public Library's Statement of Values

We value:

- Creativity and Innovation
- Integrity and Respect
- Good Patron Service
- Accountability
- Inclusiveness
- Community Engagement
- Literacy

Approved Statement of Values – December 19, 2011

West Grey Public Library
Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024

Section 4: Intellectual Freedom

Recognizing that the West Grey Public Board has a fundamental responsibility for upholding the principles of, as well as advocating for, intellectual freedom, this policy ensures the rights of individuals to access information.

1. The West Grey Public Library Board adopts the Canadian Library Association's ***Position Statement on Intellectual Freedom***, approved by the CLA Executive Council ~ June 27, 1974; Amended November 17, 1983; November 18, 1985; and September 27, 2015
2. It is the responsibility of the West Grey Public Library Board, and those who work in the library, to:
 - a) ensure that all library users have the fundamental right to have access to all expressions of knowledge, creativity, and intellectual activity, and to express their thoughts publicly.
 - b) guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable.
 - c) make available all the library's public facilities and services to all individuals and groups who need them.
 - d) resist all efforts to limit the exercise of these responsibilities, while recognizing the right of criticism by individuals and groups
3. The West Grey Public Library Board directs the Chief Executive Officer to ensure that the principles of intellectual freedom are integrated into all organizational policies, procedures, and practices.

Related Documents:

CLA Executive Council. ***Position Statement on Intellectual Freedom***, approved ~ June 27, 1974; Amended November 17, 1983; November 18, 1985; and September 27, 2015

West Grey Public Library

Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024



Canadian Library Association

200 Elgin Street, Suite 602, Ottawa, Ontario K2P 1L5
Telephone: (613) 232-9625 Fax: (613) 563-9895

Position Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's *Bill of Rights* and the *Canadian Charter of Rights and Freedoms*, to have access to all expressions of knowledge, creativity, and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

West Grey Public Library

Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
Last Revision Date:
Next Review Date: March 2024

Adopted and approved by CLA Executive Council June 27, 1974;
Amended November 17, 1983; November 18, 1985; and September 27, 2015

Section 5: Truth and Reconciliation

Background: Truth and Reconciliation

The West Grey Public Library recognizes and embraces the principles of Truth and Reconciliation as outlined in the *Truth and Reconciliation Commission Report*. The West Grey Public Library acknowledges the recommendations from the *Canadian Federation of Library Associations' Truth and Reconciliation Committee Report* and shall implement recommendations appropriate to our Library.

1. Land Acknowledgement

We believe that a Land Acknowledgement demonstrates respect and appreciation for the Indigenous peoples who have been living on the land since time immemorial. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations, and are key to reconciliation.

"We will begin by acknowledging that we are meeting on land that has been inhabited by Indigenous peoples since time immemorial.

Today we gather on the Traditional Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land.

We acknowledge that we are situated on Saugeen Treaty No. 45 ½ territory and that our meeting place is home to many Indigenous peoples, including First Nations, Metis, and Inuit, from across Turtle Island.

This Land Acknowledgement is only one small step in our collective commitment to advance Truth and Reconciliation."

West Grey Public Library

Policy Title:	Foundation Policies
Policy Number:	FN-01
Initial Approval Date:	August 2, 2019
Last Revision Date:	
Next Review Date:	March 2024

The Land Acknowledgement will be used by the West Grey Public Library CEO, Board Chair, or designate at the start of public meetings, celebrations, or other official events and programs as deemed appropriate, and that are hosted or supported by West Grey Public Library. The Acknowledgement may be printed, spoken, projected, or posted on the West Grey Public Library website.

2. Library Services

The West Grey Public Library commits to researching and adopting best practices in services for Indigenous Peoples in libraries as they are determined and disseminated by the national Library community and in consultation with the Indigenous community. The West Grey Public Library will actively work to indigenize and decolonize Library collections, services, and spaces.

a. Collections, Access, and Classification

The West Grey Public Library acknowledges that there may be structural biases in the library catalogue access and classification. The West Grey Public Library will provide collections relating to Indigenous cultures, languages, and peoples.

b. Services

The West Grey Public Library will provide programming relating to Indigenous cultures, languages, and peoples.

c. Space Planning

The West Grey Public Library will design indoor and outdoor spaces by recognizing and supporting Indigenous cultures, languages, and forms of knowledge through culturally appropriate space planning, signage, art installations, territorial acknowledgements, and public programming in collaboration with local Indigenous stakeholders.

3. Professional Development

The West Grey Public Library will provide regular training for Board members, staff, and volunteers on Indigenous history, culture, and Truth and Reconciliation.

West Grey Public Library

Policy Title:	Foundation Policies
Policy Number:	FN-01
Initial Approval Date:	August 2, 2019
Last Revision Date:	
Next Review Date:	March 2024

4. Relationship Building and Consultation

The West Grey Public Library will actively build relationships with Indigenous people, communities, organizations, and Nations.

Appendix

- TRC Calls to Action: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf
- OLA Information Brief Indigenous Matters: <https://accessola.com/wp-content/uploads/2020/09/2020-Indigenous-Matters-Info-Brief.pdf>
- CFLA Truth and Reconciliation Committee Report Recommendations: https://cfla-fcab.ca/en/about/committees/indigenous_matters_committee/
- Saugeen Ojibway Nation Territory Acknowledgement: <https://www.saugeenojibwaynation.ca/documents/saugeen-ojibway-nation-territory-acknowledgement>
- Saugeen Ojibway Nation – Treaty History: <https://www.saugeenojibwaynation.ca/treaty-history>

Section 6: Diversity and Inclusion

The West Grey Public Library understands the need to recognize and embrace the diversity of our community and strives to be a truly inclusive place within the community.

Definitions:

1. **Diversity** is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability, or attributes, religious or ethical values system, national origin, and political beliefs, many of which are listed within the *Ontario Human Rights Code*.
2. **Equity** Definitions of equity vary but all focus on the ideals of justice and fairness. Whereas equality means providing everyone with the same number of resources regardless of whether everyone needs them, equity is when resources are shared based on what each person needs to adequately level the playing field

West Grey Public Library

Policy Title: Foundation Policies
Policy Number: FN-01
Initial Approval Date: August 2, 2019
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3. **Inclusion** is the act of creating environments and spaces in which any individual or group feels welcomed, valued, respected, supported and can fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

Declaration

The West Grey Public Library is committed to fostering an environment which makes equity, diversity, and inclusion a priority in planning and decision making for staffing, collections, services, and spaces. Our staff training will include accessibility, anti-racism, anti-oppression, and cultural awareness training. Select training opportunities are available for West Grey Public Library Board members and West Grey Public Library volunteers.

The West Grey Public Library endorses the *CFLA Position Statement of Diversity of Inclusion* prepared by the Canadian Federation of Library Associations which reads:

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

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

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

West Grey Public Library

Policy Title:	Foundation Policies
Policy Number:	FN-01
Initial Approval Date:	August 2, 2019
Last Revision Date:	
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Collection

The West Grey Public Library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

Services

As the CEO develops and delivers services and programs, they will work with our many communities to develop inclusive consultation and engagement processes and to develop services in appropriate ways. They will seek to understand how diverse community groups define and describe themselves and will listen to and learn from communities rather than relying on indirect sources.

In the spirit of diversity and inclusion for all members, the West Grey Public Library welcomes the exhibit of displays and provision of programs and services that reflect and fit within the location's communities (e.g., displays during various religious holidays, culturally significant dates, etc.)

Spaces

The West Grey Public Library will provide welcoming spaces for all. Our spaces will be inclusive with areas free of bias (e.g., gender neutral, universal washroom facilities, collection arrangement, etc.)

Related Documents:

West Grey Public Library. *Gov 06 – Planning*

West Grey Public Library

Policy Title: Policy Development

Policy Number: GOV-05

Initial Approval Date: December 20, 2019

Last Revision Date: November 9, 2022

Next Review Date: March 2024

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44*, s. 3(3), the West Grey Public Library is under the management and control of the West Grey Public Library Board. The Library Board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the West Grey Public Library and provide direction to Library Board and employees. West Grey Public Library Board members and employees are responsible for knowing, understanding, and complying with West Grey Public Library policies.

Section 1: Types of Policies

1. The work of the West Grey Public Library is guided by policies in five main areas:
 - a) Foundation policies which record the Library Board's decisions on vision, mission, and values
 - b) West Grey Library Board bylaws which establish the organizational structure of the Library Board and how it does business
 - c) Governance policies which define the responsibilities and regulate the work of the Library Board
 - d) Human Resources policies which guide relations with the staff.
 - e) Operational policies which regulate the services and day-to-day operations of the West Grey Public Library

Section 2: Responsibilities

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
 - a) the Chief Executive Officer or West Grey Public Library staff
 - b) a member of the West Grey Public Library Board
 - c) the council
 - d) government through legislative requirements
 - e) a member of the community or general public
2. The West Grey Public Library CEO will develop new policies as needed or draft revisions to existing policies for Library Board approval. Should the Library Board form a Policy Committee, they will work with the CEO in the drafting Governance and Foundational policies and in reviewing all policies.

West Grey Public Library

Policy Title: Policy Development

Policy Number: GOV-05

Initial Approval Date: December 20, 2019

Last Revision Date: November 9, 2022

Next Review Date: March 2024

3. The West Grey Public Library Board is responsible for the monitoring of policies and will:
 - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g. Occupational Health and Safety policies require annual review)
 - b) ensure that policies comply with the **Public Libraries Act** as well as any applicable municipal bylaws, provincial or federal legislation

4. The West Grey Public Library Board is responsible for approval of all West Grey Public Library policies and will:
 - a) receive all policy changes, in draft, within the Library Board package prior to the next scheduled West Grey Public Library Board meeting
 - b) approve all policies at a duly constituted Library Board meeting.

Section 3: Policy Distribution

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the initial approval date, last revision date, and the next review date.
2. A print copy of the full suite of policies for the West Grey Public Library will be available at each Library location for easy reference
3. Each Library Board member should have access to the full suite of policies for the West Grey Public Library
4. All the foundational and operational policies for the West Grey Public Library will be posted on the West Grey Public Library's website (when possible)

Section 4: Consolidation and Rescinding of Policies

- a) **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
- b) **Rescinding:** As necessary, a policy may be removed with West Grey Public Library Board approval from the suite of West Grey Public Library policies

Related Documents:

Public Libraries Act, R.S.O.1990, c. P44

West Grey Public Library

Policy Title: Board Advocacy

Policy Number: GOV-08

Initial Approval Date: September 19, 2018

Last Reviewed Date: January 15, 2020

Next Review: March 2024

The Board must ensure that the community is aware of the importance of the library and that funding bodies fully understand the important role which the library plays in the community. Through its advocacy work, the Board seeks to promote the profile of the library and enhance its importance to the community. This policy sets out the advocacy responsibilities of the Board.

1. The Board Chair (or delegate) shall be the official spokesperson for the West Grey Public Library on issues approved by the Board.
2. In pursuing its advocacy activities, the Board shall:
 - a) prepare an annual advocacy plan to inform Council of the needs of the community, the development of library services, plans, and achievements by means of reports.
 - b) meet with Municipality of West Grey Council twice a year to review progress and discuss funding needs.
 - c) participate regularly in activities that build relationships with individuals and organizations that share interests with those of the West Grey Public Library
 - d) identify and respond to issues, concerns and government policies that may directly or indirectly affect the West Grey Public Library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community.

West Grey Public Library
Policy Title: Board Evaluation
Policy Number: GOV-11
Initial Approval Date: July 14, 2019
Last Reviewed Date: January 15, 2020
Next Review: March 2024

The West Grey Public Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for West Grey Public Library Board improvement and the requisite follow-up action. This policy ensures that the West Grey Public Board assesses its effectiveness.

1. The West Grey Public Library Board will evaluate its effectiveness on an annual basis.
2. The West Grey Public Library Board Chair is responsible for managing the process of the evaluation.
3. The evaluation will be done by establishing an annual board work plan and self-reflective questionnaire, based off of the current strategic plan and subsequently judging performance, in the areas of:
 - a) policy development
 - b) planning
 - c) advocacy
 - d) relationship with the Chief Executive Officer
 - e) finance
 - f) board conduct and practice