

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: April 26, 2023
Report #: 23-04
Subject: Policy Review Plan 2023 – 2026 Term

Recommendation:

That report 23-04, dated April 26, 2023, with respect to the Policy Review Plan, be received;

And that the Policy Review Plan dated April 26, 2023 be adopted.

Purpose:

The purpose of this report is to provide the board with a plan for the review of the various library policies over the 2023 - 2026 term of office.

Background:

The Orangeville Public Library is governed by a seven-member board appointed for a term of four years by Town Council. In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Orangeville Public Library is under the management and control of the library board. The library board has the sole authority and responsibility for establishing policy.

As a governing body, an important function is the development and monitoring of policy. The board is responsible for developing, reviewing, and amending all policies to ensure clear direction for the efficient operation of the library.

A schedule outlining the policy review plan is presented below with recommended dates for the review of each library policy. Generally, each policy will be reviewed once every four years. However, the schedule is a suggestion only and there may be situations that require a change.

#	Library Board Policies	Type	Review Date	Year
1	Procedure By-law	Board	Apr	2023
2	Code of Conduct for Council, Local Boards and Committees	Town	May	2023
3	Unattended Children Policy	Public	May	2023
4	Procurement Policy	Town	Jun	2023
5	Personnel Policy	Town	Jun	2023
6	Accessible Customer Service Policy	Public	Sep	2023
7	Information Services Policy	Public	Sep	2023
8	Donations & Sponsorship Policy	Operational	Oct	2023
9	Rules of Conduct & the Rzone Policy	Public	Oct	2023
10	Children and Youth Services Policy	Operational	Nov	2023
11	Homebound Delivery Service Policy	Public	Nov	2023
12	Circulation (Borrowing) Policy	Board	Feb	2024
13	Local History Policy	Board	Jun	2024
14	Community Information Policy	Board	Sep	2024
15	Security and Emergency Policy	Operational	Oct	2024
16	Volunteer Policy	Board	Nov	2024
17	Room Rental Policy	Public	Feb	2025
18	Health & Safety, Violence & Harassment in the Workplace Policy	Town	Apr	2025
19	Planning Policy	Board	May	2025
20	Program Policy	Operational	May	2025
21	Collection Development Policy	Operational	Jun	2025
22	Records Management Policy	Town	Sep	2025
23	Proctoring Policy	Board	Feb	2026
24	Advocacy Policy	Board	Apr	2026
25	Use of Corporate Resources During an Election Policy	Town	Apr	2026
26	Public Internet Services Policy	Public	May	2026
27	Resource Sharing Policy	Operational	Jun	2026
28	Electronic Monitoring Policy	Town	Sep	2026
29	Right to Disconnect Policy	Town	Oct	2026

Financial Impact:

This review plan will have no financial impact on the existing budget, however the resulting policies may impact the budget. Any financial impact will be presented in the staff report accompanying the policy under review.

Prepared and respectfully submitted by, Darla Fraser, Chief Executive Officer