

Agenda

Regular Meeting # 2021-03
Kingston Frontenac Public Library Board
Wednesday, March 17, 2021 – 4:30 PM
Virtual Meeting – Zoom

She:kon, Aanii, Boozhoo, Waychaya, Kwey Kwey, Tawnshi. Let us bring our good minds and hearts together, to honour and celebrate these traditional lands as a gathering place of the Original Peoples and their Ancestors who were entrusted to care for Mother Earth since time immemorial. It is with deep humility, that we acknowledge and offer our gratitude for their contributions to this community, having respect for all as we share this space now and walk side-by-side into the future.

1. Call to Order / Regrets
2. Adoption of the Agenda (motion)
3. Disclosure of Conflict of Interest
4. Presentation: Heather Mitchell, Supervisor, Ontario Works, City of Kingston to discuss local EarlyON programs.

Consent Agenda

5. Adoption of Minutes
 - 5.1. Regular KFPL Board Meeting #2021-02 of February 17, 2021 (attached)
6. Information Items
 - 6.1. Correspondence/Information Received and Sent
 - 6.1.1. To Franceen Neufeld, a letter dated March 3, 2021, regarding the appeal of the staff decision to retain *Irreversible Damage* in the collection, summarizing the Board's discussion and decision to retain the book in the collection.
7. Monitoring Reports
 - 7.1. Communication and Counsel
 - 7.1.1. Chief Librarian's Report (report attached)
 - 7.2. Annual Report

8. Motion to accept consent agenda (motion)

Action Agenda

9. Business Arising from the Minutes
10. Items Removed from the Consent Agenda
 - 10.1.
11. Action Items
 - 11.1. Policy Approval
 - 11.1.1. Collection Development (report and policy attached) (motion) (*brought forward from February 2021*)

Items for Discussion / Exploration (none this month)

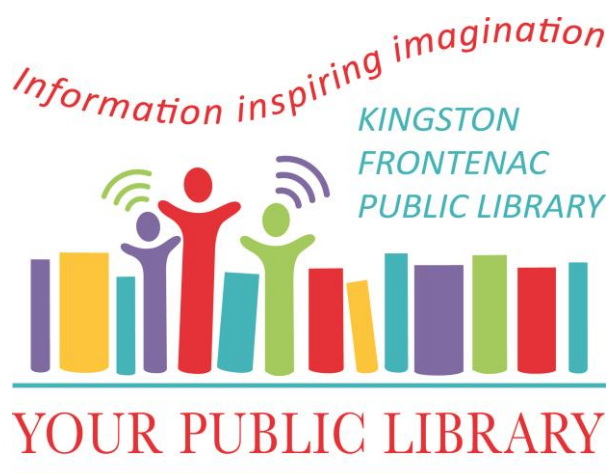
Other Business

12. KFPL Board Trustee Job Description – recommendations for municipal nomination committees
13. Central Branch Renovations Update
14. Radon Testing Update
15. COVID-19 Operations Update
16. Updated Policy Checklist (attached)

Adjournment / Next Meeting

Regular Board Meeting: 4:30 PM, Wednesday, April 21, 2021, Meeting Room #1, Central Branch

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, life long learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.



Minutes of Regular Meeting #2021-02 of the Kingston Frontenac Public Library Board

February 17, 2021 - 4:30 PM (unconfirmed)

Virtual Meeting – Zoom

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Kate Betts-Wilmott, Dave Kerr (joined at 4:38 PM), Mark Kerr, Councillor Robert Kiley, Kamryn Marsh, Louise Moody, Natalie Nossal (Vice-Chair), Holly Platz, Councillor Alan Revill, Jennifer Ross, Monica Stewart (Chair)

Staff Present: Nicole Charles (Director, Branch Experience), Liz Coates (Manager, Branch Operations), Kimberly Sutherland Mills (Manager, Programming and Outreach), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Recording Secretary), Lester Webb (Director, Outreach and Technology)

Regrets: none

Others Present: Karley Salsbury (President, Friends of the Kingston Frontenac Public Library) (left at 4:38 PM)

Delegation: Calvin Neufeld (left at 6:01 PM)

1. Call to Order

The meeting was called to order at 4:34 PM.

2. Adoption of the Agenda

No changes were made to the agenda.

3. Disclosure of Conflict of Interest

There were no declarations of conflict of interest.

4. Presentation: Friends of the Kingston Frontenac Public Library (FOL) to provide an update on their highlights and accomplishments over the past year

The FOL is a volunteer-led charitable organization that raises funds through the sale of books, book bags, memberships and other merchandise. Donations can also be made online through the Library website. Money raised by the FOL supports a variety of Library initiatives. K. Salsbury noted that a total monetary commitment of \$17,500 was made to the Library last year, however pandemic restrictions prevented many initiatives from taking place. The unused funds from 2020 will be rolled into the monetary commitment for 2021. The FOL thanked the Board and staff for their ongoing support and presented them with a virtual acknowledgement cheque for \$6,457, representing the amount given in support of the Library in 2020. K. Salsbury was thanked for the FOL's donation and constant support of library services and left the meeting at this time (4:38 PM).

D. Kerr joined the meeting at this time. (4:38 PM)

5. Delegation: Calvin Neufeld to address the Board in regards to KFPL's decision to retain *Irreversible Damage* in the collection (correspondence 7.1.1. and 7.1.2., agenda item 12.1.1.)

Calvin Neufeld, representative of the appellant in the reconsideration request of *Irreversible Damage*, thanked the Board for the opportunity to speak and their openness to review the decision. C. Neufeld noted that many of the people who requested the initial review of the book also wrote to him about his appearance before the Board. His words today represent their opinions as well his own.

C. Neufeld asserted that the book is full of misinformation and bias, designed to reinforce the stigmas associated with transgender identities. The provocative title is an inaccurate attempt to attract readers, and some of the individuals who were interviewed for the book claim they were misled or misquoted. Speaking not just from research, but also of lived experience, coming out as a transgender individual is a difficult, risky decision that certainly isn't a trend or craze. Supporting a book full of fundamental lies with a clear anti-trans agenda fuels a controversial topic, puts trans individuals at risk, and could arguably be a violation of the *Human Rights Act*.

Directed at parents and intentionally exploiting their fears and emotions, this book is written in bad faith and amounts to conversion therapy practice, a practice recently banned by City Council at the January 12, 2021 meeting for being harmful and damaging. Members of the trans population already live with increased risks of discrimination, harassment, violence, loneliness, isolation and rejection that directly correspond to an increased incidence of self-harm and suicide. This book makes damage control in the community more difficult.

C. Neufeld asked the Board to make a decision based on the spirit of the law, rather than the letter of the law, and remove *Irreversible Damage* from the collection.

M. Stewart thanked C. Neufeld for his appearance before the Board and noted that further discussion will take place later in the meeting.

Consent Agenda

6. Adoption of Minutes

6.1. Regular KFPL Board Meeting #2021-01 of January 20, 2021

6.2. Committee of the Whole Meeting #2021-01 of February 3, 2021

Item 6.2. was pulled from the Consent Agenda for further discussion.

7. Information Items

7.1. Correspondence/Information Received and Sent

7.1.1. From Franceen Neufeld, an email dated January 28, 2021 requesting an appeal of the decision to retain *Irreversible Damage* in the Library's collection.

7.1.2. From Franceen Neufeld, an email dated February 2, 2021, regarding correspondence item 7.1.1. and asking to attend the board meeting as a delegation.

Sent/Received since distribution of the agenda

7.1.3. From Councillor Robert Kiley, an email dated February 12, 2021 giving notice of paternity leave from March 1, 2021 to May 3, 2021.

8. Monitoring Reports

8.1. Communication and Counsel

8.1.1. Chief Librarian's Report

8.2. Staff Relations and Volunteers

8.3. Statistical Report (4th Quarter 2020)

8.4. Financial Condition (Year End 2020)

Item 8.4. was pulled from the Consent Agenda for further discussion.

9. Motion to accept consent agenda

2021-06 Kiley - Revill

To accept the Consent Agenda, thereby accepting the materials on the consent agenda.

Carried

Action Agenda

10. Business Arising from the Minutes

There was no business arising.

11. Items Removed from the Consent Agenda

11.1. Minutes - Committee of the Whole Meeting #2021-01 of February 3, 2021

L. Moody asked if the minutes could be updated to better reflect her comments regarding the Community Engagement policy. The minutes will be updated as suggested by L. Carter.

11.2. Financial Condition (Year End 2020)

A Board member noted the large surplus due to COVID-19 and asked staff what will happen with these funds. Ms. Carter explained that a surplus typically goes back to the City of Kingston/ to fund future capital improvements. Staff were asked if these funds could be channeled into the parking reserve fund. Ms. Carter explained that the parking reserve fund is actually for the underground parking used by Library staff and Kingston Frontenac Housing Authority tenants. The public parking lot is managed by the City. A Board member noted that the County might want their share of the surplus returned. Staff will discuss the surplus and reserve funds with the municipalities.

12. Action Items

12.1. Request for Reconsideration of Library Materials

12.1.1. Appeal: *Irreversible Damage*

L. Carter started the discussion by explaining that there are 3 main ways items are added to the collection: staff selection of individual items; automatic selection by supplier within certain parameters (e.g. bestsellers); and patron requests for purchase. All purchases are guided by the Collection Development policy.

A Board member inquired if other public libraries in Ontario have purchased *Irreversible Damage* and if other challenges have taken place. Ms. Carter noted that the book is in library collections across the country. Burlington Public Library received a challenge for this title and decided to retain it.

A Board member stated that this book raises not only the issue of freedom of speech, but also the potential to do harm. Staff were asked if there are other books in the collection that have the potential to bring harm in some way (e.g. voice to Holocaust deniers). Ms. Carter noted that the concept of harm is somewhat subjective and that depending on someone's point of view there are definitely materials in the collection that can cause harm. For example diet books could be seen as harmful to those suffering from anorexia; and historically controversial items such as *Mein Kampf* could also be considered harmful. KFPL has a

diversity of thought and opinion in the collection (e.g. climate change, vaccinations) and there is an expectation that readers/borrowers have some critical reading skills and are able to assess the content.

A Board member asked about the breadth of resources on the topic of transgender identities and noted that the availability of other resources is critical to this discussion. Ms. Carter stated that a great deal of effort has been spent developing a robustly positive trans collection (trans stories, trans authors, trans parenting materials) and that this collection continues to grow. Additionally, KFPL curates an annual booklist for Pride Month, has a partnership with the Reel Out Film Festival, and offers programming such as Drag Queen Storytime. A Board member asked if the materials mentioned above are shelved near the item in question. L. Carter reported that items in the adult non-fiction section would be, but other books might be shelved in the junior, teen or parenting sections instead.

A Board member referred to Ms. Carter's point about expecting patrons to have the skills and ability to read something critically. Ms. Carter noted that the Library has an increasing obligation to talk to people about information accuracy and efforts should be made to get back to this educational role.

A question was asked regarding age, appropriateness and access to materials. Ms. Carter reported that any cardholder can borrow any item in the collection. The responsibility of oversight lies with parents/guardians to determine the appropriateness of materials and internet content for their children. Parents/guardians have access to the account information of children aged 15 and younger, but are not entitled to this information once a child turns 16.

Several Board members shared their opinions on the book and the decision on whether to retain it in KFPL's collection:

- Didn't have a chance to read the book, but wanted to note that Mr. Neufeld's comments were extremely powerful and moving, especially hearing about his own personal experiences.
- Definitely written as an opinion piece by a journalist and the title is meant to be offensive to sell more books, but overall did not seem to be hate speech to the legal bar in Canada. Feel that the book needs to stay in the collection, but we also need to continue the conversation and educate the community.
- Should be removed, or at least contextualized because of its danger to youth. This book is addressed to parents and advocates of conversion therapy and acts like a dangerous road map.
- Difficult to acknowledge harm in this case without also evaluating many other books in the collection. Okay with retaining the book in the collection, but would like to see a harm-based rubric added to the Collection Development policy.

- Parenting is a challenging place to be and this book could be a danger to a parent feeling challenged. Also, the book is available electronically, so patrons would still have access even if we removed it from the physical collection. Banning it doesn't allow for the content to be challenged or discussed. Reassured by the balance of the collection and afraid that limiting access to this book would lead to limiting access to titles that shouldn't be.
- Recognize that it's a biased book, but most opinion pieces are. The author clearly used provocative language to increase sales, but this provocation also made me consider the issue more deeply than I normally would. Concerned that removing the book from a balanced collection could encourage challenges from those who want the rest of the LGBTQ collection dismantled. Agree that a deeper look at the policy guidelines is a good idea.
- Deeply conflicted about the book, but if retaining this item in the collection allows us to keep other queer positive books on the shelves than it is valuable. Balance is important.
- Believe the book is harmful, but also that we need to keep it on the shelves. This book can prompt you to think deeply about the issue and hear the opinions of those who are transphobic. We need to know what transphobic people think in order to combat transphobia – this honesty allows for engagement. How do we challenge ideas or look at consequences if we don't read it? Removing the book from the collection only says that we don't want to engage with vitriol, but doesn't address the real issue.

2021-07 Moody – M. Kerr

After consideration of the formal complaint against *Irreversible Damage*, the Board supports the decision to retain *Irreversible Damage* in the KFPL collection.

Carried

L. Carter and M. Stewart will draft a response to the appeal.

C. Neufeld left the meeting at this time. (6:01 PM)

12.2. Policy Approval

12.2.1. Collection Development

In light of the discussion and timing, it was suggested that approval of this policy be deferred for a month. It was further suggested that a month isn't long enough to consider the harm perspective. L. Carter explained that an overhaul of the policy would take many months as we would be the first public library to go in this direction. Ms. Carter suggested making smaller changes now, or next month, and then start research into additional changes.

It was agreed to defer approval of the policy to the March meeting.

12.2.2. Community Engagement

A suggestion was made to include a statement acknowledging the uniqueness of KFPL's service area with its urban, rural and remote rural populations. L. Carter suggested adding a statement in the Guiding Principles under Inclusion. This statement will also be amended in the toolkit.

2021-08 Moody – Revill

That the Board approve the Community Engagement Policy and Toolkit as amended.

Carried

12.2.3. KFPL Employee Online and Social Media

2021-09 Revill – Nossal

That the Board approve the KFPL Employee Online and Social Media Policy.

Carried

12.2.4. Public Use of KFPL Online Forums and Social Media

2021-10 Betts-Wilmott – Kiley

That the Board approve the Public Use of Online Forums and Social Media Policy.

Carried

12.2.5. Room and Event Space Rental

2021-11 M. Kerr – Ross

That the Board approve the Room and Event Space Rental policy.

Carried

Items for Discussion / Exploration – no items this month

Other Business

13. KFPL Board Trustee Job Description – recommendations for the City of Kingston Nominations Advisory Committee (NAC)

The City of Kingston is developing recommendations to improve the Nomination Advisory Committee (NAC). A suggestion was made to provide the NAC with a KFPL Board member job description to help them choose a diverse compliment of talent, experience, skill, etc. It was also suggested that when a mid-term vacancy arises that the Board could provide the NAC with a letter outlining the desired background/experience of the next appointee. This process should be consistent with both municipalities. Further discussion will take place at the next meeting.

14. Central Branch Renovations Update

D. Kerr reported that the Central Branch Renovation Committee hasn't met since the last Board meeting, but fulsome updates are being received from the Project Manager. Balancing reports have been received and have been sent out for external review. Once finalized, LEED commissioning can proceed.

L. Carter noted that restoration work is beginning on the Bishop's House as a separate project

15. Radon Update

An air exchange unit has been installed in the basement of the Pittsburgh Branch and should have a positive impact on radon levels.

Remediation in Sharbot Lake has been successful and the branch is now within acceptable levels.

North Frontenac Township staff are monitoring levels at the Cloyne Branch until April and will then move forward with remediation.

16. COVID-19 Operations Update

Branches have reopened to the public with pre-lockdown hours (some rural branch still have curbside hours only). Evening hours will be reassessed over the next few weeks and Sunday hours have been cancelled for the balance of the year due to lower levels of business.

Adjournment / Next Meeting

The next regular Board Meeting will be held at 4:30 PM, Wednesday, March 17, 2021, Meeting Room #1, Central Branch.

There being no further business, it was moved by J. Ross to adjourn at 6:32 PM.

Signatures:

Monica Stewart, Chair

Amy Rundle, Recording Secretary

Monitoring Report to the Board

Executive Limitations L9: Communication and Counsel

With respect to providing information and counsel to the Board, the Chief Librarian may not permit the Board to be uninformed.

Accordingly, the Chief Librarian may not:

- 1. Neglect to submit monitoring data required by the Board (see policy on Monitoring Chief Librarian Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.**

According to the schedule for submission of monitoring data for Executive Limitations and Ends, the following report(s) are included:

- Annual Report 2020

- 2. Let the Board be unaware of relevant trends, significant changes in provincial or municipal policies, anticipated adverse media coverage, and/or public reaction, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.**

The federal government's 2020 Fall Economic Statement (FES) included an announcement that annual funding for the Centre for Equitable Library Access (CELA) of \$3 million will be reduced by 25% annually before ending entirely in 2024-2025. The National Network for Equitable Library Service (NNELS) is also facing 25% cuts to their funding. CELA has posted materials on their website to assist patrons, libraries and partners in asking the federal government to restore their funding. I have sent letters to MPs Gerretsen and Reid.

I spoke to Michelle Arbuckle about collection challenges for the Ontario Library Association [Library Land Loves](#) podcast in late February, and will be on Catherine Tang's podcast "Becoming" later this month.

- 3. Fail to advise the Board if, in the Chief Librarian's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behaviour which is detrimental to the work relationship between the Board and the Chief Librarian.**

To my knowledge, the board is in compliance with its policies.

- 4. Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.**

Staff and external points of view are provided as needed.

- 5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types; monitoring, decision-preparation or other.**

Every effort is made to keep reports brief and to the point.

- 6. Fail to provide a mechanism for official Board, officer or committee communications.**

Mechanisms are provided for these purposes, including the board portal.

- 7. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.**

My dealings have either been with the Board as a whole or with the chair on matters within her jurisdiction.

- 8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.**

Compliance is anticipated in all areas.

- 9. Fail to supply for the consent agenda all items delegated to the Chief Librarian, yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

All such items appear on this month's agenda.

I hereby present my monitoring report on Executive Limitations L-9: Communication and Counsel according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless stated otherwise.

Original signed copy on file

Laura Carter CEO/Chief Librarian

Date: March 9, 2021

Meetings, conferences and events attended by the CEO or delegate

Date	Meeting
February 10	Community Check-In, Facilitated by Rob Wood (Zoom)
February 11	M. Campbell, Third Crossing Project
February 12	L. Macdonald and J. Rempel, City of Kingston
February 18	A. Amodeo, City of Kingston
February 26	M. Arbuckle, Ontario Library Association
March 3	Community Check-In, Facilitated by Rob Wood (Zoom)
March 3	Friends of the Kingston Frontenac Public Library, Board Meeting and AGM
March 4	CanadaHelps Webinar
March 5	Administrators of Rural-Urban Public Libraries of Ontario and Administrators of Medium-Sized Public Libraries of Ontario Joint Meeting

Incident Reports (March 2021 Board Agenda)

Incident #	Title	Branch	Date
2021-044	Alcohol/Drugs - youth smoking bong outside library	IT	03/02/2021
2021-043	Assistance - missing person	CE	02/24/2021
2021-046	Assistance - patron unresponsive, 911 called	CE	03/05/2021
2021-037	Banning - mask noncompliance and attempt to deliver banning notice	IT	02/24/2021
2021-041	Banning - unsuccessful attempt to deliver banning notice	IT	02/27/2021
2021-038	Behaviour - disruptive patron, AMHS called for assistance	CE	02/24/2021
2021-047	Behaviour - patron ignoring staff requests re: phone volume and mask compliance	CP	03/08/2021
2021-036	Behaviour - repeated mask noncompliance	IT	02/24/2021
2021-048	Behaviour - repeated mask noncompliance	IT	03/06/2021
2021-035	Behaviour - repeated mask noncompliance, confrontational	IT	02/22/2021

Incident #	Title	Branch	Date
2021-045	Behaviour - teens climbing exterior windows	IT	03/06/2021
2021-049	Behaviour - teens smoking outside library	IT	03/08/2021
2021-033	Facilities - Automatic door unlocked	MG	02/19/2021
2021-030	Facilities - Elevator out of service	CE	02/13/2021
2021-032	Facilities - Elevator stoppage (again)	CE	02/13/2021
2021-039	Facilities - power outage at Sharbot Lake	SL	02/25/2021
2021-034	Facilities - Slippery ramp	CE	02/20/2021
2021-031	General - More patrons walking into the branch	RH	02/12/2021
2021-029	General - Patrons walk into curbside only	RH	02/12/2021



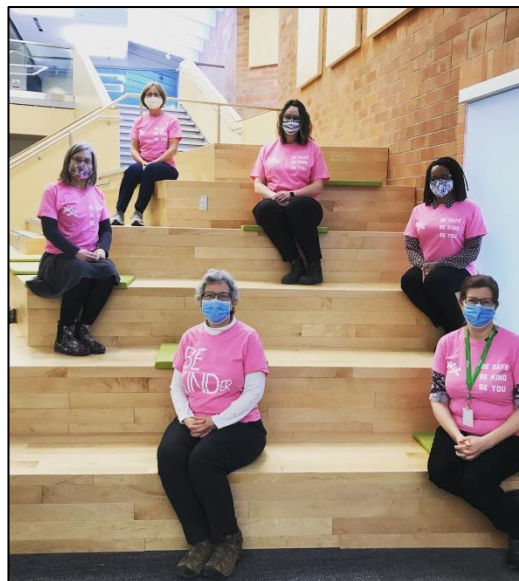
March 2021

Programming & Outreach

- ▶ Our **3D printer is now available in the Create Space for self-serve printing.** Mandatory advance training is required. Materials are provided on a sliding scale of \$0-\$20. Users pay what they feel is reasonable for the supplies used, what they can afford, and what they may wish to pay forward to support others who use the machine.



- ▶ KFPL's **Community Survey: Service During COVID-19**, designed to gather feedback on the programs and services we've offered during the past year, is **available until March 12th**. The [survey](#) takes about 5-10 minutes to complete and feedback will be compiled into a report and shared on our [Engage at KFPL](#) site.
- ▶ On February 24th staff geared up for **Pink Shirt Day**, helping to raise awareness and **stand up against bullying**.



Services and Collections

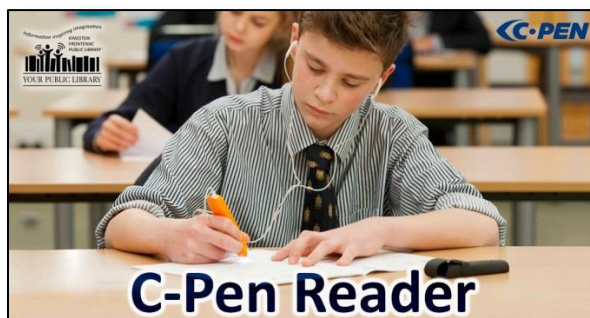
- ▶ In February, all urban branches and the Sydenham Branch **opened to the public for in-person service** one day after the provincial government announcement that service could resume. Arden, Wolfe Island, Storrington, and Sharbot Lake were also able to open for some in-person hours. The rest of the rural branches continue to offer curbside pickup.
- ▶ The Library's **May We Suggest** service has received **35 requests** so far in 2021!
- ▶ Branches celebrated **Freedom to Read Week** with displays of challenged books.



- ▶ We submitted an **application for funding** for an **Environmentalist-in-Residence** program to the Spring 2021 Community Grants program administered by the Community Foundation for Kingston & Area. The position would develop and deliver a series of workshops, meet one-on-one and with small groups to provide targeted advice and referrals, support the ongoing development of our collection by sharing stakeholder feedback, areas of community interest, and recommended resources for purchase with the Collection Librarian.

Digital

- ▶ **Applications have been submitted** to the Hydro One Community Fund and to the Canada Healthy Communities Initiative to purchase **additional wireless internet hotspots**.
- ▶ **C-Pen Readers are now available to borrow!** The C-Pen Reader is a portable, pocket-sized device that reads text out aloud with a human-like digital voice. These pens can help with reading difficulties such as dyslexia or those that may be struggling to read in a new language.



KFPL Report to the Board

Subject: Collection Development Policy
Date: February 9, 2021
Prepared by: L. Webb, Director, Technology and Outreach

Background:

The Collection Development Policy is reviewed and approved annually by the Library Board. Major changes were made to the policy in 2016 to remove procedural clauses and to modernize the policy.

Analysis:

All KFPL librarians, led by A. Robinette-Woods, the Collections Librarian, were asked to provide feedback on the policy and to suggest revisions.

Following discussion at the Committee of the Whole Meeting on February 3rd, the following changes are submitted to the Board for approval:

Selection Criteria

Add “may” to clarify that not all selection criteria apply to every item. “When selecting materials for the collection, Library staff may consider:”

Change from “Positive reviews in recognized reviewing sources” to “Reviews in library reviewing sources (e.g. *Publishers Weekly*, *Library Journal*).”

Controversial Materials

Remove the third sentence in the second paragraph of this section:

“Selection will not be made on the basis of any anticipated approval or disapproval but solely on the evaluation of the item’s literary merit, authenticity, honesty of presentation and use to the community. “

Request for Review of Library Materials form

Extend the timeline for reviewing materials. Acknowledgement of the request will be sent within two business days and a written response will be sent within 30 days.

Amend the “Request for Review of Library Materials” form as follows:

- Add: question to confirm if the KFPL Collection Development Policy and the OLA Statement of Intellectual Rights and Freedoms have been read

- Move: question about reading/viewing/listening the entire work from number four to number one

Appendices

OLA updated their “Statement on Intellectual Freedom and the Intellectual Rights of the Individual” in 2020. The new version will be appended to the policy.

Recommendations:

That the Library Board approve the Collection Development Policy as amended.

KFPL Statement of Policy

Collection Development Policy

1. Purpose

The purpose of this policy statement is to clarify the criteria used for selecting and acquiring materials, as well as the responsibility for maintaining the collections.

2. Scope

The Collection Development Policy applies to all formats in the Library collection, including print, non-print, audio-visual and electronic materials.

3. Guiding Principles

The mission of the Kingston Frontenac Public Library is to make a positive difference in the lives of everyone in Kingston Frontenac. The Library's collections are one of the primary ways the mission is realized. The Library strives to provide a dynamic collection of materials that is regularly evaluated and available in a variety of formats to serve the needs and support the interests of all members of our community.

The Library aims to provide community-driven and community-focused collections. Community input is obtained through direct suggestions from the public, discussions with stakeholder groups and continually evaluating the needs of the various cultural groups within Kingston and Frontenac County. Special consideration is given to materials with Kingston and Frontenac County authorship, content, or relevance.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the user's request. The materials budget is maximized through coordinated and controlled expenditure.

Basic to the Library's Collection Development Policy is the [Ontario Library Association's Statement on Intellectual Freedom and the Intellectual Rights of the Individual \(2020\)](#).
(See Appendix A)

4. Policy

Responsibility for Selection

The responsibility for the selection of material rests legally with the Library Board. It, in turn, delegates the selection and withdrawal of materials to the professional staff who are responsible for the collection on a day-to-day basis.

Suggestions for purchase are welcomed from members of the public. All suggested purchases are reviewed by library staff who apply the same selection criteria that are applied to all other materials purchased by the Library.

Selection Principles

The materials purchased for the Library are selected with the purpose of carrying out the mission, vision and values of the institution. To that end, the Library has established the following goals of selection:

- To maintain a well-balanced and broad collection of materials for information, enjoyment, reference and research
- To foster intellectual growth, lifelong learning and the formal and informal education and enlightenment of the community
- To provide materials for the recreational and leisure pursuits of the public
- To stimulate thoughtful participation in community affairs by providing access to a variety of opinions and ideas

To assist in the process of selection, the following principles are used to judge the quality and the quantity of the items that are chosen:

- Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies
- Materials designed to increase the individual's ability to function effectively as a member of society
- Materials which provide access to practical information which develops the individual's dependence on self, thereby enhancing the quality of life
- Materials which provide an aesthetic experience, stimulate imagination and increase the individual's potential for creativity
- Materials, including the experimental or controversial, which may extend the individual's capacity to understand the world in which they live
- Materials which entertain and which may enhance the individual's enjoyment of life
- Source materials which thoughtfully interpret, document or illuminate the past
- In addition to English, French and Indigenous language materials, materials which reflect the diverse linguistic or cultural heritage of the community.

- Recognizing the responsibility to make works by Kingston Frontenac and Canadian writers widely available, the Library shall acquire Canadian materials in all categories.

Selection Criteria

When selecting materials for the collection, Library staff **may** consider:

Non-fiction

- Purpose and importance
- Authority and reputation
- Accuracy
- Style, clarity and presentation
- Access
- Format
- Need
- Demand
- Price
- Relationship to other items in the collection
- Quality of illustrations or art
- **Reviews in library reviewing sources (e.g. *Publishers Weekly*, *Library Journal*)**

Fiction

- Style
- Creativity
- Characterization
- Literary merit
- Appeal
- Demand
- Price
- Need
- Relationship to other items in the collection
- Quality of illustrations or art
- **Reviews in library reviewing sources (e.g. *Publishers Weekly*, *Library Journal*)**

Accessible Collections

Many of the resources available at the Kingston Frontenac Public Library are suitable for patrons with print disabilities.

a) Vision Enhancements:

- Downloadable audiobooks
- Downloadable eBooks – the settings can be adjusted with the majority of our downloadable eBooks to suit personal preferences for text size and typeface
- Books on CD
- DAISY (Digital Accessible Information System) books
- Large Print Books

b) Hearing Enhancements:

- Many DVDs have a sub-title option
- Many of our databases have text-to-speech capabilities

Children's Collections

The Library's children's collections serve children from infancy through age twelve. Materials for these collections reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs. Materials for children shall be chosen in accordance with the Kingston Frontenac Public Library's overall collection development policy.

Teen Materials

Teen materials are selected to meet the informational and recreational needs of teens aged thirteen through eighteen. An effort is made to provide materials that support the developmental stages of all teens. The teen collections are not intended to be comprehensive, serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of these materials. Materials for teens shall be chosen in accordance with the Kingston Frontenac Public Library's overall collection development policy.

Parental Responsibility

Responsibility for a child's or teen's choice and use of materials rests with their parent(s) or legal guardian(s). The Kingston Frontenac Public Library believes in the freedom of the individual, and the right and obligation of parents(s) or legal guardian(s) to guide, develop, interpret and maintain their own code of values in their family.

Library users of all ages have open access to the Library's collections. Selection for the adult collection is not restricted by the possibility that children or teens may access materials their parent(s) or legal guardian(s) may consider inappropriate.

Textbooks/Homeschooling Needs

School libraries serve the curriculum needs of students. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials may also serve the general public. The Library recognizes the need to provide a wide variety of cultural and recreational reading matter for students in traditional schools and those being homeschooled, and to provide basic materials for students seeking to complete assignments outside school hours.

Collection Maintenance

In order to maintain a current and relevant collection, it is necessary to withdraw materials from the library collections regularly and systematically. The following criteria are considered when withdrawing materials:

- Accuracy
- Timeliness
- Physical condition
- Frequency of use
- Availability of other copies
- Relevance to needs and interests of the community

If still needed, items may be replaced or rebound. Replacement depends on the demand for the title, the availability of more current materials on the topic and the extent of the coverage of the subject in the collection.

Controversial Material

The Kingston Frontenac Public Library Board regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society.

The presence of any material in the Library does not indicate an endorsement of its contents. The Library recognizes that many materials are controversial and that any given item may offend some patrons. ~~Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation of the item's literary merit, authenticity, honesty of presentation and use to the community.~~ In the case of controversial issues, an effort is made to see that all points of view are represented. While library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the patron lies with the patron and/or their parent(s) or guardian(s).

Request for reconsideration of material must be made in writing and on the understanding that selection will not be determined by pressure from any group or individual nor will material serving the purpose of the Library be removed from the collection. Completed Request for Review of Library Materials forms (See Appendix B) are forwarded to the Collections Librarian for review. **Acknowledgement of the request will be sent within 2 business days and a written response will be sent within 30 days.**

If the patron is still not satisfied, a written request for the review to be appealed will be forwarded to the Board for their consideration. The Board and the Chief Librarian will jointly rule on the appeal and report the decision to the complainant within 30 days of the next Board meeting.

Labeling of Collections

The Library does not label materials to indicate approval or disapproval of the content, nor does it expurgate any material in the collection. No catalogued book or other item will be placed on closed shelves, except due to space limitations or to protect it from damage or theft.

5. Appendices

Appendix A: Ontario Library Association (OLA) Statement on the Intellectual Rights of the Individual (2020)

Appendix B: Request for Review of Library Materials form

6. Document Control

This policy shall be reviewed on an annual basis.

Original Policy Date: 2007 February

Last Reviewed: 2021 February

Changes made:

Next Review: 2022 February

Appendix A:

Ontario Library Association

Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Appendix B:



Request for Review of Library Materials

The Kingston Frontenac Public Library Board regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society. In the case of controversial issues, an effort is made to see that all points of view are represented. All requests for reconsideration of material must be made in writing.

Completed Request for Review of Library Materials forms are forwarded to the Collections Librarian for review. Acknowledgement of the request will be sent within 2 business days and a written response will be sent **within 30 days**.

Name: _____

Address: _____

Phone: _____ **Email:** _____

I represent: ☐ myself ☐ other: _____

Please confirm that you have read the following:

☐ KFPL Collection Development Policy ☐ OLA Statement on Intellectual Rights & Freedoms

Item for Review:

Title: _____

Author/Publisher/Producer: _____

1. Did you read / listen / view the entire work?

☐ yes ☐ no (*please explain*): _____

Please continue on next page ➡

- 2. What do you find objectionable or unsuitable about the material? Please be specific (include page numbers if possible).**

- 3. What do you feel might be the result of reading, viewing or hearing this material?**

- 4. What would you like the Library to do about this material?**

Signature _____ **Date** _____

- Readiness to dedicate time and effort to the Board's goals and purpose
- Connections and affiliations with the community and appreciation of the diversity of the community served by Kingston Frontenac Public Library
- Knowledge of the community's social and economic conditions
- Aptitude for planning - both long and short range
- Ability to work with other Board trustees, Library staff, and governing officials, and to represent the Library in the community
- Previous experience or interest in community engagement and consultation

APPLICATION PROCEDURES:

Applicants from the City of Kingston are required to complete a City of Kingston Committee /Board / Commission Application, available at

<https://www.cityofkingston.ca/city-hall/committees-boards/apply-to-serve>

Applicants from the County of Frontenac may apply at

<https://forms.frontenacounty.ca/Application-for-Appointment-to-Advisory-Committee>

Application forms are also available at the County and Township offices.

MORE INFORMATION:

Browse through minutes of the Library Board:

<http://www.kfpl.ca/about-the-library/library-board-and-management>

Browse through Annual Reports and Community Reports:

<https://www.kfpl.ca/about-the-library/strategic-plans-annual-reports-and-community-reports>

Programs and Events at your library:

<https://www.kfpl.ca/programs-and-events>

Branch Information

Arden Branch <i>5998 Arden Road</i>	613-335-2570
Calvin Park Branch <i>88 Wright Crescent</i>	613-549-8888
Central Branch <i>130 Johnson Street</i>	613-549-8888
Cloyne Branch <i>1011 Little Pond Road</i>	613-336-8744
Hartington Branch <i>5597 Highway 38</i>	613-372-2524
Howe Island Branch <i>50 Baseline Road</i>	613-549-7972
Isabel Turner Branch <i>935 Gardiners Road</i>	613-549-8888
Mountain Grove Branch <i>1045 Mill Road</i>	613-335-5360
Parham Branch <i>1282 Wagarville Road</i>	613-375-6400
Pittsburgh Branch <i>80 Gore Road</i>	613-542-8222
Plevna Branch <i>6638 Buckshot Lake Road</i>	613-479-2542
Rideau Heights Branch <i>85 MacCauley Street</i>	613-549-8888
Sharbot Lake Branch <i>1037 Robert Street</i>	613-279-2583
Storrington Branch <i>3910 Battersea Road</i>	613-353-6333
Sydenham Branch <i>4412 Wheatley Street</i>	613-376-3437
Wolfe Island Branch <i>10 Highway 95</i>	613-385-2112

For more information visit us at:

<http://www.kfpl.ca>

An accessible version of this document is available upon request.

You can make a difference ...

become a Library Board Trustee



Information inspiring imagination



KINGSTON
FRONTENAC
PUBLIC LIBRARY

YOUR PUBLIC LIBRARY

Guidelines for the Position of Public Library Trustee

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, life long learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.

ORGANIZATION OF THE BOARD:

- The Kingston Frontenac Public Library Board operates under the authority of the Public Libraries Act, RSO 1990, c.P.44 and the Constitution of the Kingston Frontenac Public Library Board.
- The Act allows for 11 board members: 8 members to be appointed by the City of Kingston and 3 members to be appointed by the County of Frontenac. The majority of members shall be qualified citizen appointees as specified in the Act, therefore no more than 3 elected officials represent the City of Kingston and no more than 1 elected official represents the County of Frontenac.

LEGAL REQUIREMENTS:

- Must be a Canadian citizen, and at least eighteen years old
- Must be a resident of the City of Kingston, or the County of Frontenac
- May not be employed by the Library Board, nor by the City or County or any of the affected municipalities

APPOINTMENT:

- To November 30, 2022; may be reappointed for one or more further terms of four years.

REMUNERATION:

- None; allowable expenses only

TIME COMMITMENT:

- Prepare for and attend one board meeting per month on the 4th Wednesday of each month, with the exception of July and August. In addition, to prepare for and attend a Committee of the Whole meeting on the 2nd Wednesday of the month in February, May and October.
- Prepare for and attend special board meetings from time to time, as required.
- Meetings are usually held at the Central Branch, and at least once per year at one of the other 15 branch libraries
- Attend outside meetings, conferences and workshops for Trustees (optional)

FUNCTIONS:

The Library Board establishes policies and appoints the Chief Librarian/Chief Executive Officer who administers the Library under the guidance of established board policies, and Trustees must:

- Develop a Strategic Plan to establish goals and objectives for the Library system
- Support ongoing professional development opportunities for staff and board members
- Measure the impact of existing community programs and provide library resources and services that will enhance community results

- Present a budget to the Municipal Councils that reflects the Library's Strategic Plan and identified community needs
- Evaluate the performance of the Library within the community and adjust its goals and objectives where the needs are not being met
- Hire and evaluate the ongoing performance of the Library's Chief Executive Officer within the goals set by the Board
- Ensure adherence to the Public Libraries Act, its Regulations, and any other legislation affecting the operation of the Library within the community
- Keep abreast of standards and library trends; be aware of all legislation affecting libraries and play an active role in initiating and supporting beneficial library legislation
- Work to secure adequate funding to fulfill those goals
- Establish written policies for the delivery of effective library service
- Establish and maintain relationship with local municipal councillors and MPP's
- Interact with provincial and national library organizations
- Create and maintain linkages between the Library Board and ownership

DESIRABLE QUALIFICATIONS AND RELEVANT EXPERIENCE FOR A TRUSTEE:

- Previous experience on volunteer boards or advisory committees
- Interest in the Library, the community and their inter-relationship

Kingston Frontenac Public Library Board

OPERATIONAL POLICIES

POLICY TYPE	Name	Last review	Next review	Frequency	Legislative Authority
Community Perspective	3D Printing	2020 December	2021 December	Annual	
Community Perspective	Access to Information and Protection of Privacy	2020 October	2024 November	Year 2 of term	Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, c. M. 56 (MFIPPA).
Community Perspective	Building Commemoration Plaques	2018 November	2022 November	Year 4 of term	
Community Perspective	Collection development	2020 February	2021 March (from Feb 2021)	Annual	
Community Perspective	Community Engagement	2021 February	2022 February	Annual	
Community Perspective	Community Partnerships	2017 October	2021 October	Year 3 of term	
Community Perspective	Internet Access, Public	2020 February	2024 February	Year 2 of term	
Community Perspective	Patron Code of Conduct	2016 February policy to be reconsidered	2020 February	Year 2 of term	Public Libraries Act R.S.O. 1990 c. P. 44 23(4)
Community Perspective	Programming	2017 October	2021 October	Year 3 of term	
Community Perspective	Public Use of KFPL Online Forums and Social Media	2021 February	2022 February	Annual	
Community Perspective	Video surveillance	2018 November	2022 June	Year 4 of term	Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, c. M. 56 (MFIPPA).

POLICY TYPE	Name	Last review	Next review	Frequency	Legislative Authority
Organizational Readiness	Anti-nepotism	2017 June	2021 May	Year 3 of term	Municipal Act, 2001, S.O. 2001 c. 25 270(2)
Organizational Readiness	Criminal Record Checks	2017 June	2021 May	Year 3 of term	
Organizational Readiness	KFPL Employee Online and Social Media	2022 February	2023 February	Annual	
Organizational Readiness	Media	2017 November	2021 October	Year 3 of term	
Organizational Readiness	Occupational Health and Safety	2020 October	2021 May	Annual by H & S committee	Occupational Health and Safety Act, R.S.O. 1990 c. O.1 Part III,25(2)(j)
Organizational Readiness	Records Management	2020 October	2024 November	Year 2 of term	

POLICY TYPE	Name	Last review	Next review	Frequency	Legislative Authority
Organizational Readiness	Standards of conduct for KFPL employees	2017 October	2021 May	Year 3 of term	
Organizational Readiness	Volunteer policy	2017 June	2021 May	Year 3 of term	
Organizational Readiness	Workplace harassment	2020 October	2021 May	Annual by H & S committee	Occupational Health and Safety Act, R.S.O. 1990 c. O. 1 Part III.01, 32.01 (1)
Organizational Readiness	Workplace violence (prevention)	2020 October	2021 May	Annual by H & S committee	Occupational Health and Safety Act, R.S.O. 1990 c. O. 1 Part III.01, 32.01 (1)

POLICY TYPE	Name	Last review	Next review	Frequency	Legislative Authority
Financial	Asset Disposal	2019 November	2022 November	Year 4 of term	
Financial	Gifts, Donations and Planned Giving	2020 October	2024 November	Year 2 of term	
Financial	Room and Event Space Rental	2021 February	2025 February	Year 3 of term	
Financial	Naming	2018 November	2022 November	Year 4 of term	
Financial	Procurement of goods & services	2019 November	2022 November	Year 4 of term	Municipal Act, 2001, S.O. 2001 c. 25 270(2)
Financial	Sponsorships	2019 November	2023 November	Year 1 of term	

MEANS POLICIES

POLICY TYPE	Name	Last review	Next review	Frequency	Legislative Authority
Core Values	Accessibility for users with disabilities	2020 October	2021 October	Annual	O. Reg 191/11 s. 3(2) under Accessibility for Ontarians with Disabilities Act,

GOVERNANCE (Carver)

Executive Limitations				
POLICY TYPE	Name	Last Review	Next Review	Frequency
L-1	General Executive Constraint	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-2	Staff Relations and Volunteers	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-3	Treatment of public	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-4	Financial planning/budgeting	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-5	Financial Condition	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-6	Emergency executive succession	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-7	Asset protection	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-8	Compensation and benefits	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-9	Communication and counsel	2015 October	2021 May (from Oct 2019)	Minimum once per term
L-10	Access to facilities and maintenance	2015 October	2021 May (from Oct 2019)	Minimum once per term
Governance Process				
POLICY TYPE	Name	Last Review	Next Review	Frequency
G-1	Governance Commitment	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-2	Governing style	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-3	Board job description	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-4	Chairperson's role	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-5	Board committee principles and structure	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-6	Annual agenda planning	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-7	Board members' code of conduct	2016 October	2021 May (from Nov 2020)	Minimum once per term

G-8	Cost of governance	2016 October	2021 May (from Nov 2020)	Minimum once per term
G-9	Ownership Linkages	2018 November	2021 May (from Nov 2020)	Annual
Board-Staff Relationship				
POLICY TYPE	Name	Last Review	Next Review	Frequency
B-1	Board-Chief Librarian linkage	2017 October	2021 October	Minimum once per term
B-2	Unity of control	2017 October	2021 October	Minimum once per term
B-3	Accountability of the Chief Librarian	2017 October	2021 October	Minimum once per term
B-4	Delegation to the Chief Librarian	2017 October	2021 October	Minimum once per term
B-5	Monitoring Chief Librarian performance	2017 October	2021 October	Minimum once per term
Ends				
POLICY TYPE	Name	Last Review	Next Review	Frequency
E-1	Ends statement	2018 November	2022 October	Minimum once per term
E-2	Mission statement	2018 November	2022 October	Minimum once per term
E-3	Vision	2018 November	2022 October	Minimum once per term
E-4	Values	2018 November	2022 October	Minimum once per term