

AGENDA

Regular Meeting #2022-08

Kingston Frontenac Public Library Board

October 19, 2022 at 4:30 PM

Virtual Format (with livestream)

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
3. Disclosure of Conflict of Interest

Consent Agenda

4. Adoption of Minutes
 - 4.1. Regular KFPL Board Meeting #2022-07 of September 21, 2022 (attached)
 - 4.2. Committee of the Whole Meeting #2022-03 of October 5, 2022 (attached)
5. Information Items
 - 5.1. Correspondence / Information Received and Sent
(no correspondence to report on as of October 11, 2022)
6. Monitoring Reports
 - 6.1. Communication and Counsel (report attached)
 - 6.1.1. Key Activities and Highlights (attached)
 - 6.2. Financial Condition – Q3 2022 (attached)
 - 6.2.1. Budget Variance Report as of September 30, 2022 (attached)
 - 6.3. Financial Planning and Budgeting (deferred to Special Meeting)
7. Motion to accept Consent Agenda (motion)

Action Agenda

8. Business Arising from the Minutes

8.1.

9. Items Removed from the Consent Agenda for Discussion

9.1.

10. Action Items

10.1. Policy Review and Approval

10.1.1. Accessibility for Users with Disabilities (report and policy attached) (motion)

10.1.2. Asset Disposal (report and policy attached) (motion)

10.1.3. Building Commemoration Plaques (report and policy attached) (motion)

10.1.4. Naming (report and policy attached) (motion)

10.1.5. Procurement of Goods and Services (deferred to February 2023)

10.1.6. Video Surveillance (report and policy attached) (motion)

10.2. Budget Approval Consent (deferred to Special Meeting)

10.3. Statement of Solidarity and Acknowledgement (report and statement attached) (motion)

10.4. Strategic Planning – recommendation from the steering committee regarding consultant (motion)

Items for Discussion / Exploration (no items this month)

Other Business

11.

Adjournment and Next Meeting

Special Board Meeting, TBD, Virtual Format (with livestream)

Regular Board Meeting, Wednesday, November 16, 2022 at 4:30 p.m., Virtual Format (with livestream)

MINUTES (unconfirmed)

Regular Meeting #2022-07

Kingston Frontenac Public Library Board

September 21, 2022 at 4:30 PM

Virtual Format (with livestream)

Attendance:

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Mark Asberg (joined at 4:47 p.m.), Kate Betts-Wilmott, Dave Kerr, Mark Kerr, Louise Moody, Natalie Nossal (Vice-Chair), Councillor Alan Revill, Jennifer Ross, Bhavana Varma

Staff Present: Graeme Langdon (Manager, Branches and Collections), Kristen Lemay (Acting Manager, Programming and Outreach), Kimberly Sutherland Mills (Director, Service Design and Delivery), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Recording Secretary), Tim Stranak (Manager, Facilities)

Others Present: Todd Brown (President/Principal Planner, Monteith Brown Planning Consultants) (left at 5:08 p.m.), Anand Desai (Associate Planner, Monteith Brown Planning Consultants) (left at 5:08 p.m.), Christianne Wojcik (Executive Director, Kingston Literacy & Skills) (left at 4:49 p.m.)

Regrets: Councillor Robert Kiley

1. Call to Order

The meeting was called to order at 4:31 p.m.

2. Adoption of the Agenda

Motion #: 2022-38

Moved by: J. Ross Seconded by: A. Revill

That the agenda be adopted as distributed.

Carried

3. Disclosure of Conflict of Interest

There were no declarations of conflict of interest.

4. Presentation: Christianne Wojcik – Executive Director, Kingston Literacy & Skills

C. Wojcik provided background information about Kingston Literacy & Skills (KL&S) and talked about local programs and services. It was also noted that KFPL has a long-standing relationship with KL&S, and K. Lemay is the current library representative on the KL&S Board of Directors.

M. Asberg joined the meeting at this time. (4:47 p.m.)

C. Wojcik was thanked for her presentation and left the meeting at this time. (4:49 p.m.)

Consent Agenda

5. Adoption of Minutes

- 5.1. Regular KFPL Board Meeting #2022-06 of June 15, 2022

6. Information Items

- 6.1. Correspondence / Information Received and Sent
 - 6.1.1. To all correspondents regarding the Extended Hours Project, a letter dated June 30, 2022 acknowledging their feedback and providing additional information.
 - 6.1.2. From the City of Kingston, a letter dated July 27, 2022 confirming the appointment of Dr. Mark Asberg to the Kingston Frontenac Public Library Board.
 - 6.1.3. From the City Treasurer, a letter dated August 10, 2022 with 2023 budget information.

7. Monitoring Reports

- 7.1. Communication and Counsel
 - 7.1.1. Key Activities and Highlights
 - 7.1.2. Requests for Review of Materials – Q2 2022
 - 7.1.3. Statistical Report – Q2 2022
- 7.2. Financial Condition – Q2 2022
 - 7.2.1. Budget Variance Report as of June 30, 2022
- 7.3. Staff Relations and Volunteers
- 7.4. KFPL Vision 2021 and Beyond – Status Report (January to June 2022)

8. Motion to accept consent agenda

Motion #: 2022-39

Moved by: J. Ross Seconded by: N. Nossal

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

Carried

Action Agenda

9. Business Arising from the Minutes

There was no business arising from the minutes.

10. Items Removed from the Consent Agenda

There were no items removed from the Consent Agenda for discussion.

11. Action Items

11.1. Library Facilities Plan – Presentation by Monteith Brown Planning Consultants

A. Desai provided an overview of the final community engagement process and reported that the final report is largely similar to the draft discussed at the June meeting.

Questions and comments were received from Board members and the following information was provided:

- This document is an identification of space requirements and is somewhat aspirational. The Library will need to work with municipal partners to plan and fund the facility recommendations and the designed space will determine operational processes.
- Most public health restrictions for COVID-19 have been lifted, but some people continue to have limited levels of comfort in public spaces that will continue to impact use of in-person library services. The LFP is designed to be a living document that can be guided by new information as time passes and additional consideration can be given as projects are planned. There are a number of points in the implementation of the facilities strategy where the Board has input and approval (budget planning, operational changes, etc.) and report will come to the Board as projects move forward.

Motion #: 2022-40

Moved by: N. Nossal Seconded by: M. Kerr

That the Board adopt the Library Facilities Plan.

Carried

On behalf of the Board, M. Stewart thanked the committee members, senior staff and

consulting team for their work on the report.

T. Brown and A. Desai left the meeting at this time. (5:08 p.m.)

12. Land Acknowledgement and Statement of Solidarity

L. Carter reported that community consultation with Indigenous community leaders has taken place over the past few weeks and the document requires some additional revision based on the feedback received. The final document will come to the Board for review and approval at the next meeting.

Items for Discussion / Exploration (no items this month)

Other Business

13. Branch Hours Review Update

L. Carter reported that a review of rural branch hours was started in late-2021 with a patron survey. This data, along with past feedback and usage statistics, was used to inform a draft schedule for rural branches that would better serve area residents. Community consultation around the proposed changes was done in conjunction with the LFP open houses over the summer. Revisions to the plan are underway based on the feedback received and further engagement will take place in the affected communities. It is unlikely that there will be a reduction in weekly operating hours at any location. Changes to operational hours require Board approval, and a report outlining the proposed changes will come to the Board later this year.

Adjournment / Next Meeting

There being no further business, it was moved by A. Revill to adjourn the meeting at 5:13 p.m.

The next Committee of the Whole Meeting will be held at 4:30 p.m., Wednesday, October 5, 2022, Virtual Format (with livestream).

The next regular Board Meeting will be held at 4:30 p.m., Wednesday, October 19, 2022, Virtual Format (with livestream).

Signatures:

Monica Stewart, Chair

Amy Rundle, Recording Secretary

MINUTES (unconfirmed)

Committee of the Whole Meeting #2022-03

Kingston Frontenac Public Library Board

October 5, 2022 at 4:30 PM

Virtual Format (with livestream)

Attendance:

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Mark Asberg, Kate Betts-Wilmott, Dave Kerr, Mark Kerr, Councillor Robert Kiley, Louise Moody, Natalie Nossal (Vice-Chair), Councillor Alan Revill, Jennifer Ross, Monica Stewart (Chair), Bhavana Varma

Staff Present: Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources)

1. Call to Order

The meeting was called to order at 4:34 p.m.

2. Policy Review

2.1. Accessibility for Users with Disabilities

No changes to this policy are required or recommended by staff.

A Board member asked how closely the Library's policy aligns with the City of Kingston policy, as there are many contexts where someone could enter a branch directly from a city facility or bus. L. Carter stated that the City's Facility Accessibility Design Standards (FADS) guide the physical environment of KFPL branches, but as a separate organization KFPL has its own standards for staff training and customer service based on legislative requirements. S. Quigley noted that the original policy was drafted using the government template and has been updated as required with information about service animals, etc. A separate pamphlet has also been developed for the public regarding service animals in the Library and to assist staff with explanations in problematic situations. In order to ensure fair treatment across City services, the City of Kingston is consulted for recommendations if unique situations arise.

2.2. Asset Disposal

No changes to this policy are required or recommended by staff.

2.3. Building Commemoration Plaques

L. Carter reported that this policy was created in November 2018 with the intention that the creation of or amendment to building commemoration plaques require Board review and approval. A sentence has been added to the policy to clarify this stipulation.

No other changes to the policy are recommended by staff.

2.4. Naming

L. Carter reported that most of the recommended changes to this policy are for housekeeping or copy edit purposes. However, staff felt that the Library's commitment to reconciliation should be recognized in the policy and a new paragraph has been added to reflect this.

A Board member asked if the Library currently has any virtual spaces. L. Carter stated that there is a teen section and Indigenous portal on the Library's website, but this language provides the flexibility to address the future development of more fulsome digital spaces where events and co-creation could take place.

A Board member asked about donor recognition, noting that this should be a fair, equitable process with thresholds defined in advance. L. Carter stated that recognition schedules for large projects (e.g., Central renovation) are drafted and approved by the Board ahead of any fundraising efforts, and donations are used to fund items in the sponsored space (e.g., equipment for the Friends of the Library Create Space). The policy also contains a release clause for situations where the Library no longer wishes to be associated with a sponsor. The Sponsorships Policy and the Gifts, Donations and Planned Giving Policy provide additional guidelines for the naming of branches and receipt of gifts. These policies are reviewed and approved by the Board at least once per term and will be distributed ahead of the next meeting for review before approval of the Naming Policy.

2.5. Procurement of Goods and Services

The review of this policy has been deferred to February 2023.

2.6. Video Surveillance

This policy is largely based on a template and guidelines from the Privacy Commission. No changes to this policy are required or recommended.

3. Other Business

3.3. Board Evaluation Process

N. Nossal provided an overview of the current Board self-evaluation process and emphasized the need to ensure the accountability of governance is taken seriously by Board members.

Board members acknowledged the importance of the self-evaluation process and provided the following feedback:

- There seems to be a lack of comfort to ask for clarification about reports during a meeting and the anonymous evaluation information is valuable.
- Completing the self-evaluation surveys would be a bigger priority if it was clearly defined what the information was being used for. There needs to be a process in place to address issues that are repeatedly brought forward.
- Evaluations should track trends (e.g., numbered scale), identify what isn't being understood and the Board needs to determine what is done with the results.
- Carver doesn't make it easy to understand what is happening and a coaching system should be developed for the next Board term (e.g., Board Buddies) to allow experienced Board members to support new Board members. The initial Board orientation is extensive and excellent, but an annual refresher session to review foundational knowledge would be beneficial.
- Provide a recommendation for the next Board about what the purpose of the evaluation is. It seems like we're mixing the evaluation of Board behaviour with monitoring of the CEO.
- Often have a more frequent presentation of monitoring reports than are relevant to the Board. If nothing has really changed than it's repetitive to go through them. Some reports seem less valuable than others.
- There are growing pains with Board members understanding their role and responsibility to the public.
- With regards to the monitoring reports, there were more questions about the details in the first year of the term. Possibly the stringent schedule and extensive body of work to be explored beyond the Consent Agenda causes us to move over them more quickly.
- Doing evaluations at the end of each meeting is a good thing and we should be collecting the information for accountability and for making the Board more effective.
- Suggest formalizing an opportunity for discussion of evaluation results and meeting experiences. A report on feedback received and discussion of meeting experiences could be added to Committee of the Whole agendas throughout the year.
- Recommend going over the personal roles and responsibilities section more frequently to stay on course throughout the term.

A. Revill left the meeting at this time. (5:21 p.m.)

- Possible that meeting virtually instead of in-person has had an impact on discussion during meetings.
- Suggest scheduling regular refresher sessions beyond initial orientation.

J. Ross left the meeting at this time. (5:23 p.m.)

L. Carter stated that the Board orientation can be updated to better explain how the requirements for monitoring reports come directly from the Executive Limitations section in the Governance Policy manual which can be modified by the Board as needed.

Preparation of monitoring reports is time-consuming and if they aren't useful to the Board it would be great to receive feedback on how information can be improved.

Board members expressed appreciation to L. Carter for working to make monitoring reports more valuable over the past year and stated that comments made are not an indication of CEO performance.

It was agreed that the evaluation form will be changed to a numerical/quantitative scale to better track trends, that evaluations be conducted after each meeting, and that opportunities for reporting and discussion be added to Committee of the Whole agendas going forward.

M. Stewart and N. Nossal are preparing a Legacy Document for the next Board and recommendations about the evaluation process will be included.

4. Adjournment and Next Meeting

There being no further business, the meeting was adjourned at 5:29 p.m.

The next regular Board Meeting will be held at 4:30 p.m., Wednesday, October 19, 2022, virtual format with livestream.

KFPL Monitoring Report to the Board

Executive Limitation Policy L-9

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, they 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:

- Financial Condition (Q3-2022)
- Financial Planning and Budgeting (*deferred to Special Meeting*)

- 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. This shall be done in a timely manner.**

Extended Hours Project

Community consultations on the Extended Hours Project implementation are scheduled for October 18 and 22 at the Pittsburgh Branch. These conversations are building on community feedback provided by the community during previous consultations. K. Sutherland Mills and I will host these sessions, responding to questions and concerns raised during previous consultations and explaining how the implementation will work in practice.

Meetings, Professional Development and Partnerships

[See Appendix A](#)

KFPL Incident Reports by Category

[See Appendix B](#)

Summary of Patron Feedback[See Appendix C](#)

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 Limitation Policy 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.

A handwritten signature in black ink, appearing to read 'LC', is positioned above a horizontal line.

Laura Carter, CEO/Chief Librarian

October 11, 2022

Appendix A:**Meetings, Professional Development and Partnerships**

S. Kanellos, D. Korneluk, T. Peterson, Facility and Construction Management Services,
City of Kingston, with T. Stranak

- September 19, 2022

M. Asberg, M. Stewart

-September 19, 2022

Librarians' Meeting

-September 20, 2022

Administrators of Rural-Urban Public Libraries of Ontario Regular Meeting and AGM

-September 21, 2022

Ontario Library Service Virtual Conference

-September 22, 2022

Joint Health and Safety Committee Meeting

-September 22, 2022

Collective Agreement Negotiations with CUPE 2202/2202.01

-September 26-28, 2022

L. Turner, Recreation and Leisure Services, City of Kingston, with K. Sutherland Mills

-September 29, 2022

Presentation to Frontenac Secondary School Careers/Civics Class

-October 3, 2022

U. Wilkinson, Friends of the Library

- October 4, 2022

Friends of the Library Board Meeting

-October 6, 2022

Appendix B:**KFPL Incident Reports by Category (Sept. 10, 2022 to Oct. 11, 2022)****Accident**

2022-277 Child fell at skate park (Rideau Heights, Sept. 12)

2022-287 Patron collapsed in men's washroom (Calvin Park, Sept. 17)

Alcohol and Drugs

2022-272 Patron reports teen health distress outside branch (Isabel Turner, Sept. 10)

2022-274 Empty beer bottle on scaffolding enclosure (Central, Sept. 12)

2022-278 Beer can found (Isabel Turner, Sept. 12)

2022-279 Drug use in covered parking lot (Central, Sept. 13)

2022-283 Empty alcohol bottle (Calvin Park, Sept. 15)

2022-286 Drug paraphernalia found (Calvin Park, Sept. 17)

2022-298 Drugs and cigarette use in public washroom (Central, Sept. 26)

2022-300 Vodka cooler (Calvin Park, Sept. 27)

2022-303 Teens, alcohol and bongs outside branch (Isabel Turner, Sept. 28)

2022-306 Broken glass bong outside branch (Isabel Turner, Oct. 1)

2022-316 Needle (Isabel Turner, Oct. 11)

Facilities

2022-265 Office door off hinges (Isabel Turner, Sept. 9)

2022-266 Narrow security gates (Calvin Park, Sept. 9)

2022-269 Unlocked door (Central, Sept. 10)

General

2022-267 Teens by fire exit (Isabel Turner, Sept. 9)

2022-268 Disturbance at front entrance (Calvin Park, Sept. 9)

2022-271 Ambulance called – unwell patron (Central, Sept. 10)

2022-275 Potential assault outside branch (Isabel Turner, Sept. 12)

2022-280 Loud, disruptive teens (Isabel Turner, Sept. 13)

2022-281 Patron unwell – ambulance called (Calvin Park, Sept. 14)

2022-282 Vaping teens (Isabel Turner, Sept. 14)

2022-284 Ambulance called for choking patron (Central, Sept. 14)

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- 2022-294 Altercation between teens and driver (Isabel Turner, Sept. 20)
2022-290 Mental health team called (Central, Sept. 22)
2022-291 Man harassing Jehovah's Witness members outside branch (Isabel Turner, Sept. 22)
2022-292 Teens on Library roof (Isabel Turner, Sept. 22)
2022-293 Teen assaulted outside of branch (Isabel Turner, Sept. 22)
2022-295 Confrontation between teens and patron (Isabel Turner, Sept. 23)
2022-296 Trash and broken glass outside branch (Isabel Turner, Sept. 26)
2022-299 Football in the parking lot (Isabel Turner, Sept. 26)
2022-301 Report of weapon, police called (Isabel Turner, Sept. 27)
2022-304 Teen with knife outside branch (Isabel Turner, Sept. 28)
2022-310 Teens on the roof (Isabel Turner, Oct. 4)
2022-311 Garbage fire outside branch (Isabel Turner, Oct. 6)
2022-312 Nuisance fire outside branch (Isabel Turner, Oct. 6)
-

Patron Behaviour

- 2022-270 Teen outside on ledge (Isabel Turner, Sept. 10)
2022-273 Children threatening to beat up another child (Rideau Heights, Sept. 9)
2022-296 Teens threaten security guard (Isabel Turner, Sept. 23)
2022-302 Group of disruptive teens (Isabel Turner, Sept. 27)
2022-307 Death threats (Central, Oct. 3)
2022-308 Patron in crisis (Central, Oct. 4)
2022-309 Upset patron (Calvin Park, Oct. 4)
2022-315 Child threatening community centre staff (Rideau Heights, Oct. 8)
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Theft or Property Damage

- 2022-276 Graffiti (Isabel Turner, Sept. 12)
2022-288 Library van vandalized (Isabel Turner, Sept. 20)
2022-305 Small fire in book drop slot (Isabel Turner, Sept. 28)
-

Appendix C:

Summary of Patron Feedback (Sept. 10, 2022 to Oct. 11, 2022)

Branch Operations

- Patron requested that public computers be spaced farther apart for privacy. (Sept. 14)
 - Could you please provide 'tech' help, as you did in the past? (Sept. 15)
 - Patron expressed concern about automation in our library branches. (Sept. 28)
 - It would be wonderful to have access to games to borrow and play on site (like in our home town in Quebec). (Sept. 30)
-

Collections

- Took M to renew her @KFPL card today and this is what she picked out! She loved that the books were labeled #horror so as to clearly pick out what she wanted. (Sept. 24)
 - Just finished my 2nd listen of 'The Knowledge Gap' by @natwexler. It's been sitting on my shelf for ages, so I was delighted to see that @KFPL had it as an audio book! A brilliant read (or listen!) around knowledge, comprehension & how we can level the playing field for our Ss. (Sept. 26)
 - Students loved exploring our 'mystery books' from @KFPL, we made posters to show our first impressions of each book! Can't wait to start reading them. (Oct. 5)
-

Customer Service

- The Boys and Girls Club staff at the Rideau Heights Community Centre report hearing all sorts of great things about our staff from the youth they work with. (Sept. 28)
-

General

- Today was fun (with many photos of the Create Space in action!). (Sept. 19)
- I found a book I had replaced and the helpful @KFPL staff took it back and helped me get a refund! (Sept. 19)
- This is better than winning the lottery! ~Hamid. 7A and 7D visited the Calvin Park branch of @KFPL today and had a fantastic time! Book talks and trailers, a tour and even some advance copy give aways! We will be back with our library cards again soon. (Sept. 30)
- Dear @robochai, M. was gifted an advanced copy of your new book during our visit to @KFPL last week. Seeing her identity and culture reflected in a main character of a

graphic novel IS EVERYTHING. Thank you for this. (Oct. 3)

Other

- Thanks for your outreach. Despite the marketing talk, I expect that this is a cat's paw for cutting staff. Or, if you prefer a different metaphor, the thin edge of a corrosive wedge. I write this as a former board member of the Friends of the Library. And an author, a few of whose books, I hope, remain in your collection. And as someone with a genetic predisposition to a love of libraries - once upon a time, my later mother served as board chair of the Montreal Children's Library. Thanks for heeding these random thoughts. (Oct. 7)
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Programs

- Eye in the Sky was a great event. (Sept. 24)
 - This past Wednesday when I went to set up the "Munch and Make" program 20 minutes before start time there were 8 boys sitting in the room patiently waiting for me. I told them they were all early and that I was just there to set up. One of the boys said "but I've been waiting all week for Munch and Make so I came early and I event helped set up the room." (Oct. 5)
 - Promoting men dressed as women is very unthoughtful, the vast majority of people don't agree with it and yet still it is forced upon the general public. Actively supporting it is simply stupid as it leads to public unrest. (Oct. 7)
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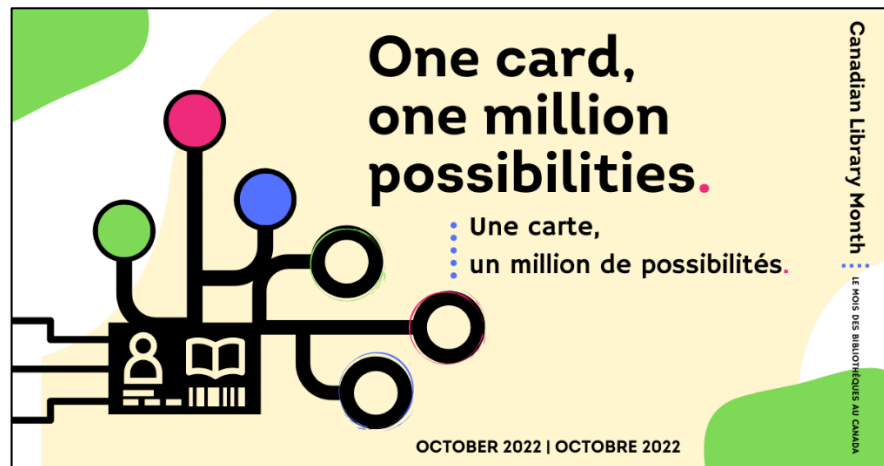
Volunteering and Volunteers

- 13 year old students should be allowed and if the person wants to help in the library by putting books on the shelf they should be allowed. (Sept. 10)
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KFPL Key Activities and Highlights October 2022

Programming and Outreach

- ▶ ***Your Library, Your Story*** is the theme of our 2022 Library Month marketing campaign. Watch for our TV commercial on Global, print ads in various local media, and listen for ads on Fresh 104.3 and Big 96.3.
- ▶ For Canadian Library Month, KFPL will be hosting a series of drop-in tours and demonstrations of the Create Space during the days leading up to and including the municipal election. The Central Branch is a downtown voting location.



- ▶ KFPL will be offering a First Nations Public Library Week edition of the popular beading workshop series by Liv Rondeau. The event has been rescheduled for October 27.
- ▶ With school back in session, visits to KFPL are a popular outing for elementary and secondary school teachers; eleven requests for October visits have been scheduled as of October 6.
- ▶ KFPL continues to reach the community where it gathers by attending outreach events at the Battersea Pumpkin Festival and Franco-Foire 2022.

Services and Collections

- ▶ KFPL has issued an RFP for Collection Services. The successful proponent(s) will provide the Library with print and A/V materials, as well as selection support, cataloguing and processing.



- ▶ We will be moving back to Overdrive for our eBook and eAudiobook collections in the new year. We will also be shifting from Flipster to add Overdrive's magazine collection. Patrons will have a single-platform experience for discovery of eBook, eAudiobook, magazine and film (Kanopy) content. Along with cost-savings on the platform, the digital magazine collection will be much improved. We will continue to offer Hoopla and Cantook Station as well due to the unique content available on those platforms.

Staff News

- ▶ KFPL staff have been updating their Red Cross certification in Standard First Aid CPR/AED
- ▶ Jialin Luo joined KFPL as a Page.

Facilities

- ▶ Work on the exterior of the Bishop's House continues. Scaffolding has been taken down on the south side of the building to allow for Kingston Frontenac Housing Corporation to complete repairs to the retaining wall and path between the Central parking garage and Bagot Street.
 - ▶ The Township of Central Frontenac is replacing the ramp that provides access to the Arden Branch. The Branch was closed for a couple of days at the end of September while the work took place.
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KFPL Monitoring Report to the Board

Executive Limitation Policy L-5

Financial Condition – 3rd Quarter 2022

With respect to the actual, ongoing condition of the Library's financial health, the Chief Librarian may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies and under the *Public Libraries Act*, RSO 1990, c.P. 44.

Accordingly, the Chief Librarian may not:

1. **Expend more funds than will be received in the fiscal year.**

CEO Interpretation:

I interpret "may not expend more funds than have been received" to mean that at no point in the year do expenses exceed expected revenues. Expected revenues refer to transfers from the City of Kingston, County of Frontenac and Province of Ontario that are part of the approved operating budget.

Compliance will be demonstrated:

When expenses do not exceed expected revenues.

Evidence:

The budget variance report to September 30, 2022 shows that expenses were at 68% while revenues came in at 71%.

Some larger budget lines are underspent, contributing to the overall surplus showing at this time. Adult and Child/Youth popular materials are at 52%, with the overall materials line at 62%. Ongoing delays in receiving materials, along with publishing schedules is contributing to this. Salaries and wages line are at 67%, reflecting the state of the labour market as we work to fill vacant positions and reduced hours of operating at the beginning of the year. Several new employees have joined the organization since August.

Lines that are showing as overspent at this point of the year reflect pre-paid expenses and service agreements, such as Contracted Services. Charges to the Internet Connectivity line are offset by the Canada Healthy Communities Initiative grant, which funded the wireless internet hotspot charges to the end of September.

2. Use any specifically designated Long Term Reserves, except for their designated purposes.

CEO Interpretation:

I interpret long term reserves to mean a fund designated for a specific purpose and identified as such.

Compliance will be demonstrated:

- The reserves are used for the purposes designated by the Board and Council.
- Bequests and other gifts held in long term reserves are used for the purposes designated by the donor.

Evidence:

The Board's reserve accounts for capital projects are held and administered by the City of Kingston.

The Verna Steele bequest is held in a reserve account with the City of Kingston and is administered by the Library. It has been used to purchase accessible library materials as per the terms of the bequest.

The parking reserve is funded through parking fees at the Central Branch (covered parking lot) and is used for repairs and upgrades to the lot. It is held in a reserve account with the City of Kingston and is administered by the Library.

3. Conduct inter-fund shifting except with the authorization of the municipal councils, as stipulated in the *Public Libraries Act*, Sec 24.

CEO Interpretation:

I interpret this to mean that funds are not moved from one fund to another fund (e.g., from one reserve account to another or between operating and capital budgets).

Compliance will be demonstrated:

No inter-fund shifting has occurred, unless authorized by the municipal councils.

Evidence:

Quarterly budget reports are provided to the Library Board. There is no inter-fund shifting by Kingston Frontenac Public Library staff.

4. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner, except where unavoidable due to Municipal funding flow.

CEO Interpretation:

I interpret this to mean that the Library will never be in a financial position where it is unable to meet payroll or other financial obligations.

Compliance will be demonstrated:

When revenues are equal or greater than expenses at all times and payroll and other financial obligations are processed in a timely manner.

Evidence:

The City of Kingston administers the payroll and account payable functions. Cash flow is monitored by the City of Kingston and by the Library's Budget/HR Analyst.

5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

CEO Interpretation:

I interpret "tax payments" to mean source deductions for employee income taxes. "Other government ordered payments or reports" include employee source deductions for pensions, workers' compensation, employment insurance and associated monthly and annual reports related to these payments. "Government reports" also include the Ministry of Heritage, Tourism and Sport's annual survey and grant application and the Registered Charity Information return.

"Overdue" is interpreted to mean paid or filed after the due date. "Incorrectly filed" is interpreted to mean deliberately falsified or containing errors, other than minor calculation errors.

Compliance will be demonstrated:

- Statements of accounts from the City of Kingston/government agency verify on-time receipts of payments and reports.
- The auditor reports that no falsified information is uncovered by a random sampling of filing.

Evidence:

- The City of Kingston administers the payroll and accounts payable functions and submits source deductions and tax instalments on behalf of the Kingston Frontenac Public Library.
- The Public Library Operating and Pay Equity Grant application was submitted on September 29, 2022, before the deadline October 12, 2022.

6. Make a single purchase or commitment of greater than the amount allowed in the Procurement of Goods and Services Policy.

CEO Interpretation:

I interpret 'single purchase' to mean a one-time discrete purchase of a good or service. 'Commitment' means a promise to purchase or lease a good or service either as a one-time discrete purchase or as a multi-year contract or lease.

Compliance will be demonstrated:

The CEO has not made purchases or commitments of greater than the amount allowed in the Procurement of Goods and Services Policy.

Evidence:

No purchases or commitments of greater than the amount allowed in the Procurement of Goods and Services Policy were made during the period covered by this report.

7. Acquire, encumber or dispose of real property.

CEO Interpretation:

I interpret "real property" to mean land and building as per s.19(1) of the *Public Libraries Act*, R.S.O. 1990, c. P44. "Acquire" and "encumber" mean by purchase, lease, expropriation or otherwise erect, add or alter buildings (PLA, s.19 (1)(b)(c)). "Dispose" means sell, lease, or otherwise dispose of any land or structure that is no longer required for the Board's purpose (PLA, s. 19 (d)).

Compliance will be demonstrated:

Written procedures/agreements are in place.

Evidence:

The Library Board receives operating funding for the operation and maintenance of the buildings housing the branches in the City of Kingston. Large scale renovations and maintenance projects are funded through the capital funds which are designated for this purpose. Funding for maintenance and operation is included in both the operating and capital budgets which are approved by the Library Board and municipality.

The buildings housing County of Frontenac branches are owned, operated, and maintained by the Frontenac Townships.

In compliance with the *Public Libraries Act* and this policy I did not acquire, encumber, or dispose of real property on behalf of the Library Board during the time period covered by this report.

8. Fail to provide quarterly accurate and detailed financial statements showing budgeted and year-to-date figures.

CEO Interpretation:

I interpret accurate to mean that the financial statements are free from material misstatements, either due to fraud or error. I interpret detailed to mean that financial statements show budgeted and year-to-date figures as well as year over year comparisons.

Compliance will be demonstrated:

Quarterly financial statements are presented to the Library Board.

Evidence:

The budget variance report to September 30, 2022 has been provided to the Library Board at the October 19, 2022 meeting.

I hereby present my monitoring report on Executive Limitation Policy L-5, Financial Condition: 3rd Quarter 2022.

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.

A handwritten signature in black ink, appearing to read 'Laura Carter', with a stylized, cursive script.

Laura Carter, CEO/Chief Librarian
October 11, 2022



Kingston Frontenac Public Library

Budget Variance Report

September 30, 2022

Account Number	Description	Actuals	Annual Budget	Variance \$	Actuals to Budget %
		Year to Date			
EXPENSES					
710100	Salaries and wages	2,171,319	3,180,357	-1,009,038	68%
710115	Part-Time Wages	856,519	1,155,956	-299,436	74%
710116	Pages Part-Time Wages	196,420	311,591	-115,171	63%
710200	Overtime	18,499	36,276	-17,777	51%
720210	Payroll benefits	975,379	1,453,993	-478,615	67%
720215	Retirees benefits	46,482	56,074	-9,591	83%
720280	WSIB	181	300	-119	60%
	Total Staff Costs	4,264,799	6,194,546	-1,929,747	69%
730300	Adult popular mat'ls	207,245	400,000	-192,755	52%
730305	Child/youth pop mat'ls	88,720	170,200	-81,480	52%
730310	Electronic resources	261,976	312,200	-50,224	84%
730315	Serials	15,796	32,896	-17,100	48%
	Total Material	573,737	915,296	-341,559	63%
730205	Office Supplies	31,594	60,000	-28,406	53%
730210	Vehicle repairs & maintenance	1,769	5,400	-3,631	33%
730215	Vehicle fuels and lubricants	6,897	9,000	-2,103	77%
730400	Computer Equipment	21,011	78,535	-57,524	27%
730410	Software	4,876	9,000	-4,124	54%
730420	Furniture and fixtures	3,322	12,250	-8,928	27%
730500	Advertising	8,327	9,000	-673	93%
730515	Telephones/Cell Phones	21,265	33,136	-11,871	64%
730515	Internet Connectivity	34,848	37,518	-2,670	93%
730710	Fees, subscription, membership	7,166	12,100	-4,934	59%
730720	Mileage	6,258	11,300	-5,042	55%
730730	Education and training	21,237	40,600	-19,363	52%
730805	Misc Expense	6,947	7,500	-553	93%
730855	Delivery, postage & shipping	3,698	8,000	-4,302	46%
730860	Cash over (short)	1	0	0	0%
740005	Professional services	4,397	26,500	-22,103	17%
740020	Contracted services - system wide	274,604	309,605	-35,000	89%
740030	Programs	25,862	26,870	-1,008	96%
750005	Equipment rentals	6,175	9,648	-3,473	64%
750110	Interest & Service Charges	1,660	2,500	-840	66%
780300	Allocated Insurance	18,528	24,100	-5,572	77%
	Total System-Wide	510,444	732,561	-222,117	70%
Facilities					
710325	Protective Clothing	1,112	2,000	-888	56%
730205	Cleaning supplies	18,621	27,000	-8,379	69%
730400	Tools & Equipment	3,267	10,200	-6,933	32%
730800	Repairs & maintenance	10,194	10,200	-6	100%
730820	Water and Sewer	10,537	12,625	-2,088	83%
730825	Natural Gas	36,786	59,838	-23,052	61%
730830	Electricity	107,117	204,632	-97,515	52%
740020	Contracted Services	87,912	162,750	-74,838	54%
	Total Facilities	275,546	489,245	-213,699	56%
	Total Expenditures	5,624,526	8,331,648	-2,707,122	68%
REVENUES					
610000	Provincial Subsidy	0	-297,138	297,138	0%
610090	Project Grants	-15,026	-30,000	14,974	50%
630560	Printer/Photocopier Revenue	-11,824	-23,465	11,641	50%
630585	Fines/Damages	-8,549	-10,400	1,851	82%
630775	Non-Resident Fees	-5,838	-9,339	3,501	63%
630950	Facility Rentals	-7,849	-45,000	37,152	17%
640450	Donations	-10,739	-11,000	261	98%
660270	Expenditure Recovery	-28,561	-40,000	11,439	71%
670730	Miscellaneous Revenue	-2,304	-10,000	7,696	23%
610300	County of Frontenac	-604,306	-906,458	302,153	67%
610526	City of Kingston	-5,211,636	-6,948,848	1,737,212	75%
	Total Revenue	-5,906,632	-8,331,648	2,425,017	71%
	Net Deficit (Surplus)	-282,106	0	-282,106	

KFPL Report to the Board

Subject: Accessibility for Users with Disabilities Policy

Prepared by: S. Quigley, Director, Human Resources

Date of meeting: October 19, 2022

Background:

Organizations in the province of Ontario are required to develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the Integrated Accessibility Standards Regulation, O. Reg. 191/11, s. 3 (1) (Regulation) under the *Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005, c. 11* (AODA).

The Kingston Frontenac Public Library's Accessibility policy was last reviewed in 2021 with no changes.

Analysis:

No changes to the policy are required under provincial regulations or legislation.

This policy was reviewed by members of the Board at the Committee of the Whole meeting on October 5, 2022. No changes were suggested.

Recommendations:

That the Library Board review and approve the Accessibility for Users with Disabilities policy as presented.

Accessibility for Users with Disabilities (DRAFT)

The Library is committed to meeting its current and ongoing obligations under the Ontario *Human Rights Code* respecting non-discrimination.

The Library understands that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the Ontario *Human Rights Code* or obligations to people with disabilities under any other law.

The Library is committed to complying with both the Ontario *Human Rights Code* and the *AODA*.

1. Purpose

The purpose of this policy is to ensure that the Kingston Frontenac Public Library (the Library) provides all library services, resources and facilities in ways that are accessible to persons with disabilities. The policy also serves to meet the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*.

2. Scope

This policy applies to all persons who deal with customers or patrons, and to third parties who deal with customers on the Library's behalf such as those providing program services. A person or third party can be an employee, volunteer, Friend of the Library, KFPL Board member, student on placement or someone otherwise engaged in the provision of Library services to our customers.

3. Definitions

AODA means the *Accessibility for Ontarians with Disabilities Act, 2005*.

Assistive Device means a device used to assist persons with disabilities in carrying out activities or in accessing Library services. Assistive devices may include, but are not limited to, wheelchairs, walkers, canes, oxygen tanks, and electronic communication devices.

Core Service means reference, referral and readers' services, collections, lending, technology, programming, and outreach.

Disability or Disabilities means:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of

the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or,
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Guide dog means a guide dog as defined in section 1 of the *Blind Persons' Act*.

Service Animal means:

An animal is a service animal for a person with a disability if,

- a) the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- b) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
 - ii. A member of the College of Chiropractors of Ontario.
 - iii. A member of the College of Nurses of Ontario.
 - iv. A member of the College of Occupational Therapists of Ontario.
 - v. A member of the College of Optometrists of Ontario.
 - vi. A member of the College of Physicians and Surgeons of Ontario.
 - vii. A member of the College of Physiotherapists of Ontario.
 - viii. A member of the College of Psychologists of Ontario.
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16

Library Premises means premises owned and operated or operated by the Kingston Frontenac Public Library.

Support Person means, in relation to a person with a disability, another person who

accompanies a person with a disability in order to assist them with communication, mobility, personal care, or medical needs, or with access to goods, services or facilities.

4. Guiding Principles

Library service is relevant, inclusive, and responsive for all, including persons with disabilities. Each member of the community has an equal opportunity to access public library goods, services, or facilities.

Library services are provided in a manner that respects the dignity and independence of persons with disabilities. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner.

Library services to persons with disabilities are integrated with those provided to persons who do not have disabilities, unless an alternative measure is necessary to enable a person with a disability to obtain, use or benefit from Library goods, services, or facilities.

5. Policy

The Library is committed to providing quality library services that are accessible to all persons who wish to obtain and use Library goods, services, or facilities.

5.1. Communications with Persons with Disabilities

When communicating with a person with a disability, the Library will do so in a manner that takes into account the person's disability.

When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized *Web Content Accessibility Guidelines* (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

Policy documents will be available on the Library website.

5.2. Temporary Service Disruptions

The Library will make reasonable effort to provide notice of any planned disruption of Library services to the public, including information about the reason for the disruption, its anticipated duration and a description of alternative facilities or service, if any, that may be available. If a disruption is unplanned, the Library will provide notice as soon as possible.

5.3. Assistive Devices and other measures that assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining or using Library goods, services, or facilities. Exceptions may occur in situations where the Library has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises. In these situations, the Library may offer a person with a disability other reasonable measures to assist them in obtaining and using Library goods, services, or facilities, where the Library has such other measures available.

It is the responsibility of the person with a disability to ensure that their assistive device is operated in a safe and controlled manner at all times.

Further accessibility resources are addressed in the Collection Development Policy, under Accessible Collections.

5.4. Service Animals

A person with a disability may enter Library premises accompanied by a service animal and may keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If the service animal is excluded by law, the Library will ensure that alternative means are available to enable the person with a disability to obtain or use or benefit from Library services or facilities.

At times it may be difficult to differentiate between a person with a disability using a service animal and an individual being accompanied by a pet. If it is not readily apparent that the animal is a service animal, Library staff may ask the person for confirmation of the animal's status, as outlined above.

It is the responsibility of the person with the disability to ensure that their service animal is kept in control at all times. This will include controlling the behavior of the animal (e.g., barking or growling), cleaning up after the animal (e.g., defecation), and being responsible for any damage the animal may cause to the Library premises.

5.5. Support Persons

A person with a disability may enter Library premises with a support person and have access to the support person at all times while on the premises.

The Library may require a person with a disability to be accompanied by a support person while on Library premises in situations where it is necessary to protect the health and safety of the person with the disability or the health and safety of others. Before making a decision to require a support person, the Library will consult with the person with a disability to understand their needs, consider health or safety reasons based on

available evidence and determine if there is any other reasonable way to protect the health or safety of the person or others on the premises.

A support person, when assisting a person with a disability to obtain or use Library services, will be permitted to attend at no charge where an admission fee is applicable.

Where an admission fee is charged to gain access to an event, facility, or service, and the revenue from the fee is payable to a third party (e.g., a concert provider), the support person is permitted to attend the event at their own cost.

If a third party uses a Library meeting room to host an event, they are not required to alter their admission fees for support persons, but we would strongly encourage them to do so. However, if a third party voluntarily decides to alter admission fees for support persons for their event, the Library will not be responsible for reimbursing them for the value of those admission fees.

In response to a request for a sign language interpreter, the Library will endeavour to engage an interpreter through the Ontario Interpreting Services (OIS) at The Canadian Hearing Society (CHS).

5.6. Training

The Library will ensure that all persons to whom this policy applies receive training as required by the *Integrated Accessibility Standards (Ontario Regulation 191/11)*. The amount and format of training given will be dependent on a person's interactions with Library users.

The content of the training will include:

- a review of the purposes of the AODA;
- the requirements of the *Integrated Accessibility Standards (Ontario Regulation 191/11)*;
- training on the *Human Rights Code* as it pertains to persons with disabilities;
- instruction on Library policies, procedures and practices pertaining to the provision of Library services to persons with disabilities;
- how to interact and communicate with persons with various types of disabilities;
- what to do if a person with a particular type of disability is having difficulty accessing Library goods, services, or facilities;
- how to interact with persons with disabilities who use assistive devices or who require the assistance of a support person, guide dog or service animal; and,
- information about the equipment or devices available on the Library premises that may help with the provision of Library goods, services, or access to facilities to

persons with disabilities.

A record of training provided under this policy will be kept by the Director, Human Resources. Training will be provided as part of orientation training for new employees or as required to those covered by this policy.

5.7. Feedback and Complaints About Services

Feedback and complaints from a member of the public about the delivery of goods and services (including facilities) to persons with disabilities may be given by telephone, in person, in writing, in electronic format, or through other methods. Complaints and feedback will be received and addressed in accordance with the Library's complaints administration process.

5.8. Procurement

We will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities, including self-serve kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

5.9. Self-service kiosks

We will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring, or acquiring self-service kiosks.

5.10. Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will use our accommodation policy to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

5.11. Design of Public Spaces

We will meet accessibility laws when building or making major changes to public spaces.

Public spaces include:

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals.

- Service-related elements like service counters, fixed queuing lines and waiting areas.

6. Appendices

- a. Sign Language Interpreter Services Information
- b. Accessible Customer Service Feedback Form

7. Authorities

O. Reg 191/11 s. 6(1) under *Accessibility for Ontarians with Disabilities Act, 2005*.

8. Document Control

Original policy date: 2009 October

Last Reviewed: 2022 October

Changes made: no change

Next Review: 2023 October

Meeting 2022-08

Agenda item 10.1.2.

KFPL Report to the Board: Asset Disposal Policy

KFPL Report to the Board

Subject: Asset Disposal Policy

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: October 19, 2022

Background:

The Asset Disposal Policy was approved as a standalone policy in 2019 and is an expanded version of the guidelines previously documented in the Procurement of Goods and Services Policy. Information from the City of Kingston's Tangible Capital Asset Policy was used to inform the attached policy.

Analysis:

No changes are being recommended to the policy at this time.

This policy was reviewed by members of the Board at the Committee of the Whole meeting on October 5, 2022. No changes were suggested.

Recommendations:

That the policy be approved.

Asset Disposal (DRAFT)

The Kingston Frontenac Public Library is committed to effective and efficient asset management. The following policy is intended to facilitate and encourage the timely reallocation of surplus assets.

1. Purpose

The purpose of this policy is:

- To clarify the assets to which this policy applies.
- To provide guidelines for the disposal of assets of no further use to the Library.
- To minimize costs relating to storage.
- To identify conditions under which assets will be considered scrap or available for donation.

2. Scope

This policy includes all assets integral to the Library's operation or administration with the exception of Library materials (e.g., books, DVDs). Disposal of Library materials is addressed under the Collection Development Policy.

3. Policy

When assets become surplus and/or obsolete, the Library will redeploy/dispose of them in an equitable manner that maximizes the useful life of the asset without incurring operating costs exceeding the benefits derived

3.1. Determination of Surplus and Obsolete Material

- a. Staff will notify the responsible Manager/Director that an asset is no longer required for Library operations.
- b. The responsible Manager/Director will determine if the asset has any book value. Unique or specialized assets (e.g., art) may be assessed by a qualified appraiser in order to ascertain the value of the asset. The assessment will assist in determining if an asset should be sold or donated.
- c. Should the asset no longer have any book value, or if there is no operational rationale for retaining the asset, the Manager, Facilities will arrange for disposal of the asset.

3.2. Disposal of Surplus and Obsolete Material

- a. Assets that have been determined to be surplus or obsolete will be disposed of in a manner that is consistent with the Library's goal to minimize the environmental impact of its operations.
- b. If the total proceeds from the disposal of surplus/obsolete assets are expected to be more than \$2,000, approval is required by the Chief Librarian/CEO, or designate.
- c. If the total proceeds from the disposal of surplus/obsolete assets are expected to be more than \$50,000, Library Board approval is required.
- d. The disposal of any asset which cannot be redeployed will be handled by one of the following methods as authorized by the Chief Librarian/CEO, or designate:
 - i. Trade-in against replacement equipment required (e.g., library vehicle)
 - ii. Displayed and sold using an online auction site (e.g., GovDeals) for those assets which are marketable to others. If applicable, a minimum bid will be set based on the book value of the asset.
 - iii. Donated to a local non-profit or registered charitable organization.
 - iv. Assets deemed as waste/recycling will be sent by maintenance staff to the appropriate facility.

3.3. Revenue

Revenue generated by the sale of surplus assets shall be credited to Expenditure Recovery.

4. Document Control

Original Policy Date: 2019 November

Last Reviewed: 2022 October

Changes Made: no change

Next Review: 2026 October

KFPL Report to the Board

Subject: Building Commemoration Plaques Policy

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: October 19, 2022

Background:

The Library Board has a practice of acknowledging the contributions of individuals, governments, funders, and companies/firms to a building project through the installation of commemorative plaques. The plaques have included the names of sitting Council and Library Board members, building project committee members, senior staff members, architects, and general contractors.

Commemorative plaques have been installed at the Central (1978 and 2019), Isabel Turner (1998), Pittsburgh (2000) and Calvin Park (2009) branches. The City of Kingston has not installed a building plaque at the Rideau Heights Community Centre and Library which opened in April 2018.

Analysis:

The Building Commemoration Plaques Policy was first approved by the Board in 2018, following discussions arising out of a request from a member of the public to remove the name of a former municipal staff member on a library building plaque given the individual's criminal conviction. The Board passed motion 2018-62 agreeing to amend that building plaque.

The City of Kingston's Commemoration Strategy 2015-2024 was reviewed as part of the policy development process, as was the City of Mississauga's building plaque policy, which was used as a template.

The power to vary language was recommended as part of the legal review obtained at the time the policy was drafted.

A sentence has been added at the end of the "Policy" section to make clear it that the Board must approve new plaques or alterations to existing plaques.

This policy was reviewed by members of the Board at the Committee of the Whole meeting on October 5, 2022. No changes were suggested.

Recommendations:

That the Library Board approve the Building Commemoration Plaques policy as presented.

Building Commemoration Plaques (DRAFT)

1. Purpose

The purpose of this policy is to provide a consistent approach to building commemoration plaques.

2. Scope

This policy applies to all Kingston Frontenac Public Library building commemoration plaques.

3. Definitions

“Building commemoration plaque” means a plaque approved to be installed at a Library Branch to:

- Commemorate official openings of new facilities
- Commemorate official re-openings of facilities that have been substantially renovated and/or where a significant addition to the facility has been constructed
- Recognize the Library Board contributions to the new or renovated facility
- Recognize funding partnership and/or contributions (including funding programs) to new or renovated facilities with partners or other levels of government and/or government agencies

4. Guiding Principles

The development and display of building commemoration plaques must be consistent with the Library’s vision, mission, and values.

5. Policy

The Kingston Frontenac Public Library will acknowledge the contribution of funders, partners and Board members to a building project and commemorate the official opening by installing a building commemoration plaque.

Plaques will be created in accordance with the City of Kingston’s Facility Accessibility Design Standards.

The wording of building commemoration may include:

- Facility name
- Date of the official opening

- Mayor and Members of Council in office at the date of the official opening
- Library Board members serving at the date of the official opening,
- Individuals/firms who have made a substantial contribution to the building project (architect, contractor, building committee)
- Funding partners, including levels of government

Where a funding partnership has contributed to a new or renovated facility, an accompanying plaque in recognition of the funding will be installed, as required by the funding agreement.

All building commemoration plaque installations and alterations are subject to Board approval.

5.1. Preservation

When a Library branch is permanently closed, plaques that have been installed in accordance with this policy will be removed and appropriately stored.

When a Library branch has been renovated and a previous plaque(s) existed, it will be retained and may be displayed in the branch, if appropriate and space allows.

5.2. Damaged Plaques

The Library will repair, remove, or replace any plaques that have been damaged or otherwise degraded or require alternations.

6. Power to Vary

The Library Board reserves the right to alter, add to, or otherwise change or remove a plaque in its sole discretion.

7. Appendices

Appendix A: Suggested Wording for Official Opening Plaques

8. Document Control

Original Policy Date:	2018 November
Last Reviewed:	2022 October
Changes Made:	see report to Board dated October 19, 2022
Next Review:	2026 October

Appendix A: Suggested Wording for Official Opening Plaques

Name of Branch

The (name of branch) was officially opened on (date)

List of Mayor and Members of Council

List of Library Board Members

List of Building Committee Members

Architect / Consultant

Contractor

Naming (DRAFT)

1. Purpose

The purpose of this policy is to establish the context and protocol for naming of Kingston Frontenac Public Library (the Library) branches, rooms/service areas, programs, or collections.

2. Scope

The Kingston Frontenac Public Library Board has ultimate responsibility for the naming of branches, rooms/service areas, programs and collections, furniture, and other nameable items as deemed appropriate, including the terms and conditions, regardless of whether the naming opportunity is as a result of a sponsorship or donation. This policy applies to the naming of all Kingston Frontenac Public Library branches, rooms, service areas, programs, and collections.

The location, term and the ongoing management of all Kingston Frontenac Public Library collections remain the sole responsibility of the Library.

3. Definitions

A gift is a voluntary transfer of cash and kind, from individuals, industry, foundations, and other sources to the Library for either unrestricted or restricted utilization in the operation of the Library. The transaction shall not result directly or indirectly in a right, privilege, material benefit or advantage to the donor or to the person designated by the donor. Gifts may be monetary (cash, cheques) or non-monetary (e.g., securities, real property, or personal property).

Gifts held in trust are funds donated to the Library which are not used immediately. The funds are held in a Library reserve account at the City of Kingston until they are required to support the Library.

Conflict of Interest means any event (whether actual or perceived) in which the Kingston Frontenac Public Library or anyone representing the Library may benefit from the knowledge of, or participation in, the acceptance of a gift.

Fair Market Value This is usually the highest dollar value you can get for your property in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. Canada Revenue Agency, "Fair Market Value" P1113 Gifts and Income Tax 2021.

Pledge is a commitment of a gift given over a predetermined time frame.

A sponsorship is a mutually beneficial business exchange between the Kingston Frontenac Public Library and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products, or in-kind services to the Library in return for recognition, acknowledgement, or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific program event, services or activity being sponsored. A sponsorship is a contracted arrangement between the Library and the sponsor, designed to benefit both parties. It is not a philanthropic gift.

Room means a discrete space within a Library facility and includes, but is not limited to, meeting rooms, study rooms, and program rooms. This also includes outdoor spaces such as reading gardens.

Service area means a discrete space within a library location not enclosed by walls such as children's area, computer lab, etc.

4. Guiding Principles

The Kingston Frontenac Public Library is a welcoming and inclusive place that is open and accessible to everyone in our communities. Any and all naming and sponsorship opportunities must be consistent with the Library's vision, mission, and values.

Consideration should be given to names that advance the Library's goal of Indigenizing library spaces. In consultation with Indigenous communities, Indigenous language and/or place names will be identified for new building projects, as well as reopened renovated branches when appropriate. This consideration also applies to virtual spaces.

No commitment regarding naming will be made to an individual or group prior to the approval of the related proposal for naming by the Kingston Frontenac Public Library Board.

Each proposal for naming will be considered on its own merit and not because a gift meets a particular need. Due attention will be given to both the long-term and short-term appropriateness of a naming.

The Library reserves the right to decline any sponsorship or philanthropic act in accordance with the following policies: Sponsorships; Gifts, Donations and Planned Giving.

In any proposal for naming a program, service, or collection in honour of a donor, consideration should be given to the establishment of an endowment sufficient to

sustain the program, service, or collection for its term.

In the case of naming opportunities associated with a gift, the recognition will be cost effective and will not exceed two percent of gift value on amounts up to \$500,000 and one percent on the amount in excess of \$500,000 in order to establish a level of consistency. The recognitions costs will be paid out of the gift.

Signs, print and/or electronic materials bearing the name(s) of donors/sponsors may be posted/published prior to the fulfillment of a gift, donation or sponsorship provided there is a signed agreement between the parties and, in the case of a pledge, that the first gift installment has been made to the Library.

The Library reserves the right to review such names periodically.

5. Policy

5.1. Branch Libraries

The Library will give priority to naming its buildings after their geographic location, either the community or the neighbourhood/street location where they are situated.

Alternatively, consideration will be given to naming, where appropriate, after the type of service or function offered at that branch.

5.2. Rooms/Service Areas

The Library will give priority to naming rooms and areas after the library branch where it is located together with the function of such a room.

5.3. Collections

The Library will give priority to naming parts of its collection after the subject matter of the collection.

5.4. Programs

The Library will give priority to naming its programs after the program content.

5.5. Naming Opportunity with a Gift

The Library will consider naming branches, rooms/service areas, programs or collections, furniture, and other nameable items as deemed appropriate, after the donor/sponsor including the terms and conditions, regardless of whether the naming opportunity is as a result of sponsorship or donation the general policy guidelines outlines above will apply. In addition, the following will apply:

- The gift shall constitute a significant portion of the total cost of the branch,

room/service area, program or collection, furniture and other nameable items as deemed appropriate, to be named – either funding the total cost of the project, or providing a substantial proportion of the required funding of the project

- A naming schedule will be developed to identify naming opportunities with gift levels specific to capital projects.
- In the case of an existing branch, room/service area, collection or program, furniture, and other nameable items as deemed appropriate, to which a naming opportunity is applied, the associated gift shall be commensurate with the market value of the opportunity.

Requests for naming will be done on a case-by-case basis with consideration given to:

- Whether the initiative could proceed without the gift, donation or sponsorship;
- The urgency of the need for the initiative;
- The distinction, reputation and integrity of the individual, organization, or corporation whose name will be used; and/or
- The relationship of the individual, organization, or corporation to the Library.

The use of corporation names will require special consideration in order to avoid the appearance of commercial influence or conflict of interest. Naming opportunities are contingent on the fulfillment of the pledge of a gift, donation or sponsorship and are approved on that condition.

5.6. Renaming of Branches, Rooms/Service Areas, Programs or Collections

Proposals to rename any Library branch, room, program, or collection will adhere to the naming criteria outlined above. In addition, the following will apply:

- New naming opportunities may arise when a branch or area within a branch is redeveloped or renovated
- Renaming would be dependent on the nature of the conditions contained in the previous naming opportunity agreement.
- Appropriate recognition of previous donors or honorees may be included in the new or renovated facility.
- When renaming does occur, all reasonable effort will be made to inform, in advance, the original donor/sponsor or honoree.

5.7. Naming Agreements

When name recognition has been extended for a specific gift, donation or sponsorship received, an agreement shall be drawn up, establishing the parameters of the gift, its

recognition, and time frame in which the name expires, including an exit clause.

In the case of an individual, agreement to the naming proposal must be confirmed in writing with the individual to be named, and if deceased, by the immediate family.

5.8. Donor Recognition

The Library will establish levels of naming opportunities (donor recognition) that correspond with the level of gifts, donation and sponsorship given.

Donor/sponsor names will not have prominence over the Kingston Frontenac Public Library name and/or logo in signage and other means of naming. Corporate logos of sponsors/donors will not be used for recognition purposes on Library buildings or signs, or in association with Library print or electronic materials.

5.9. Power to Vary

If, at any time following the approval of a naming opportunity, circumstances change substantially such that the continued use of a particular name may compromise the public trust or brings into disrepute the name and/or image of the Library, the Library Board has the authority to withdraw the naming opportunity.

The Library reserves the right to withdraw naming opportunities if a sponsor or donor defaults on a payment or payments.

6. Appendices

Not applicable.

7. Authority

Not applicable.

8. Document Control

Original Policy Date:	2014 September
Last Reviewed:	2022 October
Changes Made:	see report to Board dated October 19, 2022
Next Review:	2026 October

KFPL Report to the Board

Subject: Naming Policy
Prepared by: L. Carter, Chief Librarian / CEO
Date of meeting: October 19, 2022

Background:

In 2014 the Board adopted a policy for naming branches, rooms, services and/or collections. The policy included naming opportunities either through sponsorship, donation, or commemoration.

At the September 27, 2017 meeting the Library Board discussed commemorative naming opportunities. The Board approved the following motion that “the Commemorative Naming process be deleted from the Naming and Donor / Sponsorship opportunities” (2017-61). The policy was then amended to reflect this motion.

Other amendments to the policy included:

- Gifts: updated language about not receiving benefit
- Gifts held in trust: addition to the policy
- Fair Market Value: reference to the Canada Revenue Agency bulletin was updated.
- Naming agreement with gift: a requirement for written agreement of naming proposal with individual or family if individual is deceased was added
- Donor recognition: addition to the policy about the use of corporate logos

Analysis:

It is recommended that the “Renaming of Branches...” section be modified to delete “and will be utilized for a different purpose,” allowing greater flexibility and consistency with respect to naming opportunities following a branch renovation or development.

A paragraph has been added to the Guiding Principles section regarding use of Indigenization of library spaces through use of Indigenous place names.

Other changes are largely housekeeping or copy editing (e.g., updating “Fair Market Value” definition and reference to 2021 version of P1113 Gift and Income Tax pamphlet).

This policy was reviewed by members of the Board at the Committee of the Whole meeting on October 5, 2022. No changes were suggested.

Recommendations:

That the Library Board review and approve the naming policy as presented.

KFPL Report to the Board

Subject: Video Surveillance Policy
Prepared by: S. Quigley, Director, Human Resources
Date of meeting: October 19, 2022

Background:

In 2014, the Board approved a number of changes to the policy.

Analysis:

No changes to the policy are required under provincial regulations or legislation since the last review in 2014. The Guidelines for the Use of Video Surveillance Cameras in Public Places, published by the Information and Privacy Commissioner (IPC) of Ontario have been reviewed to ensure that the current policy is consistent with the Guidelines.

One amendment was made to the Record of Disclosure to a Law Enforcement Agency form used by KFPL staff when the police request available video footage. Occasionally the police may also request the release of other evidence in addition to video footage (e.g., stolen material left at the Library). The Release Form has been amended to include a section if other items are being released to the police, pursuant to an investigation (as per section 32(g) of the *Municipal Freedom of Information and Protection of Privacy Act*).

This policy was reviewed by members of the Board at the Committee of the Whole meeting on October 5, 2022. No changes were suggested.

Recommendations:

That the Board approve the Video Surveillance Policy.

Video Surveillance (DRAFT)

1. Purpose

The purpose of this policy is to regulate the use of any video surveillance system at Library branches, balancing the security benefits derived from the use of video surveillance with the privacy rights of the individual.

2. Scope

This policy applies to all types of video surveillance systems that are or may be used at Library branches.

3. Definitions

- a) **Video Surveillance System** refers to a video, physical or other mechanical, electronic, digital, or wireless surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in Library branches.
- b) **Camera** refers to a device that converts images into electrical signals for television transmission, video recording, or digital storage.
- c) **Record** includes a video or image downloaded from a video surveillance system.
- d) **Covert** refers to concealed or hidden.

4. Guiding Principles

In the daily operation of the services at Library branches, the safety of patrons and staff is maintained by conventional means such as alert observation by staff, the consistent application of the Library's Code of Conduct, security-conscious design of Library locations and, where required, patrols by security personnel.

However, in some circumstances, the additional protection provided by the use of video surveillance is essential in maintaining lawful, safe, and appropriate use of Library premises. The information collected through video surveillance is used only to address unlawful conduct and breaches of Library policies and/or Library Codes of Conduct by patrons, volunteers, contractors and/or staff.

The installation of any video surveillance system pursuant to this policy is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Library's Access to Information and Protection of Privacy policy, and other applicable legislation.

5. Policy

5.1. Use of Equipment

Any video surveillance equipment will be kept in a secure location and access will be limited to members of the Library's management staff and others only as authorized by the Chief Librarian or designate. The video surveillance equipment will be used only for the purposes articulated in this policy. The existence of this policy does not imply or guarantee that video surveillance systems will be monitored in real time.

No camera will be placed so that it views into an area where individuals have a greater expectation of privacy, such as in washrooms, change rooms or neighbouring buildings.

5.2. Use of Records

The records collected through video surveillance are used:

- To investigate any incident involving the safety or security of patrons, staff, volunteers and/or contractors;
- To investigate any incident involving the safety or security of any library branch;
- To investigate an incident involving violations of the Code of Conduct applicable to patrons, staff, volunteers, or contractors;
- To investigate an incident involving violations of the KFPL Workplace Violence Prevention Policy and KFPL Workplace Harassment Policy;
- To provide evidence as required to protect the Library's legal rights;
- To provide law enforcement agencies with evidence related to an incident under police investigation.

The length of time records are retained is dependent upon the video surveillance system and the library record retention schedule. The systems are designed to automatically record over previous recordings and records are not accessed unless an incident prompts an investigation.

For audit purposes, logs will be kept of all instances of access to, and use of, records.

5.3. Covert Cameras

Covert cameras will only be installed for a limited and reasonable period of time, consistent with the objectives of monitoring and in order to address unauthorized or alleged illegal activity at a Library branch. There must be reasonable cause to suspect that an illegal or unauthorized action(s) is taking place or is about to take place. Where a covert camera is installed, informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording. In such

cases, no signage will be posted. The installation of a covert camera will be subject to approval by the Chief Librarian or designate.

5.4. Signage

The Library shall post signs visible to members of the public at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.

5.5. Release of Records

Access to records is limited to those authorized under this policy. If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a release form (see Appendix A) and forward it to the Chief Librarian or designate.

Access to a record may be provided to a third party (e.g., an individual whose image has been recorded and retained) and any request for access to a record by a third party must be made in writing to the Chief Librarian or designate. The processing of a request (including the fees charged) will be pursuant to Regulation 823 of MFIPPA.

Records required for evidence shall be saved to a secure file and stored in a secure environment. Such records will be destroyed after two years unless they are still required for evidence and/or pursuant to any applicable legislation. In cases where a patron has been banned by the Library, the record(s) will be retained for a period of up to five years, or for the period of the ban, whichever is longer.

5.6. Dealing with a Breach of Privacy

The Chief Librarian/CEO is responsible for the Library's privacy obligations under MFIPPA.

Any Library employee who becomes aware of any unauthorized disclosure of a record in contravention of this policy has a responsibility to ensure that the Chief Librarian and appropriate staff are immediately informed of the breach.

Once a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation.

The Chief Librarian will identify the scope of the breach and take steps to contain the damage (e.g., determine if unauthorized access to the system has occurred, retrieve copies of recorded information, etc.).

The Chief Librarian will inform the Information and Privacy Commission and, if applicable, notify affected parties whose personal information was disclosed.

The Chief Librarian will conduct an internal investigation into the matter to review the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information.

5.7. Training

All Library staff will be made aware of their obligations under MFIPPA and this policy. Training will be provided to the appropriate staff responsible for the administration and application of this policy.

5.8. Policy Review

The Library Board will review this Policy as required.

5.9. Compliance

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

6. Appendices

- a) Record of Release to Law Enforcement Agency

7. Authorities

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

Guidelines for the Use of Video Surveillance (Information and Privacy Commissioner, October 2015)

KFPL Access to Information and Protection of Privacy Policy

KFPL Workplace Violence Prevention Policy

KFPL Workplace Harassment Policy

8. Document Control

Last Reviewed: October 2022

Changes made: see report to Board dated October 19, 2022

Next Review: October 2026

KFPL Report to the Board

Subject: Statement of Solidarity and Acknowledgement
Prepared by: K. Sutherland Mills, Director, Service Design and Delivery
Date of meeting: October 19, 2022

Background:

In spring 2022, Three Things Consulting was engaged to deliver a series of circles at which staff and Board would engage with truths of Indigenous history and lived experience and work together to develop land acknowledgement statements.

On Tuesday, May 31 and Monday, June 6, P. Hodgson from Three Things Consulting facilitated learning and discussion among KFPL's librarians and senior staff and members of the KFPL Board. It was decided that KFPL would develop both a Statement of Solidarity expressing KFPL's commitment to advancing truth and reconciliation through our collections, programs and services, as well as a land acknowledgement statement that is unique to both our region and the work of the Library. A third acknowledgement tool for use with younger audiences will be developed later.

Analysis:

Three Things Consulting provided the Library with a draft statement on June 20. Feedback was solicited from the librarian and management teams, and the statement was revised and expanded. The revised statement was sent to the Board on August 10, and additional revisions were made to create a draft for engagement.

With input from P. Hodgson, members of the Indigenous community and political bodies were invited to review the document and share their unique perspectives.

Feedback was received from Chief Doreen Davis of the Shabot Obaadjiwan First Nation, Janice Hill (Associate Vice-Principal (Indigenous Initiatives and Reconciliation, Queen's University), Grandmother Kathy Brant, Andrew Dufrane (Region 6 Councillor for the Métis Nation of Ontario), Jonathan Marconi (Highland Waters Métis Council President) and Kimberley Debassige (Teaching Fellow, Anishinaabemowin, Languages, Literatures and Cultures, Queen's University).

Significant changes were made to the document to incorporate the suggestions shared during the engagement process. A revised draft was sent to the same individuals for final review at the beginning of October.

One further session will be held with Three Things Consulting to determine use of the sacred tools in KFPL branches, programs and Board meetings. It is expected that the full document will be posted on our website and read at special events, while the Acknowledgement portion will be used at regular meetings of the Board and library programs.

Recommendation:

It is recommended that the Board adopt the Statement of Solidarity and Acknowledgement.

Statement of Solidarity and Acknowledgement

The Kingston Frontenac Public Library recognizes that since the beginning of time there have been hundreds of distinct sovereign nations of people, with thriving communities, cultures, governance structures and languages, living on these lands

Guided by teachings from their ancestors, with leadership from Indigenous Knowledge Keepers, Grandmothers and Elders, Indigenous people throughout Turtle Island, also known as North and South America, have been living in relationship with all things within the lands, waters, and sky – ensuring that there is enough for all, taking only what will be used, respecting earth as the Mother that sustains us all.

Indigenous peoples have a responsibility to be protectors because of this relationship. They have become tellers of stories, and the holders of teachings and ways of being, knowing and understanding the world.

Indigenous languages were spoken, and stories were told in these trees long before words in English or French were heard. Those languages are still spoken today and are being reclaimed and revitalized by Indigenous peoples.

Acknowledgement

The Kingston Frontenac Public Library acknowledges that our work takes place on the traditional territories of the Algonquin, Anishinaabe, Haudenosaunee and Huron-Wendat and is home to Shabot Obaadjiwan First Nation, one of ten communities that make up the Algonquins of Ontario. We acknowledge the Mohawks of the Bay of Quinte and recognize that our region is home to First Nations, Métis, and Inuit from across Turtle Island, as well as Indigenous Peoples from other areas of the world.

Members of these Indigenous nations and communities share their knowledge, gifts, and stories with our Library community. Our role as a library is strengthened by their contributions, and the relationships we have with local Indigenous Peoples, organizations, and governments. We recognize that these relationships are built on shared values: preserving and passing forward knowledge, exploring literacy in all its forms, environmental stewardship, and creating inclusive communities. The Library must continue to demonstrate these values in how we engage, work, and share together.

Truth and Reconciliation

The institutions that have become the Kingston Frontenac Public Library were founded in colonial ideology and practice. We acknowledge our settler history, and the Library

commits to joining in the work to repair harms caused and in preventing future harm. The Library needs to build trust through action, and this will be the ongoing work of generations.

Honesty and truth compel us to acknowledge the violent effects of colonialism on Indigenous people, their languages, and the legitimacy of their knowledge. Indigenous ways of knowing were pushed aside and put down. The oppressive nature of colonialism is visible in the systemic racism woven through the library's practices and systems. Changes are needed so that Indigenous community members see themselves and their ways of being reflected in our spaces, collections, programs, and services.

We acknowledge the Indigenous children who were forcibly taken to government-sponsored institutions called "Residential Schools" and "Indian Day Schools". Torn from their families, the children suffered atrocities at the hands of those in charge. They were abused and neglected, resulting in loss of life. Some children were murdered. We remember the survivors who came home and were forever changed by their suffering, and those who continue to live with the resulting intergenerational trauma. We remember those who did not return to their families, who died away from home and did not receive a sacred ceremonial burial. We acknowledge the hurt felt by all Indigenous communities and those who are working to identify these children.

We acknowledge the loss of identity, language and connection to ceremony, culture and land resulting from the colonial practices of displacement and forced assimilation. The intentional devastation of the physical, cultural, spiritual, and economic well-being of Indigenous peoples can be directly linked to the burden of disease, poverty and disadvantage still experienced today. We honour the resiliency of the people who have kept the languages alive, both when speaking the languages was illegal and now in our ongoing colonial state. We honour the work taking place on these lands to reclaim and revitalize language and culture. This work creates opportunities for the library to work in relationship with Indigenous partners, and we pledge to support this vital work.

We acknowledge that Indigenous stories, teachings, and practices are underrepresented in the Library's collection, and that colonial accounts of history reinforce colonial ideals and do not represent Indigenous worldviews and events. Recorded knowledge has emphasized settler culture at the expense of the oral tradition of Indigenous knowledge and ways of being. We understand that traditional library practices have resulted in this misrepresentation of Indigenous Peoples. While the Library has made changes to build a more inclusive collection, work remains to be done. This is an opportunity to create a new pathway to what should have been and share space in relationship with Indigenous Peoples.

We acknowledge that the Treaty-making processes of the 18th, 19th and 20th centuries were undertaken in the spirit of peaceful co-existence and mutual respect by First Nations. The Crown and governing bodies have failed to fully recognize or respect First Nations' rights and title and sovereignty, and instead, with legislation such as the Indian Act, undermined the Treaty relationship. It is critical that First Nations' understandings about the nature of Treaties, the significance of the Treaty-making processes and the spirit and intent of Treaties be understood, respected, and placed at the centre of a renewed nation-to-nation relationship. We acknowledge the importance of education and advocacy in this process and the Library's responsibility to support this work.

We acknowledge the impacts of environmental destruction. Climate change, industrial contamination and the disruption of wildlife habitat reduce the supply and purity of traditional foods, medicines and water. This erodes the quality of life for those dependent on the land, and further affects Indigenous cultures, languages, and spiritual health and well-being. We respect the special relationship that Indigenous peoples have with the earth and the practice of reverence, gratitude, humility, and reciprocity. The Library will continually work to implement more sustainable processes. Through our programs and collections, we will educate the broader community on the importance of a healthy environmental, climate change and sustainability, supporting individuals and communities in taking action so that future generations will not be put in peril.

Calls to Action

Guided by the June 2015 Truth and Reconciliation Commission's 94 Calls to Action, and the [CFLA-FCAB Truth and Reconciliation Report](#) which put those calls to action into a library context, we are committed to embedding these calls into our structure, planning, expectations, and reportable outcomes as part of the ongoing development of Kingston Frontenac Public Library. In those areas where we can not affect change directly, we will continue our efforts of truth telling via our programming, collections & services. We will shine a light on areas where work remains to be done.

Historically, libraries were designed to uplift, but also to assimilate. It is our responsibility to ensure that, moving forward, our library system is equitable and inclusive, celebrating diversity, and recognized as such by all.

The purposeful work done to date and the meaningful relationships we are forming with Indigenous colleagues and community members speaks to our good intentions. With the Truth and Reconciliation Commission's Calls to Action as a guide, the Library will continue to move forward. The Indigenous community will be invited into this process, and the strength of this relationship and their opinion of our success will be the benchmark.