



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held in the boardroom at Central Branch  
on Thursday, June 19, 2025 at 5:30 pm

## AGENDA

### 1.0 Call to Order

### 2.0 Land Acknowledgement Read by Board Chair

*We are gathering on lands that have been home to First Nations Peoples from time immemorial. We acknowledge that what we now call Richmond Hill is on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the Mississauga and Chippewa Nations of the Williams Treaty. We also recognize that we are on part of the traditional territories of the Haudenosaunee and the Huron Wendat.*

*We would also like to acknowledge all First Nation, Inuit and Métis peoples from across North America, also known as Turtle Island, who now reside in the City of Richmond Hill. We are committed to rebuilding constructive and cooperative relationships.*

**3.0    Opening Remarks - Board Chair**

**4.0    Adoption of Agenda**

**5.0    Disclosure of Pecuniary Interest and the General Nature Thereof**

**6.0    Delegations**

**7.0    Approval of Consent Agenda Items**

All Consent Agenda Items (\*) are considered to be routine, which require no discussion or debate, and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.

**7.1    \*RHPL Board Meeting Draft Minutes – May 15, 2025**

**7.2    \*RHPL Finance Steering Committee Draft Minutes – June 11, 2025**

**7.3    \*RHPL Board Special Meeting Draft Minutes – June 12, 2025**

**8.0    Presentations**

None

**9.0    Reports**

**9.1    Draft 2024 Richmond Hill Public Library Board Financial Statements**

SRLIB25.13

**9.2    Circulation Policy Update Report SRLIB25.14**

**9.3    Collection Development Policy Update Report SRLIB25.15**

**9.4    Non-Union Personnel Policy Report SRLIB25.16**

**10.0 CEO Updates – B. Gorman**

**11.0 Date of Next Meetings**

The next Regular Meeting of the Library Board will be held on:

**Thursday, September 18, 2025 @ 4:00 p.m.** at Central Branch

**12.0 Adjournment**

Please advise Bruce Gorman and Shawn Dillon of regrets for attendance, by noon of the day of the meeting at e-mail: [bgorman@rhpl.ca](mailto:bgorman@rhpl.ca) and [sdillon@rhpl.ca](mailto:sdillon@rhpl.ca)



The Richmond Hill Public Library Board  
Thursday May 15, 2025

## MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, May 15, 2025, at 4:00 p.m. via teleconference and in person at the Central Branch, Richmond Hill, Ontario.

**Present:** Mona Shahnazari, Chair  
Stephen Chait  
Jason Cherniak  
Councillor Carol Davidson  
Councillor Castro Liu  
Sadra Nasser  
Jennifer Paige, Vice Chair  
Councillor Scott Thompson  
Shelly Wu

**Staff:** Bruce Gorman, CEO  
Joshua Dyer, Director, Collections & Community Engagement  
Robin Fribance, Director, Strategy & Service Innovation  
Yunmi Hwang, Director, Customer & Branch Experiences  
Toula Myriklis, Executive Assistant, Secretary  
Shawn Dillon, Finance & Administrative Assistant

**Guests:** Haley Leung, Financial Management Advisor, City of Richmond Hill (Item 9.1)  
Lisa Chen, Manager, Financial Planning & Analysis, City of Richmond Hill (Item 9.1)

### **1.0 Call to Order**

The Chair called the meeting to order at 4:00 p.m.

### **2.0 Land Acknowledgement**

The land acknowledgment was read by the Board Chair.

### **3.0 Regrets**

None

#### **4.0 Adoption of Agenda**

**Motion:** 25:28

Moved by: C. Davidson

Seconded by: S. Nasser

THAT the Richmond Hill Public Library Board adopts the agenda.

**CARRIED UNANIMOUSLY**

#### **5.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

#### **6.0 Approval of Consent Agenda Items**

**Motion:** 25:29

Moved by: C. Liu

Seconded by: J. Paige

THAT the Richmond Hill Public Library Board approves the consent agenda.

**CARRIED UNANIMOUSLY**

#### **7.0 Minutes**

##### **7.1 Library Board Draft Minutes – April 24, 2025 (Adopted by Consent)**

**Motion:** 25:30

Moved by: C. Liu

Seconded by: J. Paige

THAT the Draft Minutes of April 24, 2025 be adopted.

**CARRIED UNANIMOUSLY**

#### **8.0 Presentations**

None.

#### **9.0 Reports**

##### **9.1 Richmond Hill Public Library 2025 Q1 Financial Report SRLIB25.11**

**Motion:** 25:31

Moved by: C. Davidson

Seconded by: S. Chait

**THAT** the Richmond Hill Public Library Board receives the 2025 Q1 Financial Report SRLIB25.11.

**CARRIED UNANIMOUSLY**

### **10.0 New Business**

#### **10.1 Board Committee Member Assignment**

**Motion:** 25:32

Moved by: S. Nasser

Seconded by: J. Paige

**THAT** the Richmond Hill Public Library Board approves the 2025–2026 committee member assignments.

**CARRIED UNANIMOUSLY**

### **11.0 CEO Updates – B. Gorman**

B. Gorman provided an update to the Board.

#### **Date of Next Meeting**

The next Regular Meeting of the Library Board will be held on:

Thursday, June 19, 2025 @ 4:00 p.m. at Central Branch.

### **12.0 Adjournment**

**Motion:** 25:33

Moved by: S. Nasser

Seconded by: S. Thompson

**THAT** the meeting be adjourned at 4:45 p.m.

**CARRIED UNANIMOUSLY**



**RHPL Board Finance Steering Committee **Draft** Minutes**

**Wednesday June 11, 2025, at 4:00pm**

**Central Branch**

**Members In Attendance:**

Jason Cherniak  
Sadra Nasser (virtually)  
Jennifer Paige  
Jason Cherniak  
Bruce Gorman, CEO

**Staff:**

Toula Myrikis, Executive Coordinator

**Guests:**

Mona Shahnazari, Board Chair  
Joshua Dyer, Director, Collections & Community Engagement  
Robin Fribance, Director, Strategy & Service Innovation  
Yunmi Hwang, Director, Customer & Branch Experiences  
Greg Patterson, Director, Branch Experience  
Jacqueline Galang, Coordinator, Branch Experience

**Regrets:**

Shawn Dillon, Finance & Administrative Assistant

## **1. Election of Finance Steering Committee Chair**

A nominations process and vote via ballot took place. S. Nasserri was re-elected to the position of Finance Steering Committee Chair.

## **2. Agenda Review and Adoption**

**Motion: FC25.01** That the agenda be adopted.

Moved by: J. Paige

Carried

## **3. Minutes Approval**

**Motion: FC24.02** That the draft minutes of the Finance Steering Committee of September 19, 2024 be approved.

Moved by: M. Shahnazari

Carried

## **4. NEW BUSINESS**

**Report #:** SRLIB25.12

Richmond Hill Public Library Central 3<sup>rd</sup> Floor North renovation project

- B. Gorman provided an overview of the proposal to develop the central branch 3<sup>rd</sup> floor including financial implications. A presentation was provided on the vision for the space.
- Members discussed the proposal; key points and considerations included impact on facilities planning for the library, opportunities to outfit other areas of central, impact on staff and services during the renovation, and anticipated timelines for project completion.

**Motion: FC25.04** That the Finance Steering Committee:  
Recommends that the Board endorses the Richmond Hill Public  
Library Central 3<sup>rd</sup> floor north renovation project.

Moved by: J. Cherniak

Seconded by: J. Paige

Carried

## **5. Adjournment**

**Motion: FC25.05** That the Richmond Hill Library Finance Steering Committee be  
adjourned.

Moved by: J. Cherniak

Carried

**The Richmond Hill Public Library Board**

Thursday June 12, 2025

**MINUTES**

The Richmond Hill Public Library Board held a Special Meeting on Thursday, June 12, 2025 at 4:30 p.m. via teleconference and in person at Central Branch, 1 Atkinson Street, Richmond Hill, Ontario.

**Present:** Mona Shahnazari, Chair  
Jennifer Paige, Vice Chair  
Jason Cherniak  
Councillor Carol Davidson  
Councillor Castro Liu  
Sadra Nasser  
Councillor Scott Thompson  
Shelly Wu  
Bruce Gorman, CEO

**Staff:** Joshua Dyer, Director, Collections and Community Engagement  
Robin Fribance, Director, Strategy and Service Innovation  
Yunmi Hwang, Director, Customer and Branch Experiences  
Shawn Dillon, Finance and Administrative Assistant  
Greg Patterson, Manager Branch Experience  
Jacqueline Galang, Coordinator Branch Experience  
Toula Myriklis, Executive Assistant

**Regrets:** Stephen Chait

**1.0 Call to Order**

The Chair called the meeting to order at 4:30 p.m.

## **2.0 Land Acknowledgement**

The Chair read the land acknowledgement.

## **3.0 Adoption of Agenda**

**Motion:** 25.34                      **That** the meeting agenda be adopted  
Moved by: S. Nasser  
Seconded by: C. Davidson  
Carried

## **4.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

## **5.0 Delegations**

none

## **6.0 Opening Remarks Board Chair**

The Chair thanked members for taking the time to join this special meeting in addition to regular board meetings in June.

## **7.0 Reports**

### **7.1 Richmond Hill Public Library Central 3<sup>rd</sup> Floor North Renovation Project SRLIB 25.12**

S. Nasser informed members that the report was presented to the Finance Steering committee on June 11<sup>th</sup> and received endorsement. Central library has not had a facility update since its opening, and the plan includes good contingencies.

B. Gorman thanked the committee for taking the time to review the report. The opportunity arose to put forward a request at the City Audit Committee meeting on June 24<sup>th</sup>. The proposal aligns current projects and proposes additional funding for a comprehensive update to the 3<sup>rd</sup> floor of central branch. B. Gorman shared a presentation on potential uses for the new space including learning and community events. G. Patterson and J. Galang provided a

presentation on the configuration of seating and three-dimensional conceptual views for the renewed space.

Members discussed the project. It was clarified that funding is being requested from development charges.

**Motion: 25.35**

Moved by: S. Nasser

Seconded by: J. Paige

**That** the Richmond Hill Public Library Board:

1. Reallocate \$160,000 previously approved for Capital Project 101261 - Central Library 3rd Floor Study Pods, to the City Capital Project 101243 - Interior Renovations, to offset costs of \$346,732 for in-floor power installation and lighting on the north side of the 3rd floor at RHPL Central.
2. Endorse an additional \$186,732 in Library Development Charges to the Capital Project 101243 - Interior Renovations, to fully fund the \$346,732 required for in-floor power installation and lighting on the north side of the 3rd floor at RHPL Central.
3. Endorse \$422,900 in Library Development Charges for a new 2025 Library capital project to support the purchase and installation of FF&E (furniture, fixtures and equipment) on the north side of the 3rd floor at RHPL Central.

**Motion Carried**

**8.0 Date of Next Meeting**

The next Regular Meeting of the Library Board will be held on:

**Thursday, June 19, 2025 @ 4:00 p.m.** via teleconference.

## 9.0 Adjournment

**Motion:** 25.36                      **THAT** the meeting be adjourned at 5:12 p.m.

**Moved by:** S. Chait

**Seconded by:** S. Nasseri

**CARRIED**

M. Shahnazari  
Board Chair

B. Gorman  
CEO



**Subject:** Richmond Hill Public Library Circulation Policy Update

**For:** Approval

**Date:** June 19, 2025

**Report #:** SRLIB25.14

**To:** Richmond Hill Public Library Board

**From:** Joshua Dyer, Director, Content & Engagement

## **1. SUMMARY**

RHPL is looking to introduce Educator Cards during the 2025-2026 school year. To implement this new card type, an update to the Circulation Policy was required as the policy dictates borrowing privileges for each card type. The new Educator Cards will allow educators in the York Region additional privileges such as extended loan periods in order to better align with teaching plans and build stronger relationships between the library, schools, and child care centres.

## **2. RECOMMENDATION**

That the Richmond Hill Public Library Board approve the updated Circulation Policy.

### **3. RATIONALE**

The updated Circulation Policy reflects our commitment to accessible, user-friendly service and a deeper connection with the community. Key changes include clearer, more approachable language and the introduction of Educator Cards, developed to support teachers, early childhood educators, and childcare providers who rely on the Library's resources.

Educator Cards provide extended loan periods to better align with teaching plans, access to specialized educator kits, and the ability to manage classroom materials separately from personal borrowing. This change strengthens our partnerships with schools and learning centres, ensuring that RHPL continues to support education both inside and outside the classroom.

To further enhance clarity, the updated policy includes a new appendix outlining borrowing schedules by item type, making it easier for all users to understand borrowing limits, loan periods, and renewal options.

These updates reflect RHPL's role as a responsive, community-focused institution, committed to making borrowing as simple and supportive as possible for every user.

### **4. RELATED DOCUMENTS**

1. Proposed Circulation Policy dated June 2025
2. Link to current [Circulation Policy](#) dated April 2023



## CIRCULATION POLICY

### 1.0 Purpose and Scope

The Richmond Hill Public Library Circulation Policy applies to all members of the Richmond Hill Public Library. It allows Richmond Hill Public Library to serve all members in an accurate, consistent, equitable, and accountable manner.

The circulation policy outlines:

- The criteria for library membership
- Terms of the library card agreement
- Borrowing responsibilities of the library card holder and
- Borrowing privileges and loan periods

### 2.0 Library Membership

#### 2.1 General

Library members are responsible for all items borrowed on their account. By signing up for a library card, you agree to follow Richmond Hill Public Library's terms and conditions, available at [www.rhpl.ca](http://www.rhpl.ca). Parents or guardians are responsible for the accounts of members under 18. Please notify the library right away if your contact information changes or if your card is lost or stolen. Library cards are for individual use only and should not be shared. Fees for lost or damaged items, along with a full list of service charges, can be found in our [Fees and Service Charges Policy](#).

#### 2.2 Eligibility

Richmond Hill Public Library cards are free to all persons who live, work or attend school in Richmond Hill, Aurora, East Gwillimbury, Georgina, King Township, Markham, Newmarket, Vaughan and Whitchurch Stouffville (York Region Public Libraries Partnership (YRPLP)).

### **3.0 Registration**

#### **3.1 Requirements**

When registering to become a member of Richmond Hill Public Library, a confirmation of eligibility must be verified either in person or online. To receive a free card, verification of name and address is required. Provision of a valid email address is required, unless in the unlikely situation that a member does not have one. Those who work or go to school in York Region but do not live within it are also eligible for a library membership. Eligibility requires verification of name and address along with proof of working or going to school in York Region (examples of verification of eligibility include staff identification, pay stub, student card or report card). To obtain a library card for a child (age 0 – 13 years) a parent/guardian's identification and verification of address are required.

### **4.0 Library Cards**

#### **4.1 Card Types**

Child (0 – 13 years of age)

Children 13 years of age and younger require permission of a parent or guardian to obtain a library card. Parents and guardians are responsible for the selection, usage and safe return of library materials borrowed by their children.

Student (14 – 17 years of age)

A student/youth (14 -17) may apply for their own library card without consent of a parent or guardian. Parental responsibility for a youth's penalties continues until the age of 18.

Adult (18 years or older)

Each adult may apply for their own membership card, subject to name and address verification.

Visitor Card

Members who are residing in Richmond Hill temporarily without a proof of a permanent address in Richmond Hill can obtain a Library card for a monthly fee up to a total of six (6) months, after which the non-resident annual fee would apply. Provision of permanent address and temporary local address are required.

Non-Resident Card

There is an annual per person fee per for all non-residents of Richmond Hill (exclusive of YRPLP member libraries) who wish to have a Library card for longer than six (6) months. Non-resident cards expire annually.

#### Ease of Access Card

Members who can provide proof of identity but who are not able to provide an address may obtain an Ease of Access Card by applying in person. This card allows full access to RHPL's digital-resources and computers, and limited physical materials. Up to 5 holds and 5 physical materials may be borrowed at a time on this card and further materials may be borrowed upon return of previously borrowed material. Use of the physical collection will be suspended if material is lost or damaged. There may be exceptions to borrowing on the Ease of Access Card. If address requirements are later supplied the card can be converted to a regular card.

#### Educator Card

Available to individuals engaged in formal or informal education in the City of Richmond Hill or York Region, including K–12 classroom teachers, early childhood educators, educational assistants, licensed daycare workers, before- and after-school program providers, homeschool educators, and individuals in these roles from surrounding Indigenous communities. Applicants must provide personal identification and one of the following as proof of educator status: employee ID, business card, recent paystub, membership card from a recognized educational organization, or a copy of a homeschool notice submitted to a school board. Educator Cards are issued as a separate account from personal library memberships. Cardholders receive an extended loan period of six (6) weeks and access to Educator Kits. Hold, loan, and renewal limits are otherwise consistent with standard borrowing privileges.

### **4.2 Membership Renewal**

With the exception of the Visitor Card and Non-Resident Card, a member's library card expires every two years. At the time of renewal, the member's name, address, email address (if any) and telephone number (if any) need to be verified online or in person. Students, children, members living outside York Region, and persons with an Ease of Access Card will need to renew in person. All outstanding monies owing to the Library must be paid in full before the member's library card can be renewed.

### **4.3 Number of Cards**

A registered member of the Richmond Hill Public Library may only have one (1) library card assigned in their name. An exception is made for Educator Card holders, who may have both a personal library card and a separate Educator Card.

#### **4.4 Lost Library Cards**

Members must report any lost or stolen cards to the Library as soon as they are aware. Members are responsible for all outstanding fees or borrowed materials associated with any card or account registered in their name.

Members who request a replacement for a library card may be charged for the replacement fee.

### **5.0 Borrowing Privileges**

#### **5.1 General**

A valid Richmond Hill Public Library card must be presented each time you borrow materials. Information about loan periods, borrowing limits, renewals, and holds is provided below in Appendix A and on our website at [www.rhpl.ca](http://www.rhpl.ca). Borrowing periods and conditions may be adjusted from time to time in response to demand, usage patterns, or other service considerations. Some materials—such as items from the Library of Things—may have additional requirements or specific lending terms that are also subject to change.

#### **5.2 Suspension of Borrowing Privileges**

Members will be notified when their library account reaches \$25 or more in charges owing to the Library. All Library privileges will be suspended once this threshold is reached. Library privileges are restored once material is returned or monies paid put the account below \$25. If the account is up for renewal the account needs to be paid in full in order to renew and restore full privileges.

#### **5.3 Lost Materials**

When a borrower reports an item as lost, the replacement cost will be charged to their account. Any item four (4) weeks or more overdue will automatically be considered lost and the replacement cost will be charged to the borrower's account. If a lost item is returned, the replacement cost is removed.

Full replacement cost for a material that a member believes they have already returned will be charged to the member if the material has not been found by the Library within three (3) months after it was claimed to have been returned.

#### **5.4 Damaged Items**

Items returned in incomplete or partially damaged condition will result in the assessment of costs needed to return the title to a condition suitable for loan. This may result in a non-refundable partial or full replacement fee for the material, plus a non-refundable processing fee, plus HST. Replacement copies or donations in lieu of payment are not accepted.

#### **5.5 Refunds**

If a member finds, and returns in good condition, lost material that they have already paid for they are eligible for a refund of their material replacement fee, not including any non-refundable processing fees. The time limit for refunds for payment of lost materials is three (3) months from the date of payment. Members must produce their receipt to receive the refund.

#### **5.6 Interlibrary Loan Materials**

The borrower is responsible for the full replacement cost of lost or damaged items, as assessed by the lending library, as well as a nonrefundable processing fee plus HST. Outstanding balances for these charges will be reflected on the member's record and all terms in this policy regarding accounts will apply. Members who do not pick up their requested interlibrary loan in the timeframe given will be charged a non-refundable service fee.

#### **5.7 Collection Agency**

RHPL employs a third-party collection agency to help facilitate the return of lost material and/or payment of bills in arrears. A non-refundable administrative fee is added to all member accounts sent to the collection agency. All monies owed must be paid in full to reinstate borrowing privileges.

### **6.0 Related Policies**

- Procedures for Fees and Service Charges
- Code of Conduct
- Visiting Library Service Policy

Update Date:

Last Revision Date: April 20, 2023

### **Appendix A: Borrowing Schedules**

| <b>Material Type</b>         | <b>Holds</b>                                    | <b>Borrowing Period</b>                                | <b>Renewals</b> |
|------------------------------|---|--|-----------------|
| Audiobook CDs and Playaways  | Yes   | 3 weeks  | 3               |
| Books                        | Yes   | 3 weeks  | 3               |
| Book Club Kits               | Yes (via library staff)                         | 8 weeks  | 0               |
| CO2 Monitors                 | Yes   | 3 weeks  | 1               |
| Chromebooks                  | No  | 3 hours (in-library use only)                          | 0               |
| CDs                          | Yes   | 3 weeks  | 3               |
| DVDs (Movies)                | Yes   | 1 week   | 3               |
| DVDs (TV series, Nonfiction) | Yes   | 3 weeks  | 3               |
| Experience Passes            | Yes   | 1 week (each pass may be borrowed once every 3 months) | 0               |
| Express Experience Passes    | No  | 1 week (each pass may be borrowed once every 3 months) | 0               |
| Express Books                | No  | 1 week   | 0               |
| Hotspots                     | Yes   | 3 weeks  | 1               |
| iPads                        | No  | 3 hours (in-library use only)                          | 0               |
| Learning and STEAM Kits      | Yes   | 3 weeks  | 3               |
| Library of Things Items      | Yes (for pick up at Central Branch only, unless | 2 weeks  | 1               |

|             |                         |         |   |
|-------------|-------------------------|---------|---|
|             | otherwise<br>specified) |         |   |
| Magazines   | No                      | 1 week  | 0 |
| Video Games | Yes                     | 2 weeks | 3 |



**Subject:** Richmond Hill Public Library Collection Development Policy Update

**For:** Approval

**Date:** June 19, 2025

**Report #:** SRLIB25.15

**To:** Richmond Hill Public Library Board

**From:** Joshua Dyer, Director, Content & Engagement

## **1. SUMMARY**

Richmond Hill Public Library is proposing an updated Collection Development Policy to reflect evolving community needs, clarify decision-making practices, and strengthen the Library's alignment with core values such as intellectual freedom, equity, and inclusion.

The revised policy introduces a formal Selection Criteria, updates the Guiding Principles, and includes new sections that address emerging collection areas and provide transparency around specialized collections and cataloguing practices

## **2. RECOMMENDATION**

That the Richmond Hill Public Library Board approve the updated Collection Development Policy.

### **3. RATIONALE**

This update represents a significant evolution in RHPL's approach to collection development, accountability, and responsiveness. The revised policy includes the following key changes:

- Selection Criteria have been formally introduced, providing a clear and consistent framework for staff to make informed decisions and respond effectively to challenges or reconsideration requests.
- The Guiding Principles have been reframed around RHPL's values, with new sections on Intellectual Freedom, Diversity, Equity and Inclusion, Truth and Reconciliation, and Access—ensuring alignment with our organizational commitments.
- A new Additional Considerations section provides guidance for managing and maintaining special collections such as the Library of Things, Local History, Multilingual Materials, and materials related to Artificial Intelligence.
- The policy formally outlines limits on donations, reducing operational strain and setting clearer public expectations.
- Updates to the Reconsideration Process directly link content challenges to the Selection Criteria, strengthening procedural clarity and legal defensibility.
- The policy adds a commitment to inclusive cataloguing practices, acknowledging and addressing systemic issues within traditional classification systems.

- Specific guidelines regarding age restrictions and media ratings (e.g. films and video games) ensure compliance with relevant legislation while reinforcing that RHPL does not censor materials based on potential child access.

- Support for local and self-published authors is reinforced, with transparent guidelines that balance community representation with collection integrity.

Together, these changes ensure the Collection Development Policy remains a forward-looking, community-centered, and values-driven foundation for RHPL's collection.

#### **4. RELATED DOCUMENTS**

5. Proposed Collection Development Policy dated June 2025
6. Link to current [Collection Development Policy](#) dated April 2021



## COLLECTION DEVELOPMENT POLICY

### 1.0 **Purpose and Scope**

Richmond Hill Public Library (RHPL) is committed to developing and providing access to diverse and inclusive collections that anticipate and meet the needs of our community.

The purpose of the Collection Development Policy is to:

- state RHPL's commitment to intellectual freedom;
- inform the public of the principles guiding our collection development; and
- guide staff in decision-making about the selection and management of RHPL's collections.

### 2.0 **Guiding Principles**

#### **2.1 Intellectual Freedom**

RHPL endorses the CFLA/FCAB Statement on Intellectual Freedom and Libraries.

As such, the Library acquires a wide range of materials representing various points of view, including materials that may be considered controversial or offensive.

Inclusion of an item in the collection does not equal endorsement of its viewpoint or content. And the Library does not label materials to indicate approval or disapproval.

Library members are free to choose what they like within our collection, and to reject or ignore what they do not like. However, they do not have the right to restrict others' rights to choose.

#### **2.2 Diversity Equity and Inclusion**

RHPL prioritizes diversity, equity and inclusion in our decision-making, and strives to maintain a collection that is representative of the Richmond Hill community and its diverse identities, backgrounds and cultures, including marginalized and under-represented groups.

The Library will offer content in a variety of formats to provide equitable access to people of varied abilities.

The Library will also strive to apply an inclusive lens in terms of how collection items are catalogued, labelled, displayed and promoted.

### **2.3 Truth and Reconciliation**

RHPL is committed to the recommendations and calls to action put forth by the Truth and Reconciliation Commission of Canada. The Library actively adds materials by Indigenous creators to our collection with the goal of increasing representation of Indigenous voices, history, and culture in our community.

### **2.4 Access to Collections and Formats**

RHPL purchases materials in a variety of formats, keeping accessibility for all members in mind.

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), Integrated Accessibility Standards, the Library provides access to materials in alternate formats where they exist, using the Selection Criteria outlined below. Further, the Centre for Equitable Library Access (CELA) provides RHPL members who have print disabilities with access to books, magazines, newspapers and described videos.

New formats and collections may be added as community needs are identified. Formats may also be removed from the collection as they become obsolete or experience limited use.

Except where limited by law, children are entitled to borrowing privileges and access to the materials provided by the library. However, access to some materials may be limited due to their value or risk.

RHPL follows the legal requirements of the Film Content Information Act and restricts the availability of videogames based on the rating classification of the game, where applicable. Films and TV shows rated 18A or R are limited to members 18 years of age or older.

No materials are excluded from the collection solely because they may be viewed or encountered by a child. Parents and legal guardians are responsible for monitoring the use of library materials by their children and determining what may or may not be age appropriate.

### **3.0 Selection Criteria**

RHPL strives to support the interests and needs of the community by providing balanced collections:

- for all ages and reading levels;
- in a wide range of formats, with the goal of providing equitable access; and
- in the languages most commonly used in our community.

Library staff use professional judgment and expertise in making collection decisions. The following criteria are considered when selecting materials for the collection:

- artistic excellence, literary merit, quality of work;
- reputation and significance of the author or creator, including skill and expertise;
- accuracy, authoritativeness, objectivity of the work;
- reputation of the publisher;
- reviews of the work;
- popular demand and current trends;
- need for the material based on scope of current collection;
- balance of viewpoints within the collection;
- diverse and inclusive content;
- suitability of format;
- budget and space considerations; and
- compliance with Canadian law, including the Criminal Code and Canadian Charter of Rights and Freedoms.

### **4.0 Additional Considerations**

#### **4.1 Artificial Intelligence**

Library materials will not be rejected based solely on the work being generated by AI. However, the Library will endeavour to provide transparency about whether collection items are produced by AI through our cataloguing practices..

## **4.2 Book Donations**

The Library does not accept donations of books from community members. Exceptions may be made for donations requested by the Library and donations of multilingual materials or other special collection materials.

Items deposited in the Library's book drop by community members will not be added to the collection, but may be added to the Library's Book Sale or otherwise disposed of.

Any donated items will be assessed regularly for de-selection, just as any other collection items. The Library is not obligated to inform donors if or when the items they have donated are removed from the collection.

## **4.3 Library of Things**

The Library of Things is a collection of items that provide opportunities for members to explore new interests, pursue hobbies, reduce waste, and minimize their environmental footprint. It includes Backpack Kits, Experience Passes, gardening equipment, kitchen equipment, outdoors equipment, small appliances, sports and recreation equipment, STEAM Kits, technology equipment, tools, and toys. While we do accept suggestions for additions to the Library of Things, this collection is limited by space constraints and is only added to periodically. The Library does not accept donations to the Library of Things.

## **4.4 Local Authors and Self-Published Works**

The Library purchases works by local authors. The following guidelines are in place:

- The author of the book must live in the Greater Toronto Area.
- Exceptions may be made if the book is set in or written about the Greater Toronto Area.
- The book must be published with an ISBN.
- If it's a print book, the book must be properly bound (not stapled or coil bound).
- If it's an e-book, it must be available for purchase from OverDrive.

- The book must have been published within the last two years.
- The book must be in a language currently offered in our collection.

RHPL also considers submissions from self-published authors. Preference is given to works of fiction, and works that have been reviewed in professional, objective publications (i.e. Publishers' Weekly, Quill & Quire). Self-published authors are invited to fill out the Self-Published Author Submission form on the Library's website. The Library does not accept sample copies of self-published works for review. Any sample copies submitted to the Library become the property of the Library and will not be returned to the author should they not be added to the collection.

#### **4.5 Local History**

The Library maintains a collection of print and digital materials and records related to the history of the City of Richmond Hill. This collection is not intended to be comprehensive. New additions to the Local History Collection are considered on a case-by-case basis, with the goal of increasing the diversity of this collection to better reflect the current Richmond Hill community.

#### **4.6 Multilingual Materials**

In addition to English-language materials, RHPL also maintains a collection of French-language materials at all reading levels, but particularly to support the reading interests and needs of students attending French Immersion schools.

The Library also collects materials in the languages most relevant to the Richmond Hill community. Decisions to establish or discontinue language collections is based on Census data, community recommendations and other supporting statistical evidence.

#### **4.7 Textbooks**

RHPL does not purchase textbooks used in local elementary schools, high schools, colleges and universities. Academic materials will be added to the collection only when they provide the best general interest coverage of a subject.

## **5.0 Continuous Improvement**

RHPL strives to make continuous improvements to our collection to meet the evolving needs of our community.

### **5.1 Collection Analysis and Maintenance**

The Library undertakes ongoing analysis of collection and circulation trends using data analysis systems and tools, and uses these findings to make decisions about how to allocate spending to best meet our members' needs.

The Library undertakes collection maintenance activities on an ongoing basis and withdraws materials from the collection when the content is outdated, the items are in poor condition, or items are no longer being regularly used. The Library applies the Selection Criteria outlined above when making decisions about the removal of collection items. As out of date materials are removed from the collection, careful consideration is taken to add updated items on similar topics.

### **5.2 Community Feedback and Suggestions for Purchase**

RHPL welcomes feedback from community members and staff about our collections, and regularly implements suggestions for improvements.

RHPL welcomes suggestions of books, magazines, DVDs and other items for our collection. Library members are invited to submit purchase suggestions via their library account. Suggestions are evaluated based on the Selection Criteria outlined above and the availability of the item for purchase.

### **5.3 Cataloguing Practices**

RHPL regularly reviews its cataloguing practices to improve findability, inclusivity and accessibility, and to address systemic oppression found in historical library classification practices.

### **5.4 Staff Training and Development**

RHPL regularly offers training opportunities to staff with the goal of enhancing their knowledge of trends in publishing, collection development and collection access.

## **5.5 Requests for Reconsideration**

RHPL strives to provide a balanced collection, offering access to materials reflecting diverse and sometimes controversial ideas. Materials are not excluded because of political, economic, moral, religious or other positions, and the Library's collection may include proselytizing works. Inclusion of an item in the collection does not equal endorsement of its viewpoint or content by the Library.

However, the Library recognizes the right of Library members to question the inclusion of specific materials in the collection. Members who object to an item in the collection are asked to complete a written request for the Library to review the item using the Request for Reconsideration of Library Materials form (Appendix B).

The Library's Selection Criteria will be used to assess the item being reviewed. Items will remain in circulation during the reconsideration process.

## **6.0 Related Policies**

- City of Richmond Hill Accessibility Policy
- Circulation Policy

Update Date:

Last Revision Date: June 05, 2025

## **CANADIAN FEDERATION OF PUBLIC LIBRARIES (CFLA-FCAB)**

### **STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES**

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The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

You can find CFLA-FCAB's position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries at [http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB\\_statement\\_meeting\\_rooms.pdf](http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB_statement_meeting_rooms.pdf).

*Approval History:*

- *CLA – June 27, 1974*
- *Amended November 17, 1983*
- *Amended November 18, 1985*
- *Amended September 27, 2015*
- *CFLA/FCAB – Adopted August 26, 2016*
- *Reviewed April 12, 2019*

**RICHMOND HILL PUBLIC LIBRARY****Collection Development Policy**

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**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS****Please complete and return to staff**

Request initiated by:

**NAME:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Item or material being questioned: \_\_\_\_\_

Have you read/viewed/listened to the entire content of the item in question: Yes/No

If no, what portion of the item did you read/view/listen to: \_\_\_\_\_

To what in the material do you object? Please be specific. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to be informed of our decision? YES \_\_\_\_\_ NO \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received at: \_\_\_\_\_ (Location) Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This information will be used in the management of Library Services. Questions about this collection should be directed to the Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, Ontario, L4C 0H5 Tel: 905-884-9288



**Subject:** Non-Union Personnel Policy – Alignment with Collective Agreement

**For:** Approval

**Date:** June 19, 2025

**Report #:** SRLIB25.16

**To:** Richmond Hill Public Library Board

**From:** Bruce Gorman, CEO

### **SUMMARY**

This report recommends adopting a revised Non-Union Personnel Policy that formally aligns the benefits and time-off entitlements of non-union employees with those negotiated in the collective agreement. The policy establishes a consistent, principled framework, while delegating operational detail to a separate Non-Union Employee Handbook.

### **RECOMMENDATION**

**That** the Richmond Hill Public Library Board:

1. Approve the updated Non-Union Personnel Policy as attached.
2. Direct the CEO to maintain a separate Non-Union Employee Handbook that implements the policy and reflects current employment practices and applicable legislation

## **BACKGROUND**

The Library has maintained comparability between unionized and non-unionized employee groups in key areas such as time-off, benefits, and leaves. This alignment supports organizational cohesion.

To formalize this practice, a revised Non-Union Personnel Policy has been developed. This policy provides guidance and principles, while implementation details and procedures will be maintained in a separate internal Employee Handbook, under the authority of the CEO.

The following main adjustments for the Non-Union Personnel are proposed:

### **Vacation Entitlements**

Vacation allotments will be revised to be in alignment with the Collective Agreement, including changes to the accrual rates based on years of service.

### **Health and Dental Benefits**

Changes to premiums, coverage, and eligibility requirements under the health and dental benefit plans will be mirrored for the non-union employees.

## **FINANCIAL IMPLICATION**

The proposed changes to benefits will have a minor financial impact, estimated at approximately \$7,600 annual, to align non-union employees with the benefit levels provided to unionized employees. These costs have been reviewed and can be accommodated within the Library's 2025 operating budget.

## **IMPLEMENTATION**

Upon Board approval, the CEO will update and distribute the revised Non-Union Personnel Policy and the Non-Union Employee Handbook. Any changes will be

communicated to all affected staff. The policy will come into effect on April 1, 2025 consistent with the implementation of the collective agreement.

**ATTACHMENT**

- Draft Non-Union Personnel Policy dated June 19, 2025
- Non-Union Personnel Policy dated October 19, 2006



## **NON-UNION PERSONNEL POLICY**

### **1.0 PURPOSE**

This policy establishes the employment framework for non-union employees of the Library, ensuring fairness, transparency, and consistency in employment conditions.

### **2.0 SCOPE**

This policy applies to all employees who are not covered by a collective agreement.

### **3.0 PRINCIPLES**

The Library is committed to providing working conditions for non-union employees that are equitable and generally aligned with those of unionized employees. This includes, but is not limited to:

- Health and wellness benefits
- Vacation entitlement
- Holidays
- Sick leave
- Leaves of absence (e.g., personal, parental, bereavement)
- Pension and retirement provisions

### **4.0 IMPLEMENTATION AND ADMINISTRATION**

The Chief Executive Officer (CEO) is responsible for developing, maintaining, and implementing a Non-Union Employee Handbook that reflects the details of

this policy, consistent with applicable collective agreements, Library practices, and employment legislation.

## **5.0 REVIEW**

This policy will be reviewed upon the ratification of each new collective agreement or every four years, whichever comes first.

Update Date: June 19, 2025

Last Revision Date: October 19, 2006