

## APPENDIX A

### Volunteer Policy

Board Motion Number: **10.159**  
Date of Original Board Motion Number: **June 21, 2010**  
Date of Current Issue:  
Date of Next Review:  
Attachments: **Form A1, Form A2, Form A3**

Signature of Board Chairperson (and Date):

---

The North Kawartha Library Board recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

North Kawartha Library volunteers are coordinated by the Librarian and Technical Services Coordinator and must be at least 18 years of age. Each volunteer must complete an application (Form A1 attached) which will be kept on file in the Library. Application forms are available at the Library or on our website. Volunteers will be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments. All applicants 18 and over wishing to volunteer must submit an acceptable Criminal Record Check - Vulnerable Sector prior to final acceptance.

North Kawartha Library volunteers are bound by the rules contained in all North Kawartha Library policies and guidelines as applicable, especially as they pertain to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, behaviour and dress codes as employees.

The Library accepts volunteers requiring court ordered community service at the discretion of the CEO. Court order community service volunteers are required to be interviewed by the Library Chief Executive Officer prior to being accepted for service. Volunteers will complete the Volunteer Information and Emergency Contact sheet (Form A2 attached) and complete and sign the Volunteer Agreement (Form A3 attached) which will be kept by the CEO.

### Procedures

- Volunteers are asked to record their hours in the Volunteer Log book kept at the circulation desk.
- Staff shall ensure that a current procedure manual is available for referral at each location.

### Recognition

The Library recognizes and values the work contributed by volunteers to the Library and shall ensure that the volunteer program receives sincere and ongoing recognition. The Library shall participate in the Ontario Service Awards and the Peterborough County Recognition Awards, and staff shall recommend volunteers for recognition on a yearly basis.

- An estimated expense amount to cover the cost of recognition shall be included in the annual budget approved by the Board.
- Formal methods of recognition may include, but are not limited to: press releases, luncheon or dinner and service awards marking pre-determined lengths of service. Formal methods of recognition shall be established by the Board.
- Staff may supply a written letter of reference upon request for volunteers indicating the length of service or nature of the duties performed during this time.
- Long term volunteers resigning from the Library organization, shall receive recognition of an appropriate manner by staff and/or the Board. The length and nature of service by the volunteer and consideration of individual circumstances shall guide staff when acknowledging the retirement of a volunteer.

**APPENDIX A - FORM A1**

**VOLUNTEER PROGRAM APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Related Work/Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Special Skills & Interests: \_\_\_\_\_

\_\_\_\_\_

Days & Hours Available: \_\_\_\_\_

\_\_\_\_\_

Please return by mail or in person to:  
North Kawartha Public Library  
Volunteer Program  
175 Burleigh Street, Box 335  
Apsley, ON K0L 1A0  
(705) 656-4333

**APPENDIX A - FORM A2**

**VOLUNTEER INFORMATION AND EMERGENCY CONTACT**

Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Medical Information

Allergies (Food, drug or other): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medic Alert: \_\_\_\_\_

\_\_\_\_\_

Other Medical Information You Wish to Have Kept on File: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

This information will remain confidential. Please return this form to the Chief Executive Officer.

**APPENDIX A - FORM A3**

**VOLUNTEER AGREEMENT**

I understand that my services are valuable to the Library and agree that:

- I will perform the tasks given to me to the best of my ability.
- I will be punctual and conscientious in the fulfillment of my duties.
- I will take any problems, criticisms or suggestions to the Chief Executive Officer.
- I will consider as confidential, all personal information concerning a Library patron/member.
- I will maintain a good working relationship with staff and other volunteers.

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer Signature

## APPENDIX B

### Secondary School Community Service Policy

Board Motion Number: **10.160**  
Date of Original Board Motion Number: **June 21, 2010**  
Date of Current Issue:  
Date of Next Review:  
Attachments: **Form B1, Form B2**

Signature of Board Chairperson (and Date):

---

The Ontario Ministry of Education incorporated 40 hours of mandatory community service into the secondary school curriculum. The North Kawartha Library wishes to assist students to fulfill this requirement.

- Interested students must be interviewed by the Librarian or Technical Services Coordinator. Only students who have completed Grade 9 will be considered.
- Duties will be assigned by the Librarian or Technical Services Coordinator and will comply with the school board policy.
- Students will be supervised by Library staff and shall follow the same work, behaviour and dress codes as employees.
- In order that an appropriate level of supervision and volunteer co-ordination is ensured, the number of student volunteers, at any given time, will be decided by Library staff.
- While it is a student's decision whether or not the entire 40 hours of community service shall be completed at the Library, the Library will not agree to a placement which involves fewer than 20 hours of service. As well a student's placement at the Library must be completed within a three month period.
- Students are bound by the rules contained in all North Kawartha Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.
- Students will complete the Volunteer Information and Emergency Contact sheet (Form 1 attached) and complete and sign the Volunteer Agreement (Form 2 attached) which will be kept by the CEO.
- The Library Board reserves the right to terminate a placement, if necessary.

**APPENDIX B - FORM B1**

**Secondary School Community Service Policy  
VOLUNTEER INFORMATION AND EMERGENCY CONTACT**

Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Medical Information

Allergies (Food, drug or other): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medic Alert: \_\_\_\_\_

\_\_\_\_\_

Other Medical Information You Wish to Have Kept on File: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

This information will remain confidential. Please return this form to the Chief Executive Officer.

**APPENDIX B - FORM B2**

**VOLUNTEER AGREEMENT**

I understand that my services are valuable to the Library and agree that:

- I will perform the tasks given to me to the best of my ability.
- I will be punctual and conscientious in the fulfillment of my duties.
- I will take any problems, criticisms or suggestions to the Chief Executive Officer.
- I will consider as confidential, all personal information concerning a Library patron/member.
- I will maintain a good working relationship with staff and other volunteers.

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer Signature

## APPENDIX

### Appendix D

#### Memorial Recognition Policy

Board Motion Number:	<b>98.70</b>
Date of Original Board Motion Number:	<b>November 1998</b>
Date of Current Issue:	
Date of Next Review:	<b>October 2009</b>
Attachments:	None

Signature of Board Chairperson (and Date):

---

It shall be the policy of the North Kawartha Public Library to recognize in memorial the passing of certain individuals.

The Library Board shall recognize the passing of the following individuals:

A current member of the Board

A current employee

The following family members of a current Board member or employee:

Spouse/companion

Father/mother

Son/daughter

Brother/sister

Grandchild

In recognition of the passing of the above, a donation of \$50.00 will be made to the registered charity of choice as determined by the family. Where no charity is specified, said donation will be made to the North Kawartha Public Library. A sympathy card will be sent to the relatives on behalf of the Board members and staff.

## Appendix E

### Special Memorial Money Donations to the Library

Board Motion Number:  
Date of Original Board Motion Number: **July 12, 2001**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

---

Donations to the North Kawartha Public Library will be allocated to the Revenue Canada reserve account (Registered Charities Number BN 10681 8800)

The Board will honour any specific requests by the donor after consideration.

Unspecified funds will be spent as determined by the Library Board will be spent as determined by the Library Board with special emphasis on:

1. Material resources (books, videos/DVD's, books on tape/CD and music CD's)
2. Furnishings
3. Computer Equipment

Unless the donor wishes to remain anonymous, the Library will appropriately recognize the donation.

## Appendix G

### Facility Rental Policy

Board Motion Number: **10.158**  
Date of Original Board Motion Number: **June 14, 2004 (Motion 04.53)**  
Date of Current Issue: **June 21, 2010**  
Date of Next Review:  
Attachments: **Form G1**

Signature of Board Chairperson (and Date):

---

#### **North Kawartha Library Boardroom (Apsley Branch):**

It shall be the policy of the North Kawartha Library to reserve use of the Boardroom for activities such as meetings, workshops, open houses, and luncheons carried out by the following agencies and/or organizations:

Burleigh Road Historical Society, Apsley Women's Institute and Not for Profit local organizations.

**Meetings of the Library Board, Committees and Library programming have priority status and shall pre-empt all other scheduled activities. Use of kitchen facilities may not be available during regular Library business hours.**

**The Board Room is not available for the operation of a private business carrying out activities for profit.**

#### **Criteria for Use:**

The following criteria shall be adhered to by those using the space:

- ◆ The user shall complete Form G1 attached to this policy and submit to the Chief Executive Officer of the North Kawartha Library for approval.
- ◆ A maximum of 15 people are allowed to use the boardroom during regular Library hours of operation.
- ◆ If required, the key for the building will be picked up from the Library on the day of the function or if the function is on the week-end the key may be picked up on Friday. (The key may be dropped off in the book drop at the Library)
- ◆ The user is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity.
- ◆ All garbage must be disposed of.

- ◆ Each room shall be left in the condition that it was in when the occupants commenced use.
- ◆ Access to the main Library area is not permitted after hours and is discouraged for large groups during regular business hours.
- ◆ If the above is not complied with, the user will be required to reimburse the Library for cleaning costs at a minimum of \$18.00 plus any additional costs.
- ◆ The user is responsible for any damages to the building or property that may occur as a result of the use.

**North Kawartha Library Rights:**

- ◆ The Library Board reserves the right to deny use of the space if any activities are of a partisan or inappropriate nature.
- ◆ The Library Board reserves the right to cancel or reschedule any users should the space be required for special Library meetings or emergency purposes.

**FORM G1**  
**Use of North Kawartha Library Board Room**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Request Use of the following room(s):

Boardroom \_\_\_\_\_ Use of kitchen facilities \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

State Purpose or Activity: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
**FOR OFFICE USE ONLY:**

REQUEST TAKEN BY: \_\_\_\_\_

APPROVAL: GRANTED: \_\_\_\_\_ DENIED: \_\_\_\_\_

REASON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Chief Executive Officer

## Appendix K

### Procurement and Purchasing

Board Motion Number: **07.119**  
Date of Original Board Motion Number: **July 16, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

---

In order to establish the limits and policies for the purchase and disposal of goods for the North Kawartha Public Library the following policies are to be enforced.

Except where a non-competitive commodity is required, all purchases shall be made on a competitive basis, provided that all other factors including quality and service are equal.

The purchase and distribution of all goods and services required by the Board shall be under the direction of the CEO/Librarian, except as otherwise provided in the Policy.

The Board recognizes the benefits to be gained by participating in cooperative purchasing ventures, and authorizes such participation in joint tender calls, and other co-operative purchasing ventures that may be undertaken with other local governments, Public Utility Commissions, hospitals and school boards.

Where it is deemed appropriate, suppliers and contractors performing construction, repair and maintenance services for the municipality must provide proof of liability insurance before such work is commenced.

#### TENDERS

All purchases of goods and services exceeding TWENTY-FIVE THOUSAND DOLLARS (\$25,000) will be made only after formal tenders have been called.

Board approval of the tender is not required if all of the following conditions have been met:

1. The project has been approved in the current year estimates;
2. More than one bid has been received;
3. The successful bid is under budget;
4. The contract is being awarded to the lowest bidder meeting the specifications;
5. The total value of the tender is less than \$500,000.00;
6. There are no senior government requirements for Board approval of a tender;
7. In the event that a project is over budget but meets all of the other criteria, the CEO/Librarian is authorized to approve the transfer of the unspent funds to make up shortfalls in funds for like projects which form part of the approved Capital Budget.

In such cases, the CEO/Librarian shall award the tender and the CEO/Librarian and the Board Chair are authorized to execute the necessary agreements. A list of such awards shall be provided to the Board quarterly. In all other cases, Board approval is required.

#### WRITTEN QUOTATIONS

For the purchase of goods or services over \$2001, at least three written quotations will be solicited before the purchase is made and the purchase shall be made from the lowest bidder meeting the specifications as approved by the CEO/Librarian or designate.

#### OTHER PURCHASES

The purchase of goods and services for \$2,000 or less shall be done by Purchasing Card.

The purchase of goods and services over \$2,001 shall be done by Purchase Order.

Purchase Orders will not be required in the following situations:

1. For recurring Utility charges;
2. For recurring items where a blanket purchase order or contract for goods or services is in effect;
3. For professional fees for service such as consultants, auditors, legal fees, property appraisers and other similar services;
4. For membership dues and subscriptions approved in the current budget;
5. For travel expenses, convention and seminar registrations, educational courses and training programs;
6. For postage, courier fees and transportation charges.

In the case of an emergency situation, the CEO/Librarian or designate is authorized to make such purchases from such suppliers and upon such terms and conditions as deemed necessary.

## Appendix L

### Disposal of Surplus Goods

Board Motion Number: **07.120**  
Date of Original Board Motion Number: **July 16, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

---

Statement of Policy: To provide direction for the disposal of surplus goods.

1. The CEO/Librarian shall have the authority to sell exchange or otherwise dispose of all equipment, material and supplies which are surplus to the needs of the Library by the following policies:

a) Where appropriate items shall be traded in or disposed of by such methods as yield the most favourable price;

b) for all items with an original purchase price up to \$2,000.00 the Chief Librarian shall determine the sale price and method of disposal (items up to \$100 may be advertised internally only);

c) For items over \$2,000.00 the Board will determine the sale price and the method of disposal. The sale price will be determined by obtaining three (3) estimates and if deemed appropriate will be advertised in the local press or sold by tender.

2. If no bids are received after all reasonable efforts have been made under the above procedures, the CEO/Librarian shall either:

- Fix what he considers to be an appropriate price and advertise externally or internally;
- Discard the item making reasonable efforts to recover the salvage value of the item.

## APPENDIX M

### BURLEIGH ROAD HISTORICAL SOCIETY AGREEMENT

Board Motion Number: **10.161**  
Date of Original Board Motion Number: **June 21, 2010**  
Date of Current Issue:  
Date of Next Review:  
Attachments:

Signature of Board Chairperson (and Date):

---

**Agreement**  
between  
**The North Kawartha Public Library**  
and  
**The Burleigh Road Historical Society**

#### **North Kawartha Library Rights and Responsibilities**

- The North Kawartha Public Library agrees to house the collection of the Burleigh Road Historical Society in the allocated space.
- Supply meeting space as per free use request for the first Monday of each month at the discretion of the North Kawartha Public Library Board.
- If meeting dates need to be changed the new date must be confirmed with the Master Calendar for the Board Meeting Room and a request sent to the Library CEO giving a minimum of one weeks' notice.
- Access to the Burleigh Road Historical Society collection will not be available when other activities are occurring in the Board Meeting Room. Should members wish to access the Historical collection outside of regular meetings days, permission shall be obtained in advance.
- The Library will provide space in the main display cabinet for the Historical Society to use for displays of Historical materials only. Should the Library find that the display has become outdated; the Library reserves the right to change the display.
- The Library Board reserves the right to cancel or reschedule should the space be required for special Library meetings or emergency purposes.
- Access to the main Library is not permitted when closed.

**Burleigh Road Historical Society Rights and Responsibilities**

The historical society collection is non-circulating. Researchers wishing to access the collection should contact the President of the Historical Society with all questions regarding materials owned and available. The Burleigh Road Historical Society collects, manages, organizes, preserves and provides access to its' own materials. It is solely responsible for all access to its collections.

- Standard library fees for printing, scanning, photocopying etc. will apply. Documents for scanning can be dropped off to the Technical Services Coordinator and scanning will be done as time permits.
- Each room shall be left in the condition that it was in when the occupants commenced use.
- If the above is not complied with, the user will be required to reimburse the Library for cleaning costs at a minimum of \$18.00 plus any additional costs.
- The Burleigh Road Historical Society is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity.
- All garbage must be disposed of.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Library CEO (please print)

\_\_\_\_\_  
Burleigh Road Historical Society  
(please print)

\_\_\_\_\_  
Signature  
Library CEO

\_\_\_\_\_  
Signature  
Burleigh Road Historical Society