



Provision of Library Services, Technology, and Furnishings

Policy

In accordance with the Corporation of the County of Haliburton Bylaw 647, the Haliburton County Library Board offers library services at each library branch or service point throughout Haliburton County. In accordance with past practices, the responsibility for ensuring a well-supported and promoted library service are divided between the Haliburton County Library Board, County of Haliburton, and local municipalities.

Procedure

Section 1: Provision of Library Services

The Haliburton County Library Board is responsible for providing library service including collections, materials, and staff. Library service is offered in each of the library branches or service points located across Haliburton County. These elements of service are accounted for in the annual operating budget of the Haliburton County Library Board.

Section 2: Provision & Procurement of Technology

The Haliburton County Public Library Board, in conjunction with the Haliburton County Information Technology Department (County IT) provides necessary technology for use of library staff and patrons in each of the Haliburton County Public Library (HCPL) branches. If technology for public use requires additional custom, or stand-alone furniture, County IT has agreed to provide said furnishings subject to budget considerations.

When core operating software is required (eg. To support Cybersecurity initiatives, authentication, or accessibility changes, or when a new staff member is hired) County IT will identify, install, and manage upgrades to support library staff and patrons. In some cases, the library may recommend grants or special pricing available through library consortiums or other sources. Refer to the attached Schedule for Procurement Roles for a comprehensive description of the current roles and responsibilities for purchasing and administering hardware and software used at HCPL.

Haliburton County Public Library Policy Manual

Policy Type:	Procedural
Policy Number:	PRO-15
Policy Name:	Provision of Library Services, Technology, & Furnishings
Original Adoption Date:	2008-09-17
Policy Current Approval:	2022-10-12
Next Review:	2024



Section 3: Provision of Buildings, Branches, and Furniture

- 1) The four local municipalities of the County of Haliburton (Township of Algonquin Highlands, Municipality of Dysart et al, Municipality of Highlands East, and the Township of Minden Hills) are responsible for the provision of the premises for each library branch located within their municipality. The buildings(s), furnishings, utilities, and maintenance will be accounted for in the respective municipal budgets.
- 2) Furnishings & Equipment
 - a) The Chief Executive Officer (CEO) of HCPL will liaise with the Municipal Chief Administrative Officer (CAO) and Treasurer for the purpose of recommending the purchase of new or replacement permanent furnishings either annual through the budget process or throughout the year as issues arise.
 - b) All new, or replacement furnishings/equipment will take into consideration the needs of persons living with disabilities. If there is doubt about these requirements, the purchaser may consult the County of Haliburton Joint Accessibility Committee to ensure that newly acquired furnishings/equipment meet compliance requirements for all relevant legislation.
- 3) Administration of Policy
 - a) The CEO of HCPL is responsible for monitoring and reporting the needs of the library, including the status of the library branches. The CEO will notify the local municipalities concerning:
 - Additional/replacement furnishings;
 - Building concerns;
 - Maintenance concerns;
 - b) Additionally, the CEO will provide an annual report detailing:
 - The status of the library branches;
 - The need for additional/replacement furnishings;
 - Any building concerns;
 - Any maintenance concerns

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HALIBURTON COUNTY
PUBLIC LIBRARY

- c) This report will be distributed to the Haliburton County Library Board, and the pertinent portions presented to the CAO of the relevant local municipality. This report should be issued no later than September of each year to allow the respective municipality to review any additional expenses before preparing the annual municipal budget.

Related Documents

Haliburton County Public Library. PRO-16 Signage Policy

Haliburton County Public Library. Schedule for Procurement Roles

County of Haliburton. Policies and Procedure Manual. Procurement Policy.

Provisional County of Haliburton. By-Law No. 647

(1965. 'By-law of the Provisional County of Haliburton to Establish a County Library Service within the Provisional County of Haliburton')

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