Trillium Public Library
Table of contents and Schedule for Review

Policy Section	Library Documentation	Policy number	Date of current issue	Date of next review	Notes
Preamble/ Introduction	*Policy Development Process*		*December 2021*	*2025*	
Foundation	Mission Statement	FN-01	April 2023	2027	
Foundation	Vision Statement	FN-02	April 2023	2027	
Foundation	Statement of Values	FN-03	April 2023	2027	
Foundation	Statement of Intellectual Freedom	FN-04	April 2023	2027	
Foundation	Respect and Acknowledgement Declaration	FN-05	Dec 2021	2025	
Foundation	Equity, Diversity and Inclusion	FN-06	March 2023	2027	
Board By-laws	Board By-law Merges the previous 4 separate documents: - Statement of Authority and Powers of the Board inc delegation to CEO - Composition of Board and Officers' Terms of Reference - Meetings - Amendment of By-laws	BL-01	July 2022	2026	
Governance	Purpose and Duties of the Board (includes Board Code of Conduct and the work of Board Committees)	GOV-01	June 2023	2027	Now includes old Gov-03 Committees of the Board
Governance	Board Orientation, Training and Evaluation	GOV-02	June 2023	2027	Now includes old Gov-09 Board Evaluation
Governance	Board-CEO Partnership (includes Evaluation of the CEO)	GOV-03	June 2023	2027	**Was Gov-08**
Governance	*Policy Development*	*GOV-04*	June 2023	2027	*If written as a process in preamble, then do not need this one)*
Governance	Planning (includes responsibility of the board)	GOV-05	June 2023	2027	
Governance	Financial Control and Oversight (includes authorization of reserve accounts and tangible capital assets)	GOV-06	June 2023	2027	
Governance	Board Advocacy	GOV-07	June 2023	2027	
Governance	Succession Planning for Board and CEO	GOV-08	In revision	2027	Was Gov-10

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Human Resources	Human Resources Management & Electronic Monitoring	HR-01	Jan 2023	2027	
Human Resources	Hiring and Orientation (includes Hiring of Employees)	HR-02	Jan 2023	2027	Was called Staff Selection & Assignment
Human Resources	Hours of work and Disconnecting from Work (includes Inclement weather and Unscheduled closing)	HR-03	Jan 2023	2027	Disconnecting from Work was HR-13
Human Resources	Compensation, benefits, vacation and leaves	HR-04	Jan 2023	2027	Merged Compensation & Benefits with Vacation, Holiday and Leaves
Human Resources	Staff Development & Performance Appraisal	HR-05	Jan 2023	2027	
Human Resources	Payment of Job-Related Expenses	HR-06	Jan 2023	2027	
Human Resources	Workplace Harassment and Discrimination	HR-07	Jan 2023	Jan 2024	ANNUAL review required by OHSA
Human Resources	Prevention of Workplace Violence	HR-08	Jan 2023	Jan 2024	ANNUAL review required by OHSA
Human Resources	Health and Safety (of staff) (includes Working Alone)	HR-09	Jan 2023	Jan 2024	ANNUAL review required by OHSA
Human Resources	Employee Conduct (includes Code of Conduct, Alcohol & drug, Smoking at the workplace, Gifts and Benefits, Cell phone and handheld devices, Computer, Internet, E-mail & Social Media Usage, Conflict of Interest and Dress code)	HR-10	Jan 2023	2027	
Human Resources	Complaints and problems	HR-11	Jan 2023	2027	
Human Resources	Accessibility and staff	HR-12	Jan 2023	2027	
Human Resources	~~Disconnecting from Work~~	~~HR-13~~			Merged into HR-03 Hours of Work
Operational	Privacy, Access to Information & Electronic messages under CASL	OP-01	April 2023	2027	
Operational	Safety, Security and Emergencies	OP-02	Jan 2023	Jan 2024	ANNUAL review required by OHSA

Operational	Code of Conduct (Public)	OP-03	June 2022	2026	
Operational	Collection Development	OP-04	Nov 2022	2026	
Operational	Resource Sharing	OP-05	Nov 2022	2026	
Operational	Programming	OP-06	June 2022	2026	
Operational	Internet Services and Technology	OP-07	July 2022	2026	
Operational	Meeting Rooms	OP-08	June 2022	2026	
Operational	Community Information	OP-09	April 2023	2027	
Operational	Children in the Library (includes Unattended Children)	OP-10	April 2022	2026	
Operational	Teen/Young Adults in the Library	OP-11	April 2022	2026	
Operational	Circulation	OP-12	April 2022	2026	
Operational	Local History	OP-13	March 2022	2026	
Operational	Information Services	OP-14	March 2022	2026	
Operational	Accessibility in the Library	OP-15	Jan 2023	2027	
Operational	The Library and Political Elections	OP-16	March 2022	2026	
Operational	Records Retention and Schedule	OP-17	July 2022	2026	
Operational	Purchasing / Procurement of Goods and Services	OP-18	July 2021	2025	
Volunteers	Volunteer Program	VOL-01	April 2023	2027	
Fundraising	General Gift Acceptance	FR-01	Nov 2019	2023	
Fundraising	Administration	FR-02	Nov 2019	2023	
Fundraising	Partnerships and Sponsorship	FR-03	Nov 2019	2023	