



Newmarket Public Library Board Agenda

Date: Wednesday, April 21, 2021
Time: 5:30 PM

Pages

1. Meeting to be held through live video interface

Join Zoom Meeting

<https://us02web.zoom.us/j/87544078445>

Meeting ID: 875 4407 8445

Passcode: 300397

2. Adoption of Agenda Items

2.1. Adoption of the Regular Agenda

2.2. Adoption of the Closed Session Agenda

2.3. Adoption of the Consent Agenda Items

3. Declarations

4. Consent Agenda Items

4.1. Adoption of the Regular Board meeting minutes for March 17, 2021 1

4.2. Strategic Operations Report for March, 2021 6

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4.4. First Quarter Financial Statements 12

5. Reports

5.1. Dr. Seuss Books of Concern 15

6. Business Arising

6.1. Strategic Planning

6.2. Library Board Action List

17

7. **New Business**8. **Closed Session (If required)**9. **Dates of Future Meetings**

The next regular Library Board meeting is scheduled for Wednesday, May 19, 2021 at 5:30 pm. Location electronic via Zoom

10. **Adjournment**



Newmarket Public Library Board

Minutes

Date: Wednesday, March 17, 2021

Time: 5:30 PM

Members Present: Darcy McNeill, Chair
Jane Twinney, Vice Chair
Kelly Broome
Darryl Gray
Leslee Mason
Victor Woodhouse

Members Absent: Art Weis

Staff Present: Linda Peppiatt, Acting CEO
Jennifer Leveridge, Manager, Library Services
Benjamin Shaw, Manager, Library Operations
Lianne Bond, Administrative Coordinator

1. Meeting to be held through live video interface

The Chair called the meeting to order at 5:35 pm.

2. Adoption of Agenda Items

The Chair asked if there were any additions to the agenda. One item was added under Closed Session.

- 2.1 Adoption of the Regular Agenda
- 2.2 Adoption of the Closed Session Agenda
- 2.3 Adoption of the Consent Agenda Items

Motion 21-03-172

Moved by Kelly Broome

Seconded by Victor Woodhouse

That items 2.1 to 2.3 be adopted as amended.

Carried

3. Declarations

None were declared

4. Consent Agenda Items

4.1 Adoption of the Regular Board meeting minutes for February 17, 2021

4.2 Strategic Operations Report for February

4.3 Library Bank Balance Transfer

Motion 21-03-173

Moved by Victor Woodhouse

Seconded by Leslee Mason

That items 4.1 to 4.3 be adopted and approved as presented.

Carried

5. Reports

5.1 Ontario Library Association/Federation of Public Libraries Pre-Budget Submission

A report to the Library Board asked that the Board endorse the Ontario Library Association and Federation of Ontario Public Libraries 2021 pre-budget submission requesting provincial funding support to offset lost revenues from implementing fine free policies and to support the establishment of an Ontario Digital Public Library.

Motion 21-03-174

Moved by Darryl Gray

Seconded by Leslee Mason

That the Library Board receive the report on the OLA/FOPL 2021 Ontario Pre-Budget Submission;

And that the Library Board endorses the OLA/FOPL 2021 Ontario Pre-Budget Submission and supports the requests, specifically:

- A targeted enhancement of provincial funding through the Public Libraries Operating Grant (PLOG) to offset lost revenues from implementing fines-free policies and help public libraries make these

policies permanent. This investment would help to break down barriers to access for low-income Ontarians.

- Subject to the above increase, maintain provincial funding for Ontario's public libraries at current levels and work with municipalities to prevent unsustainable cuts to public library funding.
- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through a \$4.7 million annual investment to support the establishment of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common set of high-quality e-learning & online resources and more e-books

And That Library staff draft a Resolution to seek the Town of Newmarket Council's endorsement of the OLA/FOPL 2021 Pre-Budget Submission

And That Library staff draft a letter to the Newmarket/Aurora Member of Parliament advising of the endorsement of the OLA/FOPL 2021 Pre-Budget Submission with a copy sent to the Minister, Tourism, Culture and Sport.

Carried

6. Business Arising

6.1 CEO Recruitment update

The Library Board Chair advised of the recruitment process for the role of CEO and who will be participating on the Selection Committee. Further details regarding the Request for Proposal Award report for recruitment services were discussed in Closed Session as there were personal matters pertaining to an identifiable individual.

6.2 Library Board Action List

The Library Board reviewed the Action List.

Motion 21-03-175

Moved by Jane Twinney

Seconded by Darryl Gray

That the Library Board receive the Action List as presented.

Carried

7. New Business

There was no new business.

8. Closed Session (If required)

Motion 21-03-176

Moved by Victor Woodhouse

Seconded by Leslee Mason

That the Library Board move into Closed Session at 5:50 pm for personal matters about an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P.44

Carried

Motion 21-03-177

Moved by Kelly Broome

Seconded by Jane Twinney

That the Library Board move out of Closed Session at 6:00 pm.

Carried

Motion 21-03-178

Moved by Kelly Broome

Seconded by Darryl Gray

Motion Arising from Closed Session

That the Library Board receive the report on the results of the Request for Proposal for the recruitment services for the role of Chief Executive Officer for the Library;

And That the Library Board approved the recommendations as outlined in the report.

Carried

9. Dates of Future Meetings

The next regular Library Board meeting is scheduled for Wednesday, April 21, 2021 at 5:30 pm. Location electronic via Zoom

10. Adjournment

Motion 21-03-179

Moved by Victor Woodhouse

Seconded by Kelly Broome

That there being no further business the meeting adjourn at 6:03 pm.

Carried

Darcy McNeill, Chair

Linda Peppiatt, Acting CEO
Secretary/Treasurer



Strategic Operations Report: March, 2021

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> • First Ancestral Voice program with Antonio Michael Downing was a success with 34 attendees • Increased interest from community organizations interested in learning more about how book clubs operate and about our resources for their own book clubs 	<ul style="list-style-type: none"> • Attendees for programs in partnership with Shadowpath – Reading Club monthly series (27); Theatre-Making 101 workshops (27) • 45 attendees for Exploring the Birds of Ontario II • 7 attendees for the Welcome Centre story time session • In partnership with local accounting firm, facilitated income tax return assistance for low income residents (32) 	<ul style="list-style-type: none"> • Ontario Parks passes are circulating and have holds pending • More staff began customer service training presented by the Town's customer service supervisor. • Planning future workshops with Scientists in Schools (science education non-profit) Workshops are made possible through a donation of The Natural Sciences and Engineering Research Council of Canada (NSERC)
Spaces			<ul style="list-style-type: none"> • Library was limited to curbside service until mid-March. Increased service for a limited number of customers permitted inside building for holds pickup, and computer use for 2 weeks only, until tighter restrictions resumed
Positioning	<ul style="list-style-type: none"> • Social media posts continue to do well in spreading library news 	<ul style="list-style-type: none"> • Staff tested Brainfuse, an online academic and career help service which includes access to live tutors and coaches 	<ul style="list-style-type: none"> • Systems staff performed set-up/take down of staff workstations and lobby work station to accommodate changes in service.

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Resources	<ul style="list-style-type: none"> • 47 attended the STEAM sessions for older children • Marketing and Communications Coordinator wrote copy and designed graphics to promote 15 programs via the library's social media including – Ancestral Voices Author Series and April Break programs: Virtual Pet Show & Tell; May The Force Be With You; Mad Science; Virtual Scavenger Hunt; Virtual Wheel of Fortune; Walking Water: Let's Grow A Rainbow 	<ul style="list-style-type: none"> • New user sign-ups for Overdrive (71), for Hoopla (28) • 216 plays on Kanopy • Adult Services held five book club zoom meetings • Digital/Maker programs attendance (total of 19) for How to use sessions for eBooks, eVideo eAudiobooks, Digital Magazines, Pressreader; Intros to 3D printing, Online library, Zoom, Painting, Drawing, Knitting Circle, Beading circle and Button design. Attendance totaled 8 for volunteering with Mercy Ships and Online job search & interviewing for young adults • 27 virtual Reading Buddies sessions were held • 7 attendees for the Advanced Readers' Book Club 	<ul style="list-style-type: none"> • Bestsellers lists for fiction and non-fiction for the Spring/Summer season now on our website • Contributed library content to the Town's HomeSweetHome webpage and the Seniors Centre newsletter • Article ran on Newmarket Today's website and The Era's yorkregion.com website: Newmarket Library, Indigenous consultant partner to launch author series exploring diversity • With Town HR reviewed text of all website forms for neutral, politically correct wording • To address need for greater access/info on how to get vaccinated, developed program for an April start How To Register For Your COVID Vaccine
Organization & Operations	<ul style="list-style-type: none"> • Staff registered for Public Programming in the Pandemic, a 3-week certificate program delivered through Library Journal 	<ul style="list-style-type: none"> • Staff attended sessions of the Innovative Users Group (IUG) conference for learning related to use of our Integrated Library System (ILS) which manages our catalogue and database of cardholders 	<ul style="list-style-type: none"> • Ongoing services planning/strategizing about adjusted services and procedures during limited services • Met with Town HR regarding work-from-home accommodations • Community Engagement Librarian advised of resignation effective late April.

Newmarket Public Library Statistical Data - 2021

Library Card Holders

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	24,981	24,826	24,666									
Residents	21,947	21,803	21,671									
Non-Residents	3,034	3,023	2,995									

New and Renewed Library Cards

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	170	106	145										421
New non-resident	54	33	33										120
Renewed membership	521	243	324										1,088

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	16,299	13,544	15,157										45,000
# of PAC Account Logins	8,956	8,184	8,486										25,626
Room Rentals	No rentals due to COVID-19 reopening plan												-
Room Rental Hours													-

Programs

5 Year Trend - January-March

# of Programs Held	2017	2018	2019	2020	2021
Adult	73	93	82	68	92
Children's	301	254	243	167	111
Total Programs	374	347	325	235	203

Program Attendance	2017	2018	2019	2020	2021
Adult	679	1,415	1,036	1,160	657
Children's	3,237	2,691	2,234	1,384	435
Total Attendance	3,916	4,106	3,270	2,544	1,092

Newmarket Public Library Statistical Data - 2021

Borrowing

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	2,900	2,644	3,155										8,699
eBooks + eMagazines	7,244	6,315	6,707										20,266
eMusic	2,238	2,164	3,145										7,547
eVideo	1,053	1,097	797										2,947
Books + Magazines	12,504	11,573	12,981										37,058
Audio (Books + Music)	225	170	175										570
Movies + Video Games	842	699	744										2,285
Kits	17	23	17										57
Lendery	2	2	3										7
Laptop	43	22	30										95
Total Borrowing	27,068	24,709	27,754										79,531
% Physical	50%	51%	50%										50%
% Virtual	50%	49%	50%										50%

Database Usage

Adult Subscriptions	8,509	13,774	9,731										32,014
Children's Subscriptions	461	284	485										1,230
Total Database Usage	8,970	14,058	10,216										33,244

Newmarket Public Library Statistical Data - 2020

Library Card Holders

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	January - June - Data Not Available due to COVID19 closure						26,055	25,684	25,609	25,394	25,142	24,877
Residents	January - June - Data Not Available due to COVID19 closure						22,917	22,633	22,538	22,338	22,099	21,873
Non-Residents	January - June - Data Not Available due to COVID19 closure						3,138	3,051	3,071	3,056	3,043	3,004

New and Renewed Library Cards

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	363	357	217	158	22	177	147	170	187	142	108	102	2,150
New non-resident	101	88	26	-	-	6	16	12	39	39	24	45	396
Renewed membership	728	601	250	-	-	-	71	538	346	187	109	229	3,059

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,871	14,804	14,034	9,467	9,708	12,531	12,215	12,075	12,892	13,383	11,917	12,393	151,290
# of PAC Account Logins	7,389	7,092	5,790	1,814	2,164	5,486	6,297	6,837	6,929	7,906	7,347	7,620	72,671
Room Rentals	61	82	43	-	-	-	-	-	-	-	-	-	186
Room Rental Hours	207	263	143	-	-	-	-	-	-	-	-	-	613

Programs

5 Year Trend - year to date Dec 31

# of Programs Held	2016	2017	2018	2019	2020
Adult	254	310	359	334	80
Children's	1,308	1,282	891	889	318
Total Programs	1,562	1,592	1,250	1,223	398

Program Attendance	2016	2017	2018	2019	2020
Adult	1,961	2,627	5,123	3,780	1,151
Children's	12,276	12,516	12,039	9,600	3,806
Total Attendance	14,237	15,143	17,162	13,380	4,957

Newmarket Public Library Statistical Data - 2020

Borrowing

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	2,298	2,267	2,324	2,546	2,784	2,627	2,979	2,558	2,473	2,544	2,575	2,795	30,770
eBooks	5,099	5,147	5,984	7,482	8,545	7,490	7,310	6,704	6,089	6,197	5,978	6,287	78,312
eMagazines	674	830	937	969	1,010	901	809	927	1,011	1,187	1,042	742	11,039
eMusic	3,820	3,220	2,908	3,829	2,973	2,429	3,473	3,121	2,477	2,124	2,470	2,655	35,499
eVideo	699	687	981	1,310	1,121	928	889	670	629	695	875	796	10,280
Books + Magazines	29,130	28,361	16,891	517	652	3,954	4,524	6,578	9,807	12,466	10,803	11,425	135,108
Audio (Books + Music)	710	664	458	10	49	108	96	152	196	349	212	210	3,214
Movies + Video Games	4,350	3,883	2,178	24	62	300	316	639	948	1,041	792	761	15,294
Kits	123	132	61	-	-	13	11	9	20	40	33	15	457
Lendery	24	37	21	-	-	-	-	5	-	2	-	2	91
Laptop	47	35	18	-	-	6	11	30	17	25	37	31	257
Total Borrowing	46,974	45,263	32,761	16,687	17,196	18,756	20,418	21,393	23,667	26,670	24,817	25,719	320,321
% Physical	73%	73%	60%	3%	4%	23%	24%	35%	46%	52%	48%	48%	48%
% Virtual	27%	27%	40%	97%	96%	77%	76%	65%	54%	48%	52%	52%	52%

Database Usage

Adult Subscriptions	3,238	2,631	3,021	8,357	7,990	4,605	4,215	4,367	5,001	4,658	5,228	3,189	56,500
Children's Subscriptions	140	230	368	544	415	275	234	416	230	340	742	114	4,048
Total Database Usage	3,378	2,861	3,389	8,901	8,405	4,880	4,449	4,783	5,231	4,998	5,970	3,303	60,548



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Library Board Report

To: Newmarket Public Library Board
From: Linda Peppiatt, Acting CEO
Date: April 21, 2021
RE: First Quarter Financial Statement

Background:

The Library is on target for the first quarter of 2021 in both expenditures and revenue, and there are no significant issues to report at this time that might affect our ability to meet budget for 2021.

Conclusion

The following motion is recommended:

That the Library Board receive the First Quarter Financial Statement as presented

NEWMARKET PUBLIC LIBRARY

1st QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

16-04-2021

	2021	2021	2020	Q1 2021 Vs	% of	
EXPENSES	1st QTR	ANNUAL BUD	1st QTR	Q1 2020	Budget	Comments for 2021 Vs 2020 variances > \$3000
<u>MATERIALS</u>						
Books	\$30,390	\$153,864	\$22,732	(\$7,658)	20%	Timing of purchases
Reference Materials	2,519	10,800	962	(1,556)	23%	
Magazines & Newspapers	1,974	11,100	4,901	2,926	18%	Timing of purchases
Electronic Materials and Subscriptions	75,056	179,530	79,391	4,334	42%	
Talking Books	1,524	9,100	1,516	(7)	17%	
Compact Sound Discs	0	100	0	0	0%	Timing of installment invoices for Fixed Price Plan
DVD/Console Games	1,474	18,000	3,131	1,657	8%	
Book Binding and Materials Processing	13,051	30,843	25,344	12,292	42%	
Sub-Total	\$125,988	\$413,337	\$137,977	\$11,988	30%	
<u>FACILITIES AND EQUIPMENT</u>						
Caretakers' Contract	\$26,492	\$48,000	\$6,693	(\$19,799)	55%	Timing of accrual reversal - invoices rec'd in 2021, services from 2020
Caretakers' Supplies	237	4,393	712	475	5%	
Equipment-Repairs/Maintenance Contracts	23,559	90,007	6,492	(17,068)	26%	Timing of invoices
Building-Repairs/Maintenance Contracts	7,808	27,400	5,810	(1,998)	28%	
Sub-Total	\$58,097	\$169,800	\$19,708	(\$38,390)	34%	
<u>CAPITAL</u>						
Minor Capital	\$0	\$5,656	\$3,685	\$3,685	0%	Timing of purchases
Asset Replacement Fund	55,887	223,550	55,887	0	25%	
Sub-Total	\$55,887	\$229,206	\$59,572	\$3,685	24%	
<u>UTILITIES</u>						
Hydro	\$18,077	\$86,000	\$17,655	(\$422)	21%	Higher usage in 2021 related to COVID-19 precautions
Heat	8,257	11,000	4,694	(3,563)	75%	
Water	1,043	4,000	1,324	281	26%	
Sub-Total	\$27,377	\$101,000	\$23,673	(\$3,704)	27%	
<u>ADMINISTRATION - Salaries, Wages & Benefits</u>						
Salaries and Wages	\$454,731	\$2,130,727	\$398,982	(\$55,749)	21%	2020 MA, step increases in 2021; reversal of 2020 vacation accruals Timing
Employee Benefits *	101,826	444,000	96,122	(5,704)	23%	
Inter-Depart Human Resources Cost	3,713	14,851	3,713	0	25%	
Sub-Total	\$560,270	\$2,589,578	\$498,817	(\$61,453)	22%	
<u>ADMINISTRATION - General</u>						
Stationery and Office Supplies	\$150	\$2,780	\$420	\$271	5%	
Photocopier/Microfilm Lease & Supplies	(68)	3,000	(88)	(20)	-2%	
Emergency Mgmt. Materials	623	0	0	(623)		
Health and Safety	330	2,400	382	52	14%	
Program and Project Costs	4,969	26,159	2,461	1,155	19%	
Coffee Supplies	0	1,000	67	67	0%	
Circulation and Processing Supplies	925	14,300	919	(6)	6%	
Miscellaneous Expense	(255)	4,725	167	422	-5%	
Telephone and Internet	1,017	5,440	878	(139)	19%	
Audit Legal and Finance	0	4,000	0	0	0%	

NEWMARKET PUBLIC LIBRARY**1st QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual**

16-04-2021

EXPENSES	2021 1st QTR	2021 ANNUAL BUD	2020 1st QTR	Q1 2021 Vs Q1 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	\$0	\$4,400	\$666	\$666	0%	Lower promotional and event costs due to COVID-19 in 2021; Timing of COVID-19 in 2020
Postage and Freight	1,440	8,275	2,075	635	17%	
Advertising	892	17,700	4,678	3,786	5%	
Education and Training	5,150	11,400	2,467	(2,683)	45%	
Services & Rents	0	0	983	983		
Copyright fees	509	500	509	0	102%	COVID-19 restrictions in 2021; Attended more conferences in 2020 Q1 - Timing of COVID-19
Other Fees	0	600	168	168	0%	
Travel Expense	0	6,800	1,486	1,486	0%	
Memberships and Subscriptions	1,385	10,895	829	(556)	13%	
Conference/Seminar Fees & Expenses	330	12,405	7,087	6,758	3%	
Bank Charges	287	3,000	361	74	10%	Timing of transfers handled by the town of Newmarket
Transfer to LTD. Reserve	0	48,195	7,868	7,868	0%	
Sub-Total	\$17,683	\$187,974	\$34,382	\$20,362	9%	
TOTAL EXPENSES	\$845,303	\$3,690,895	\$774,128	(\$67,512)	23%	

1st QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

REVENUES	2021 1st QTR	2021 ANNUAL BUD	2020 1st QTR	Q1 2021 Vs Q1 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
Municipal Grant	\$871,856	\$3,487,422	\$866,356	\$5,500	25%	Higher grant in 2021
Provincial Grant	0	64,401	0	0	0%	Fewer fee based programs in 2021 due to COVID-19 restrictions
Program Fees	32	29,752	3,142	(3,110)	0%	
Photocopier/Microfilm Receipts	140	10,000	2,999	(2,858)	1%	
Room Rentals	0	37,750	9,621	(9,621)	0%	Room rentals discontinued starting mid March 2020 to present due to COVID-19
Coffee Supplies Recovered	0	1,000	242	(242)	0%	Fines have been waived during COVID-19, fine collection in 2021 relates to fines pre COVID-19
Fines	606	38,070	5,331	(4,725)	2%	
Sundry Receipts	457	19,200	1,955	(1,498)	2%	
Non-Resident Fees	90	300	90	0	30%	
Donations Received	11	3,000	759	(748)	0%	
Gain/Loss on Disposal	0	0	4	(4)		
TOTAL REVENUES	\$873,191	\$3,690,895	\$890,496	(\$17,305)	24%	
SURPLUS/(DEFICIT) CURRENT	\$27,888	\$0	\$116,368	(\$84,817)		



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Library Board Report

To: Newmarket Public Library Board
From: Linda Peppiatt, Acting C.E.O.
Date: April 21, 2021

RE: **Dr. Seuss books of concern**

Background:

On March 2, 2021, Dr. Seuss Enterprises announced: “Dr. Seuss Enterprises, working with a panel of experts, including educators, reviewed our catalog of titles and made the decision last year to cease publication and licensing of the following titles: *And to Think That I Saw It on Mulberry Street*, *If I Ran the Zoo*, *McElligot’s Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!*, and *The Cat’s Quizzer*. These books portray people in ways that are hurtful and wrong.

Ceasing sales of these books is only part of our commitment and our broader plan to ensure Dr. Seuss Enterprises’s catalog represents and supports all communities and families.”

On March 26, 2021, Newmarket Today ran an article titled “Controversial Dr. Seuss books likely to remain on shelves at Newmarket library” which prompted some comments from the public indicating their opinions on whether the library should remove or keep the titles.

I had advised the reporter that the children’s library staff were considering options on how to handle the books and that our decision would be guided by the library’s collection development policy. After that, we made a temporary decision to move the books to the Parenting Collection.

Actions:

The library leadership team met with the Head of Children’s to discuss next steps and consider a review the of Collection Development Policy. The Manager, Public Services and Head of Children’s suggested some updates to the policy could include creating a diverse collection, updating the former Canadian Library Association (CLA) statement on intellectual freedom to reflect the Canadian Federation of Libraries Associations (CFLA-FCAB) Statement on Intellectual Freedom and Libraries and Position Statement on Diversity and Inclusion, and update to the reconsideration form.

The Acting CEO researched what other libraries are doing. Some are leaving the items on the shelves, some are leaving them on the shelves with a disclaimer type note, some are pulling them, and many are still conducting a review.

The Acting CEO and the Head of Children's Services had a very productive and informative meeting with Lillian Michiko Blakey. She has considerable experience with consulting on the subject matter and has consulted with the education sector on teaching to inform students about diversity and racial issues. She shared her opinion that the wording and tone that the Aurora Public Library used is appropriate for a disclaimer type sticker on the books of concern. Our Head of Children's Services and Manager, Public Services agree.

Discussion:

Options for the titles of concern:

- Remove the titles from the collection – consider “cancel culture’, censorship, intellectual freedom, equity, diversity, historical value and teaching moments
- Move titles to another section – consider shelving space and shifting to accommodate if/when additional books are identified as concerns
- Leave on the shelf without a note – consider sensitivity to the community
- Leave on the shelf with a note – consider wording, potential exponential growth as more books are challenged, and contravention of our current Collection Development Policy which states “The Library shall not label or classify materials in order to indicate the bias or point of view of item contents, nor shall it attempt to expurgate information contained in selected items.”

Aurora Public Library wording:

“On March 2, 2021, Seuss Enterprises announced they will stop publishing six titles, including this one, because they include harmful racial stereotypes.

Aurora Public Library supports the intellectual freedom of the individual. Choice in reading material for children is the sole decision of their legal parent or guardian.

If you would like suggestions on reading material that address the issues of social justice, anti-racism, diversity and inclusion, please visit our catalog at aurora.bibliocommons.com for staff-selected reading lists, or speak with one of our information staff for more assistance.”

- Other – Library Board suggestions

Conclusion:

The following motion is recommended:

THAT the Library Board receive the report on Dr. Seuss books of concern;

AND THAT the Library Board provide direction to the Acting CEO on suggested options



Newmarket Public Library – Action Tracking List

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> Board to consider policies according to policy review schedule Revise Governance Policy to comply with new Code of Conduct and integrity investigations rules Revise section on Gifts Approve full revised Governance Policy 	Ongoing <ul style="list-style-type: none"> April 2019 Code of conduct and investigations sections revised except for section on Gifts May 15, 2019 Board approved revisions to Gifts section Full revised version of Governance document approved November 18, 2020
2-13	Ongoing	C.E.O. Annual Performance Review (anniversary date May 1)	Library Board Chair and Vice Chair to prepare and report to Board	Next review due May 2021 Update when new CEO has been hired.
1-15	TBD	Annual Report to the Community	<ul style="list-style-type: none"> Produce reports at the end of each anniversary year of a current Strategic Plan 	Last report completed October 2017; date for next report to be set once a new Strategic Plan is in place
2-15	TBD	Library facility and service delivery options	<ul style="list-style-type: none"> Motion 16.09.144 “And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if 	<ul style="list-style-type: none"> Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
2.15 cont.			<p>and when Council indicates its willingness to support it”</p> <ul style="list-style-type: none"> • Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter of 2019” Board to reconsider study 	<ul style="list-style-type: none"> • Council declined to include a study in its Strategic Priorities for 2019-2023 • CEO to work with ToN staff on a joint effort to doing a facility study (Motion 19-05-32)
1-19	June 2019	2020 budget	<ul style="list-style-type: none"> • Draft budget request to be presented to board for approval 	<p>Completed</p> <ul style="list-style-type: none"> • To Board for approval September 18, 2019 • Approved for submission September 18, 2019
2-19	TBD	Collective Agreements (2019-)	<ul style="list-style-type: none"> • Updates and discussions as negotiations progress • Board to ratify agreement when negotiated 	<p>Completed</p> <ul style="list-style-type: none"> • Board briefed March 2019 • Negotiations began April 2018 • Library Board and Union ratified as of August 19, 2019
8-15	TBD	Strategic planning	<ul style="list-style-type: none"> • Include a long-term strategy related to fines at future strategic planning (motion 19-10-66) • Consider diverse Board member recruitment in future strategic planning (motion 19-11-71) • Report to Board March 18, 2020 with planning options (motion 20-02-98) 	<ul style="list-style-type: none"> • Current plan ended 2016. Previous board moved to update actions only but this not completed. • Planning options report delayed due to COVID; report now due Nov 2020 with target of Jan 2020 to secure quotes; may include

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
8-15 cont.				consideration of alternative service delivery options November 18, 2020: <ul style="list-style-type: none"> Board approved to proceed with a release of a request for quotation for a Strategic Planning Consultant RFQ released with a submission deadline of March 31, 2021
3-19	May 2019	Library Board orientation	<ul style="list-style-type: none"> Leadership by Design presentations to be held at first 3 board meetings N6 Library Board orientation session May 11 	Completed Part 1 and 2 completed – April 17, 2019 <ul style="list-style-type: none"> 3 Board members attended N6 Orientation session May 11 Deemed complete for 2018-2022 Board term
4-19	May 2019	Library Operational Efficiencies Review - updated April, 2021	<ul style="list-style-type: none"> CEO to report to Board on SLA with Corporate Communications, and any implications on existing Public Relations Policy 	<ul style="list-style-type: none"> Oct. 2019 Board authorized one-year pilot Information Technology Joint Steering Committee; to review by Oct. 2020 Feb. 2020 Board authorized one-year pilot Service level Agreement with Town of Newmarket Recreation and Culture/Marketing and Sponsorship; to review by Feb. 2021 Implemented organizational structure changes, October, 2020

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				<ul style="list-style-type: none"> Marketing & Communications Coordinator secondment extended for 1 year due to COVID-19 Information Technology Joint Steering Committee continues. Finalizing of the agreement delayed until Library CEO and IT Town Director Leaders are in place
5-19	TBD	Library Advocacy	<ul style="list-style-type: none"> CEO to bring Library Advocacy items to Board for endorsement outside of election campaigns as coordinated by library associations. 	
6-19	October 2020	Inclusion and Diversity	<ul style="list-style-type: none"> CEO to report back to Board if Board input and review are needed 	<p>Completed</p> <ul style="list-style-type: none"> Policy considerations on inclusion and anti-discrimination being reviewed with Town to bring back to Board Inclusion and Anti Discrimination Policy approved October 21, 2020
7-19	October 2020	Security Guard Pilot	<ul style="list-style-type: none"> Review pilot after completion 	<ul style="list-style-type: none"> Pilot concluded Oct 2020 Further consideration if and when the need arises as COVID-era restrictions are relaxed

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
1-20	Ongoing	Re-opening and recovery progress	<ul style="list-style-type: none"> Review library re-opening and recovery progress including ongoing and future revisions to fines structure 	<ul style="list-style-type: none"> Update reports presented June 2020, September, 2020, November, 2020