



Newmarket Public Library Board Agenda

Date: September 15, 2021
Time: 5:30 PM
Location: Electronic VIA ZOOM
See How to Login Guide

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1. Call to Order	
2. Adoption of Agenda Items	
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2.2. Adoption of the Closed Session Agenda	
2.3. Adoption of the Consent Agenda Items	
3. Declarations	
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8.	Closed Session (If required)	
9.	Dates of Future Meetings	
	The next regular Board meeting is scheduled for Wednesday, October 20, 2021 at 5:30 pm. Location electronic via Zoom	
10.	Adjournment	



Newmarket Public Library Board

Minutes

Date: Wednesday, June 16, 2021

Time: 5:30 PM

Location: Electronic VIA ZOOM

Members Present: Darcy McNeill, Chair
 Jane Twinney, Vice Chair (joined at 6:00 pm)
 Kelly Broome (joined at 6:00 pm)
 Darryl Gray
 Leslee Mason
 Art Weis
 Victor Woodhouse (joined at 6:00 pm)

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 video interface

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

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

One item was added under Business Arising and one item was added under New Business.

Motion 21-06-199

Moved by Darryl Gray

Seconded by Leslee Mason

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 Wednesday, May 19, 2021
- 4.2 Strategic Operations Report for May, 2021
- 4.3 Newmarket Public Library Bank Account - Fund Transfer

Motion 21-06-200

Moved by Art Weis

Seconded by Darryl Gray

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

Carried

5. Reports

- 5.1 2020 Draft Audited Financial Statements

The Library Board reviewed the draft Audited Financial Statements for 2020 completed by Deloitte LLP.

Motion 21-06-201

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board approve the draft 2020 Audited Financial Statements as presented.

Carried

6. Business Arising

- 6.1 2022 Capital Budget Update

The 2022 Capital Budget request approved by the Board at the May 19, 2021 Board meeting was presented to the Library Board with revised cost

estimates. Working in collaboration with the Town of Newmarket Public Works Department, the proposed capital projects will be funded through the Public Works Asset Replacement Fund. (ARF).

Motion 21-06-202

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board approve the revisions to the 2022 Capital Budget request for submission to the Town of Newmarket.

Carried

6.2 2022 Draft Operating Budget

The 2022 Draft Operation Budget request was reviewed by the Board. The proposed increase to the Operating budget is within the guidelines set by the Town of Newmarket.

Motion 21-06-203

Moved by Darryl Gray

Seconded by Leslee Mason

That the Library Board approve the 2022 Operating Budget request for submission to the Town of Newmarket.

Carried

6.3 Strategic Planning Update

The first start up meeting has been held with the Strategic Planning Consultants. A Steering Committee of Library Board and Staff members is to be appointed.

6.4 Dr. Seuss Books - Update

The Library is continuing to consult with community members regarding materials of concern. More information will be coming from Library Associations as they review this type of material.

6.5 Library Board Action List

The Library Board reviewed and updated the Action List.

Motion 21-06-204**Moved by** Kelly Broome**Seconded by** Art Weis**That** the Library Board receive the Action List as amended.**Carried****7. New Business****7.1 Indigenous Land Acknowledgement**

The Library Board agreed that it will adopt the practice of beginning Library Board meetings with a Land Acknowledgement of the indigenous peoples to whom the land belongs.

Motion 21-06-205**Moved by** Jane Twinney**Seconded by** Kelly Broome**That** the Library Board will adopt the practice of beginning Library Board meetings with a Land Acknowledgment of Indigenous Peoples.**Carried****8. Closed Session (If required)****8.1 Labour Relations or employee negotiations, per section 16.1.4.(d) of the Public Libraries Act, R.S.O. 1990, Chapter P.44****Motion 21-06-206****Moved by** Kelly Broome**Seconded by** Victor Woodhouse**That** the Library Board move into a Closed Session at 6:14 pm for Labour relations or employee negotiations, per section 16.1.4 (d) of the Public Libraries Act, R.S.O. 1990, Chapter P.44**Carried****Motion 21-06-207****Moved by** Jane Twinney**Seconded by** Leslee Mason**That** the Library Board move out of Closed Session at 6:30 pm

Carried

Motion 21-06-208

Moved by Kelly Broome

Seconded by Jane Twinney

That the Library Board receive the update on the next steps for the recruitment of the CEO;

And That the Acting CEO contract be extended to July 23, 2021.

Carried

9. Dates of Future Meetings

The next Regular Library Board meeting is scheduled for Wednesday, September 15, 2021 at 5:30 pm. Meeting to be held electronic via Zoom.

10. Adjournment

Motion 21-06-209

Moved by Kelly Broome

Seconded by Victor Woodhouse

That there being no further business, the meeting adjourn at 6:32 pm.

Carried

Darcy McNeill, Chair

Linda Peppiatt, Acting CEO
Secretary/Treasurer



Newmarket Public Library Board Minutes

Date: Monday, July 12, 2021
 Time: 5:30 PM
 Location: Electronic VIA ZOOM

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

Members Absent: Benjamin Shaw, Manager, Library Operations

Staff Present: Linda Peppiatt, Acting CEO
 Lianne Bond, Administrative Coordinator

1. **Special Closed Session Meeting - Open Session**

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

2. **Adoption of the Closed Session Agenda**

The Chair asked if there were any additions to the Closed Session agenda.

Motion 2021-07-210

Moved by Kelly Broome

Seconded by Victor Woodhouse

That the Closed Session agenda be adopted as presented

Carried

3. **Declarations**

None were declared.

4. **Closed Session**

- 4.1 Personal matters about an identifiable individual per section 16.1.4 (b) of the Public Libraries Act, R.S.O. 1990 Chapter P. 44

Motion 2021-07-211

Moved by Kelly Broome

Seconded by Darryl Gray

That the Library Board move into Closed Session at 5:37 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 21-07-212

Moved by Darryl Gray

Seconded by Art Weis

That the Library Board move out of Closed Session at 5:55 pm

Carried

Motion 21-07-213

Motions Arising from Closed Session:

Moved by Kelly Broome

Seconded by Darcy McNeill

That the Library Board approve the enactment of By-law 2021-01 to appoint the Chief Executive Officer and Secretary/Treasurer of the Newmarket Public Library Board.

Carried

Motion 2021-07-214**Moved by** Victor Woodhouse**Seconded by** Art Weis**That** the Library Board extend the Acting CEO contract to August 6, 2021;**And That** the Library Board delegate the decision to the CEO if a further extension of the Acting CEO contract is required to facilitate the transition of the new CEO.**Carried****5. Adjournment****Motion 2021-07-215****Moved by** Victor Woodhouse**Seconded by** Kelly Broome**That** there being no further business, the Library Board adjourn at 6:00 pm.**Carried**

 Darcy McNeill, Chair

 Linda Peppiatt, Acting CEO
 Secretary/Treasurer



Strategic Operations Report: June, July & August 2021

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Developed partnerships with health-focused organizations: CHATS, Southlake, Memories Plus Group and Healthy Living Now. Organized 4 health-related programs in the small-group format series as well as single workshop style. Feedback from the health programs already delivered has been resoundingly positive 	<ul style="list-style-type: none"> Hosted the Superstars Storytellers Summer Series as part of the Durham -York Region Program Committee initiative. Hosted 4 author events. An estimated total of 1270 people attended the four author events New Overdrive users: June- 74, July- 65 and August- 85 New Hoopla users: June- 41, July- 54 and August- 56 Kanopy: June- 410 plays and 2441 site visits; July- 434 plays and 2,495 site visits; August – 402 plays and 2,235 site visits 	<ul style="list-style-type: none"> Contributed library content to the Town's HomeSweetHome webpage and the Seniors Centre newsletter Developed partnership with <i>Contact North</i>, a distance education network which helps people navigate all educational options in order to find the most suitable programs. Contact North will have a table in the Library in Oct and Nov Met with invited community members to gather input on Dr. Seuss books and related issues
Spaces		<ul style="list-style-type: none"> READSquared App was employed to administer an online Summer Reading Club All summer programs continued in the virtual environment 	<p>Opened the Library to the public with limited hours starting July 6, 2021 as per Public Health Guidelines</p> <p>Instituted a regular shelf reading plan for all Library Assistants and Pages to keep the shelves neat and presentable to the public</p> <p>Internet stations were prepared for redeployment for September opening</p>

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Positioning		<ul style="list-style-type: none"> • TD Summer Reading Club 2021 promotion (online): <ul style="list-style-type: none"> - Social Media 2,158 people reached 349 engagements • Teen Summer Reading Club 2021 promotion (online): <ul style="list-style-type: none"> - Social Media 1,686 people reached 111 engagements - Designed graphics for the library's webpage • Registration day reminder post for the above 1,316 people reached 96 engagements 	<ul style="list-style-type: none"> • Procured free prize giveaways for SRC from McDonald's, CeDe Candy (Rockets), Saunders Books and Scholastic (June) • Collaborated with Town on CatchCorner, a room booking software to promote our meeting room spaces in more places and to centralize room booking in the Town
Resources		<ul style="list-style-type: none"> • Manager, Library Services organized the purchase of Overdrive magazines • Generated content for and facilitated the TD Summer Reading Program through READsquared. • 218 children and teens registered in the TD Summer Reading Club on READsquared 	<ul style="list-style-type: none"> •
Organization & Operations	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Staff have been working to create a display for <i>Truth and Reconciliation Day</i> in September. All resources are ready to go; the display will be put in the public space on Tuesday Sept 21 and removed on Friday Oct 1

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	24,443	23,784	23,913						
Residents	21,947	21,803	21,671	21,491	20,899	20,994						
Non-Residents	3,034	3,023	2,995	2,952	2,885	2,919						

New and Renewed Library Cards

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	170	106	145	110	114	138							783
New non-resident	54	33	33	22	35	30							207
Renewed membership	521	243	324	232	277	320							1,917

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	16,299	13,544	15,157	14,630	14,098	14,694							88,422
# of PAC Account Logins	8,956	8,184	8,486	8,492	8,269	12,817							55,204
Room Rentals	No rentals due to COVID-19												-
Room Rental Hours													-

Programs

5 Year Trend - January-June

# of Programs Held	2017	2018	2019	2020	2021
Adult	150	173	147	71	182
Children's	723	508	506	208	223
Total Programs	873	681	653	279	405

Program Attendance	2017	2018	2019	2020	2021
Adult	1,305	2,752	2,079	1,231	949
Children's	7,200	7,376	4,987	2,437	1,255
Total Attendance	8,505	10,128	7,066	3,668	2,204

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	3,012	3,120	2,979							17,810
eBooks + eMagazines	7,244	6,315	6,707	6,439	6,624	6,263							39,592
eMusic	2,238	2,164	3,145	2,559	2,636	2,440							15,182
eVideo	1,053	1,097	797	914	870	763							5,494
Books + Magazines	12,504	11,573	12,981	12,169	11,737	11,455							72,419
Audio (Books + Music)	225	170	175	166	161	149							1,046
Movies + Video Games	842	699	744	741	645	618							4,289
Kits	17	23	17	21	27	21							126
Lendery	2	2	3	13	22	40							82
Laptop	43	22	30	27	25	30							177
Total Borrowing	27,068	24,709	27,754	26,061	26,011	25,299							156,902
% Physical	50%	51%	50%	50%	49%	49%							53%
% Virtual	50%	49%	50%	50%	51%	51%							47%

Database Usage

Adult Subscriptions	8,509	13,774	9,731	8,998	6,857	4,961							52,830
Children's Subscriptions	461	284	485	183	172	181							1,766
Total Database Usage	8,970	14,058	10,216	9,181	7,029	5,142							54,596

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



438 Park Avenue
Newmarket, Ontario L3Y 1W1

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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami, CEO
Date: September 15, 2021
RE: 2nd Quarter Financial Statement

Background:

The attached financial statement, which includes activity up to the end of June 2021, shows the Library in a deficit position. This is due to timing of purchases and lower revenues due to the impact of COVID-19 restrictions. It is expected that third quarter financial results will be on target with no significant issues to report that might affect our ability to meet budget for 2021.

Conclusion

The following motion is recommended:

That the Library Board receive the 2nd Quarter Financial Statement as presented

NEWMARKET PUBLIC LIBRARY**2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual**

07-09-2021

EXPENSES	2021 2nd QTR	2021 ANNUAL BUD	2020 2nd QTR	Q2 2021 Vs Q2 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
<u>MATERIALS</u>						
Books	\$51,779	\$153,864	\$24,497	(\$27,282)	34%	Timing of purchases
Reference Materials	2,675	10,800	962	(1,713)	25%	
Magazines & Newspapers	9,679	11,100	6,238	(3,441)	87%	Timing of prepaid reversals in 2020
Electronic Materials and Subscriptions	123,158	179,530	111,114	(12,044)	69%	Timing of purchases and higher budget allocation in 2021
Talking Books	3,032	9,100	1,642	(1,390)	33%	
Compact Sound Discs	0	100	0	0	0%	
DVD/Console Games	3,593	18,000	3,160	(433)	20%	
Book Binding and Materials Processing	26,385	30,843	25,364	(1,022)	86%	
Sub-Total	\$220,302	\$413,337	\$172,977	(\$47,325)	53%	
<u>FACILITIES AND EQUIPMENT</u>						
Caretakers' Contract	\$16,120	\$48,000	\$10,397	(\$5,723)	34%	Less cleaning in 2020 due to COVID-19 full closure
Caretakers' Supplies	927	4,393	712	(214)	21%	
Equipment-Repairs/Maintenance Contracts	71,795	90,007	36,569	(35,225)	80%	Timing of Prepaid reversals in 2020
Building-Repairs/Maintenance Contracts	12,449	27,400	10,790	(1,658)	45%	
Sub-Total	\$101,290	\$169,800	\$58,469	(\$42,821)	60%	
<u>CAPITAL</u>						
Minor Capital	\$0	\$5,656	\$3,685	\$3,685	0%	Timing of purchases
Asset Replacement Fund	111,775	223,550	111,775	0	50%	
Sub-Total	\$111,775	\$229,206	\$115,460	\$3,685	49%	
<u>UTILITIES</u>						
Hydro	\$35,993	\$86,000	\$31,991	(\$4,003)	42%	Additional month's charge in 2021
Heat	11,068	11,000	6,438	(4,631)	101%	Higher usage in 2021
Water	1,883	4,000	1,525	(358)	47%	
Sub-Total	\$48,945	\$101,000	\$39,953	(\$8,991)	48%	
<u>ADMINISTRATION - Salaries, Wages & Benefits</u>						
Salaries and Wages	\$1,011,693	\$2,130,727	\$928,920	(\$82,773)	47%	MA & step increases in 2021; fewer PT hours in 2020 due to COVID-19; reversal of vacation accruals in 2020
Employee Benefits *	207,447	444,000	193,563	(13,885)	47%	ASO - timing of usage
Inter-Depart Human Resources Cost	7,425	14,851	7,425	0	50%	
Sub-Total	\$1,226,566	\$2,589,578	\$1,129,908	(\$96,658)	47%	
<u>ADMINISTRATION - General</u>						
Stationery and Office Supplies	\$223	\$2,780	\$481	\$258	8%	
Photocopier/Microfilm Lease & Supplies	1,443	3,000	1,474	31	48%	
Emergency Mgmt. Materials	2,854	0	13,710	10,856		Timing of needs
Health and Safety	1,089	2,400	382	(707)	45%	
Program and Project Costs	7,813	26,159	2,521	229	30%	
Coffee Supplies	0	1,000	235	235	0%	
Circulation and Processing Supplies	3,033	14,300	919	(2,114)	21%	
Miscellaneous Expense	146	4,725	219	73	3%	
Telephone and Internet	2,208	5,440	1,997	(211)	41%	
Audit Legal and Finance	0	4,000	0	0	0%	

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

07-09-2021

<u>EXPENSES</u>	2021 2nd QTR	2021 ANNUAL BUD	2020 2nd QTR	Q2 2021 Vs Q2 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
ADMINISTRATION - General Continued						
Consulting Fees	\$16,960	\$4,400	\$666	(\$16,295)	385%	Consultant for recruiting CEO
Postage and Freight	2,946	8,275	2,348	(598)	36%	
Advertising	3,101	17,700	6,201	3,100	18%	Lower promotional and event costs due to COVID-19 in 2021; Timing of COVID-19 in 2020
Education and Training	2,715	11,400	4,884	2,169	24%	
Services & Rents	207	0	1,955	1,748		
Copyright fees	509	500	509	0	102%	
Other Fees	0	600	336	336	0%	Timing of the reversal of prepaids in 2020; Additional subscription in 2021
Travel Expense	0	6,800	1,486	1,486	0%	
Memberships and Subscriptions	10,599	10,895	1,091	(9,508)	97%	Timing of transfers
Conference/Seminar Fees & Expenses	4,919	12,405	6,638	1,719	40%	
Bank Charges	602	3,000	851	249	20%	
Transfer to LTD. Reserve	15,809	48,195	19,815	4,006	33%	
Sub-Total	\$77,175	\$187,974	\$68,717	(\$2,937)	41%	
TOTAL EXPENSES	\$1,786,053	\$3,690,895	\$1,585,484	(\$195,048)	48%	

2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

<u>REVENUES</u>	2021 2nd QTR	2021 ANNUAL BUD	2020 2nd QTR	Q2 2021 Vs Q2 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
Municipal Grant	\$1,743,711	\$3,487,422	\$1,732,711	\$11,000	50%	Higher grant in 2021
Provincial Grant	0	64,401	0	0	0%	
Program Fees	168	29,752	2,258	(2,090)	1%	Room rentals discontinued starting mid March 2020 to present due to COVID-19
Photocopier/Microfilm Receipts	379	10,000	2,999	(2,620)	4%	
Room Rentals	0	37,750	7,996	(7,996)	0%	
Coffee Supplies Recovered	0	1,000	279	(279)	0%	All fines have been waived during COVID-19, fine collection in 2021 relates to fines pre Covid-19
Fines	969	38,070	5,416	(4,447)	3%	
Sundry Receipts	779	19,200	1,955	(1,176)	4%	
Non-Resident Fees	90	300	90	0	30%	
Donations Received	445	3,000	762	(317)	15%	
Gain/Loss on Disposal	0	0	4	(4)		
TOTAL REVENUES	\$1,746,540	\$3,690,895	\$1,754,469	(\$7,929)	47%	
SURPLUS/(DEFICIT) CURRENT	(\$39,513)	\$0	\$168,985	(\$202,977)		



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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami, CEO
Date: September 15, 2021
RE: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation:

The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the amount of \$20,718.62 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



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Library Board Report

To: Newmarket Public Library Board

From: Tracy Munusami, CEO

Date: September 15, 2021

RE: Health and Safety Policies

Background

Legislation requires that the Library reviews annually its Health and Safety policy and policies on Workplace Violence and Workplace Harassment.

Conclusion

No changes are recommended to these policies, which accompany this report.

The following motions are recommended:

THAT the Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.



For Renewal
Newmarket Public Library
Health and Safety Policy

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks
2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.
3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.
4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

Darcy McNeil, Chair
 Newmarket Public Library Board

Tracy Munusami, CEO
 Newmarket Public Library



For Renewal
Workplace Harassment Policy

The management of the Newmarket Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Sources of workplace harassment could be:

- Type I: External perpetrator
- Type II: Client/Customer
- Type III: Employee to employee (including where the alleged harasser is the supervisor or employer)
- Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. Workplace harassment also includes sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in each service area. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers'

privacy, to the extent possible. The complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal options available.

This Policy shall be reviewed annually by the Library Board.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.



For Renewal
Workplace Violence Policy

The management of the Newmarket Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

- a) **The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- b) **An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,**
- c) **A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker**

Types of workplace violence are:

- Type I: External perpetrator (thefts, vandalism, assaults by a person with no relationship to the workplace)
- Type II: Client/Customer (physical or verbal assault of an employee by a client/or customer)
- Type III: Employee to employee (physical or verbal assault from an employee or former employee)
- Type IV: Domestic violence (personal relationship)

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers and any person providing a service on behalf of the Library.

The Occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is available in a binder labelled *Workplace Violence and Harassment Policy and Procedures* in each service area.

Newmarket Public Library, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors must adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves. Supervisors must acquaint their staff with the *Workplace Violence and Harassment Policy and Procedures* binder.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

The Workplace Harassment Policy should be consulted regarding concerns about harassment in the workplace.



Draft Revision

Temporary policy: Face Coverings during COVID-19 Emergency

As per Ontario and York Region Public Health guidelines, all staff, visitors, and customers are required to wear a mask or face covering upon entering and remaining within Newmarket Public Library.

The Policy applies in any and all enclosed spaces of the Library which are open to the public and where customers interact with one another or staff members. It does not apply to outdoor areas of the Library premises such as the patio.

For the purpose of this Policy, a “Face Covering” means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose. It does not include a clear plastic shield worn loosely over the face, although this may be worn in conjunction with a mask if the person prefers.

Library staff shall use their best efforts to prevent anyone from entering the premises if the person is not wearing a Face Covering. If a person enters the premises without a Face Covering, they shall be advised of this requirement. They shall also be advised to use hand sanitizer before entering the premises, and reminded of the need to maintain a distance of 2 meters (6 feet) from any other person.

If a person refuses to wear a Face Covering and insists on entering the premises, staff are not to physically prevent them from doing so nor take any action other than educating the person on the requirement. However, if the person’s behaviour poses a threat to the safety of staff and users, staff may refuse service and issue a verbal Notice of Exclusion from the library.

If anyone states that they cannot wear a Face Covering due to an exemption recognized by York Region Public Health, staff shall accept their explanation and not require them to explain further or require proof.

If anyone in the premises removes their Face Covering for an extended period, staff shall remind them that the Face Covering should be worn, and if the person refuses, may follow the Exclusion procedure.

This policy has been revised in compliance with the amended order O. Reg 364/20.

Approved by the Newmarket Public Library Board Executive July 15, 2020. To be confirmed by Board motion at the September 16, 2020 full Board meeting.

Revision approved: November 18, 2020



Revised Draft

Collection Development Policy

Purpose

This policy has been created:

- To outline the authority, principles and criteria upon which selection decisions are made for library collections;
- To define Library users' rights and responsibilities as it pertains to use of Library collections; and
- To provide a process for public input.

This policy does not pertain to Internet use (see Public Computer and Internet Use Policy) nor to the rules of borrowing library materials (see Membership Policy).

Authority:

While overall responsibility for library collections rests with the Newmarket Public Library Board, the responsibility for selection and maintenance of library materials is given to the Chief Executive Officer (CEO). The CEO. may choose to delegate these responsibilities to qualified staff and/or to contract selection to outside agencies, subject to monitoring by staff.

Library staff may use multiple tools to select materials and are not responsible for reading or reviewing items individually. The presence of any material in the Library does not indicate endorsement of its content by the Library Board, or Library staff.

Guiding Principles:

The development of collections for the Newmarket Public Library ("the Library") supports the Canadian Federation of Library Associations Statement on Intellectual Freedom (<https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>) and Libraries and Ontario Library Association's Statement on Intellectual Freedom and Intellectual Rights of the Individual (https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf).

The collection is an unbiased and diverse source of information representing as many viewpoints as possible and is developed to be proactively inclusive and strives to broadly and equitably represent the community it serves in all its diversity.

The Library also supports the Ontario Library Association's Position on Children's Rights in the Public Library (<https://accessola.com/wp-content/uploads/2020/08/1998-OLAChildrensRightsLibrary.pdf>). Accordingly, the Library develops collections that are accessible to and specifically meet the needs of children.

The Library Board shall not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or Ontario.

The Library's collection shall:

- respond to the educational, cultural, leisure and other information needs of the community;
- provide materials through which inquiring minds may discover a variety of viewpoints;
- reflect diversity in culture, language, faith, ethnicity, gender and sexual identity/orientation;
- provide material equitably to all age groups, people from all socio-economic statuses and for persons of different educational backgrounds and abilities.

Selection criteria:

Materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users;
- Comments of reviewers, critics, and bestseller lists;
- Strengths and weaknesses of the existing collection
- Timeliness and accuracy of the information;
- Reputation and authority of the author and publisher;
- Purchase price and other budgetary considerations;
- Contribution to balance of treatment of a controversial subject;
- Contemporary significance or permanent value;
- Suitability and quality of physical form, layout and construction;
- Space requirements;
- Availability of materials through other libraries in the area;
- Demand in the community, either anticipated or demonstrated;
- Artistic merit;
- Technical and production qualities;
- For digital material, the following may also apply:
- Ease of access
 - Copyright restrictions
 - Extensiveness of content
 - Software compatibility

Selection criteria apply to all physical and digital material collected by the Library, whether purchased, leased or donated. An item does not have to meet all of the criteria in order to be acceptable.

Other considerations include:

- Multiple copies may be acquired when demand and budget permit.
- Special attention shall be given to materials about Canada and by Canadian authors, as well as about the local community and by local authors.

- The Library may acquire textbook format material only if it is useful to the general user or if there is otherwise a shortage of information on a topic in demand.
- New formats shall be carefully considered according to budget considerations, community needs, the need for specialized equipment, and the impact on existing resources.
- The Library shall not knowingly collect material that promotes hatred or discrimination, as defined by current Canadian legislation, against members of any particular group.
- Material in French shall be collected as demand and budget allow.
- Material in languages other than English and French may also be collected according to demand, budget, and availability.
- In accordance with the Access for Ontarians with Disabilities Act, access will be provided to materials in accessible formats and collected by the Library as demand and budget allow.

Deselection Criteria

Materials may be removed from the collection for the following reasons:

1. Demand is low, suggesting low relevance to the needs and interests of the community
2. Physical condition is poor
3. They are out of date, or superseded by either a new edition, or a better item on the subject
4. The information contained in the item is proven to be factually incorrect
5. The information may be obtained elsewhere, through interlibrary loan, reciprocal borrowing, or electronic form

Rights and responsibilities of library users:

Collection Access and Choice:

Except where prohibited by law, library users of all ages shall be entitled to equal borrowing privileges and access to Library materials. While Library staff may assist users in selecting library material, the prime responsibility for the choice of materials lies with the library user. Parents and legal guardians are responsible for monitoring and limiting the use of library materials for their children. No item shall be excluded from the collection solely because it may come into the possession of a child.

Borrowing of video materials shall be restricted to users aged 18 or older in the case where the material has been thus rated in accordance with a recognized industry or government system.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to maximize the widest possible use of materials by library users.

Copyright:

Audio-visual materials are loaned for home use only. Unless indicated otherwise, they may not be broadcast, transmitted, edited, copied, or presented at any event other than in a private

home, notwithstanding any exemptions granted by copyright legislation. The Library is not responsible for any copyright infringement committed by borrowers.

For copyright in print materials, please see the Photocopy Policy.

Liability:

The Library assumes no responsibility for damage to personal equipment incurred during playback of the Library's audio-visual media.

Public input:

The Library shall provide a forum for suggestions for the purchase of material from library users. All suggestions shall be considered in light of the selection criteria outlined in the policy. The Library shall welcome comments and opinions regarding the collection from all library users.

Reconsideration of Materials:

The Library is aware that some materials are controversial and may offend some library users, and recognizes the right of an individual or group to reject such material for personal use. The Library shall provide access to a formal Reconsideration process for users who object to specific Library material.

Library members who object to an item in the collection may place a formal request for reconsideration by filling out a Request for Reconsideration form. (see Appendix I). Upon receipt of the written reconsideration request, the Library shall conduct a review of the materials in question. The final decision shall be communicated to the originator of the complaint in writing following the completion of the review.

Donation of Library Materials

The Library accepts donations of books or any other materials in formats offered for loan or use by the Library. Such gifts are accepted on the understanding that the Library retains unconditional ownership of the items and may use or dispose of them as it sees fit. The Library is not responsible for ensuring the donor is aware of these conditions.

The Library reserves the right to refuse donations when the material is not deemed usable for the Library collection or for sale. This includes material in poor physical condition, in outdated formats, that is out of date or unsuited to the needs and interests of the community.

Materials that are not identified as belonging to a library or other lending institution that are deposited as library returns will be treated as donations unless claimed within two weeks. Materials placed elsewhere on Library property without staff permission will be treated as donations immediately; the Library reserves the right to invoke the Trespass to Property Act to enforce their removal by the donor, or to dispose of the materials immediately as waste.

Related policies:

Photocopy Policy

Donation Policy

Diversity and Inclusivity Policy

Collection Development Policy

Approved by the Library Board April 16, 2003

Draft for approval September 15, 2021

Appendix I**Request for Reconsideration of Library Materials Form****Complainant:**

Name _____ (please print)

Address _____

City _____ Postal Code _____

Telephone (____) _____

Complainant represents himself/herself _____ or an Organization _____

Name of organization _____

Address _____

Chief Officer or Chair _____

Material to be considered:

Author _____

Title _____

Publisher _____

Type of Material (book, video, DVD, Magazine, etc.) _____

Have you read/viewed this material in its entirety? _____

Please state your objections to this material. Be specific please, e.g. cite page references.

(Please use the bottom portion of the reverse side of this sheet if you require more room)

What reviews of this material have you consulted?

Is there anything good about this material?

What action do you recommend be taken on this material?

Signature: _____ Date: _____

Response

Selector's Signature _____ Date: _____

CEO Signature _____ Date: _____



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Library Board Report

To: Newmarket Public Library Board

From: Tracy Munusami, CEO

Date: September 15, 2021

RE: Indigenous Land Acknowledgement

Background:

At the Library Board meeting on June 16, 2021, the Board agreed to adopt the practice of beginning Library Board meetings with a Land Acknowledgement of Indigenous Peoples.

Conclusion:

That the following motion is recommended:

That the Library Board adopt the following Land Acknowledgment of Indigenous Peoples to begin Library Board meetings;

Ahneen, Biindigen - Hello, Welcome

We acknowledge that the Newmarket Public Library is located on the traditional territories of the Wendat, Haudeno-saunee, and the Anishinaabe peoples and the treaty land of the Williams Treaties First Nations and other Indigenous peoples whose presence here continues to this day. We thank them for sharing this land with us.

We also acknowledge the Chippewas of Georgina Island First Nation as our close neighbours and friends, and we work to ensure a cooperative and respectful relationship.

Miigwetch - Thank you



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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami, CEO
Date: September 15, 2021
Re: Dr. Seuss Report

Background

On May 19, 2021, the Board received the update on the Dr. Seuss books of concern. The library leadership team and Head of Children's Services consulted with community members to further investigate the issue of the books.

Through consultation with community members, and other libraries the library leadership team decided to:

- Remove the Dr. Seuss books of concern from the collection
- Update the Collections Policy to include a diversity and inclusion lens when growing and deselecting the collection
- Update the website to make the Reconsideration Requests Form more accessible to allow for better communication between customers and the Library
- Complete a diversity audit of parts of the collection by the end of 2022.

Conclusion

The following motion is recommended:

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

And That the Newmarket Public Library Board accept the policy changes to the Collections Policy



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 	<p>Completed</p> <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)	<ul style="list-style-type: none"> • Library Board Chair and Vice Chair to prepare and report to Board 	<p>Next review due May 2021</p> <p>Update when new CEO has been hired.</p>
1-15	Spring, 2022	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	December, 2021	Strategic planning - Updated June 16, 2021	<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) 	<p>November 18, 2020:</p> <ul style="list-style-type: none"> • May 19, 2021 Strategic Planning Services contract awarded • Start up meeting held June 4, 2021 • Steering Committee to be appointed

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
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 	<p>Completed</p> <p>Part 1 and 2 completed April 17, 2019</p> <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	<p>Library Operational Efficiencies Review - updated April, 2021</p> <p>Library Operational efficiency review cont.</p>	<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 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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				Town Director Leaders are in place
5-19	TBD	Library Advocacy	• 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	• CEO to report back to Board if Board input and review are needed	Completed • 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	• Review pilot after completion	• Pilot concluded Oct 2020 • Further consideration if and when the need arises as COVID-era restrictions are relaxed
1-20	Ongoing	Re-opening and recovery progress	• Review library re-opening and recovery progress including ongoing and future revisions to fines structure	• Update reports presented June 2020, September, 2020, November, 2020
1-21	June 30, 2021	CEO Recruitment	• CEO Selection Panel assigned to Library Board Chair, Vice Chair, One Library Board Director, Human Resources Director, Town of	Completed • RFP released February 12, 2021 for recruiting firm

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			Newmarket and Commissioner of Community Services, Town of Newmarket	<ul style="list-style-type: none"> March 17, 2021 Recruitment Firm selected CEO hired August 3, 2021



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Library Board Report

To: Newmarket Public Library Board

From: Tracy Munusami, CEO

Date: September 15, 2021

RE: **Canadian Library Workers Day and Ontario Public Library Week**

Background:

The Canadian Federation of Library Associations (CFLA) celebrates Canadian Library Month every year in October as a way to establish new relationships between the libraries and local communities. Throughout the month several related events are observed that include Canadian Library Workers Day on the third Friday of October and Ontario Public Library Week in collaboration with the Ontario Library Association (OLA).

Discussion:

National Library Workers Day will be held on October 15th 2021. This annual celebration is an opportunity for the Library to recognize the work and dedication staff have shown throughout the pandemic and to publicly share some of our achievements. This celebration also acts as a logical kick off for the larger Ontario Public Library Week (OPLW). OPLW runs from October 17th through October 23rd 2021 and will continue the theme of “One Card, One Million Possibilities.” OPLW is an opportunity for the Library to engage with stakeholders at all levels as well as to encourage residents to think of the library as a place of discovery, learning and growth.

In order to promote OPLW to a wider audience and to show our appreciation to staff, administration would like to request that the Town of Newmarket proclaims October 17th-23rd as Ontario Public Library Week. These proclamations are advertised in the Town’s section in the Newmarket Era, listed on the towns website (<https://www.newmarket.ca/TownGovernment/Pages/Proclamations,-Lighting-Requests-and-Community-Flags.aspx>) and communicated to the public through social media. These communication tools will provide an opportunity to share interesting facts that include:

Did you know? Newmarket Public Library has:

- over 225,000 books, audio books, movies, CDs and videogames available to borrow
- over 144,000 ebooks, eaudio books, streaming movies and music available 24 hours a day
- 61 pieces of public art on display in the Library
- over 80 tools, gadgets, games and equipment available to borrow
- makerhub with 3D printers, vinyl cutter, and digital die cutter

- a laptop and Wi-Fi hotspot lending program
- study and meeting spaces available to the community
- and more available with your Library Card!

Although the global pandemic has altered various services, Newmarket Public Library is fully operational while adhering to health and safety protocols. Since the start of the pandemic, the Library has:

- Hosted over 684 programs for children, teens and adults reaching over 5,872 people
- Loaned over 421,613 books, audio books, movies, music and videogames to our community
- Answered over 21,309 questions in person, over the phone or online
- Increased digital checkouts by nearly 100%
- Helped people access virtual school help, job search, research and recreation over 111,141 times
- Provided over 165,064 loans through curbside or contactless pickup
- and more!

Conclusion:

The following motion is recommended:

That the Library Board receive the report on the Canada Library Workers Day and Ontario Public Library Week;

And That the Library Board directs staff to request the Town of Newmarket proclaim October 17-23 as Ontario Public Library Week.