



Aurora Public Library Board
MEETING
Wednesday, April 16, 2025
7:00 p.m.

AGENDA

1. Adoption of Agenda
2. Declaration of Conflict of Interest
3. Minutes of:
 - .1 February 19, 2025 Meeting (enclosure)
4. Reports
 - .1 2025 Strategic Plan Goals and Objectives Report SR2025.08 (enclosure)
 - .2 First Quarter Operations Report SR2025.09 (enclosure)
 - .3 First Quarter Use Indicators Report SR2025.10 (enclosure)
 - .4 2024 Year End Financial Report SR2025.11 (enclosure)
5. Items for Consideration
 - .1 Closure of APL X Social Media Account Report SR2025.12 (enclosure)
 - .2 Non-union General Wage Increase Report SR2025.13 (enclosure)
 - .3 APLB Committee Terms of Reference Report SR2025.14 (enclosure)
 - .4 Non-Standard Procurement Report SR2025.15 (enclosure)
6. Library CEO Updates
 - .1 CEO Updates SR2025.16 (enclosure)
7. General Business Information/Questions
 - .1 APL Updates (enclosure)
8. Member Announcements
9. Date of Next Meeting: **Wednesday, May 21, 2025**
10. Adjournment

**** Please advise of any regrets for attendance by noon on April 16th, 2025 (mr@aurorapl.ca).**



Aurora Public Library Board

MINUTES of MEETING

Wednesday, February 19, 2025

The Aurora Public Library Board held its regular meeting on February 19, 2025 in the MA Room.

Present: Christina Choo-Hum, Lauren Hanna, Councillor Harold Kim, Adam Mobbs (Chair), Councillor Michael Thompson

Regrets: John Clement, Greg Smith

Chief Executive Officer: Jodi Marr (Acting)

Staff: Mario Baleno, IT Manager; Victoria Dillon, Manager, Collections and Access; Maida Rae, HR Coordinator/EA (recorder); Julie Rocca, Business Manager, Polly Ross-Tyrrell, Manager, Customer Opportunity

The Chair called the meeting to order at 7:03 p.m. Library CEO (Acting) Jodi Marr will serve as Chair until a Chair is elected.

1. Adoption of the Agenda

MOTION: **25.01.01**

THAT the agenda be approved

Moved by: L. Hanna

Seconded by: C. Choo-Hum

CARRIED

2. Election of the Library Board Executive 2025

The CEO acted as the meeting Chair for this item of business. The position of Chair and Vice-Chair to the Library Board were declared vacant and the position of OLS Trustee Representative was declared open.

MOTION: **25.01.02**

THAT Adam Mobbs be nominated for the position of Chair of the Library Board

Moved by: C. Choo-Hum

Seconded by: Councillor H. Kim

CARRIED

The meeting Chair called for further nominations. There being no further nominations, Adam Mobbs was acclaimed to the position of Chair.

Adam Mobbs assumed the Chair for the remainder of the meeting.

MOTION: **25.01.03**

Moved by: Councillor M. Thompson

Seconded by: Councillor H. Kim

CARRIED

THAT Lauren Hanna be nominated for position of Vice-Chair of the Library Board

The Chair called for further nominations. There being no further nominations, Lauren Hanna was acclaimed to the position of Vice-Chair.

3. Disclosure of Interest

4. Approval of Minutes:

.1 Regular meeting of December 11, 2024

MOTION: **25.01.04**

Moved by: C. Choo-Hum

Seconded by: L. Hanna

CARRIED

THAT the Minutes of the December 11, 2024 regular meeting be approved

5. Reports

.1 *APL 2024 Fourth Quarter Operations Draft Report SR2025.01*

A staff report was issued prior to the meeting.

MOTION: **25.01.05**

Moved by: Councillor H. Kim

Seconded by: Councillor M. Thompson

CARRIED

THAT the 2024 Fourth Quarter Operations Report to December 31, 2024 be received as information

.2 *Fourth Quarter Use Indicators Report SR2025.02*

A staff report was issued prior to the meeting.

MOTION: **25.01.06**

Moved by: Councillor H. Kim

Seconded by: Councillor M. Thompson

CARRIED

THAT the Aurora Public Library Board receives the Fourth Quarter Use Indicators DRAFT Report to December 31, 2024 as Information

.3 Sunday Service Hours Report SR2025.03

A staff report was issued prior to the meeting.

MOTION: **25.01.07**

Moved by: C. Choo-Hum

Seconded by: L. Hanna

CARRIED

THAT the Library Board approve the permanent addition of year round Sunday hours from 1 p.m. to 5 p.m., based on the success of the 2024 pilot project

.4 2025 Service and Holiday Hours Report SR2025.04

A staff report was issued prior to the meeting.

MOTION: **25.01.08**

Moved by: Councillor H. Kim

Seconded by: Councillor M. Thompson

CARRIED

THAT the 2025 Service and Holiday Hours Report be approved

.5 2024 Annual Health and Safety Report SR2025.05

A staff report was issued prior to the meeting.

MOTION: **25.01.09**

Moved by: C. Choo-Hum

Seconded by: L. Hanna

CARRIED

THAT the Annual Health and Safety Report for 2024 be received as information; and endorse the attached Aurora Public Library Board Health and Safety Policy statements

6. Items for Consideration

.1 Inclement Weather Policy Report SR2025.06

A staff report was issued prior to the meeting.

MOTION: **25.01.10**

Moved by: Councillor H. Kim

Seconded by: Councillor M. Thompson

CARRIED

THAT the Inclement Weather Policy Report be approved

.2 2025 Goals and Objectives SR2025.07

A staff report was issued prior to the meeting.

MOTION: **25.01.11**

Moved by: C. Choo-Hum

Seconded by: L. Hanna

CARRIED

THAT the Aurora Public Library 2025 Strategic Plan Goals and Objectives Report dated February 19, 2025 be deferred

.3 Sponsorship Opportunity Report SR2025.08

A staff report was issued prior to the meeting.

MOTION: **25.01.12`**
Moved by: C. Choo-Hum
Seconded by: L. Hanna
CARRIED

THAT the Sponsorship
Opportunity Report dated
February 19, 2025 be approved

7. Library CEO Updates

.1 CEO Updates

A staff report was provided prior to the meeting.

MOTION: **25.01.13**
Moved by: C. Choo-Hum
Seconded: L. Hanna
CARRIED

THAT the Library CEO Updates
be received as information

8. Resolution to Move Into Closed Session

.1 Labour relations or employee negotiations and personal matters about an identifiable individual

MOTION: **25.01.14**
Moved by: Councillor M. Thompson
Seconded by: Councillor H. Kim
CARRIED

THAT the Board move into Closed
Session to consider matters relating to
labour relations or employee
negotiations and personal matters
about an identifiable individual

At 8:01 p.m. the Board moved into Closed Session.

MOTION: **25.01.15**
Moved by: L. Hanna
Seconded by: C. Choo-Hum
CARRIED

THAT the Board return to Open
Session

At 9:07 p.m. the Board returned to Open Session.

9. Member Announcements

10. Date of Next Meeting

The next meeting is scheduled for Wednesday, April 16, 2025 at 7:00 p.m.

11. Adjournment

MOTION: **25.01.16**

Moved by: Councillor H. Kim

Seconded by: Councillor M. Thompson

CARRIED

THAT the meeting be adjourned
at 9:10 p.m.

A. Mobbs
Chair

J.Marr
Chief Executive Officer (Acting)



Aurora Public Library Board

REPORT

SR2025.08

SUBJECT: ***AURORA PUBLIC LIBRARY 2025 STRATEGIC PLAN GOALS AND OBJECTIVES REPORT***

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the *Aurora Public Library 2025 Strategic Plan Goals and Objectives Report* dated April 16, 2025 be approved.

BACKGROUND

This report was deferred at the February 19, 2025 APLB meeting. The Aurora Public Library 2025 Strategic Plan Goals and Objectives chart was developed by the Library's management team to track their progress in achieving identified goals and objectives. With a new Strategic Plan slated for development this year, additional goals may be added at a later date based on that updated planning document.

This chart will be reviewed regularly by the Library management team and shared quarterly with the Board to provide details of key accomplishments throughout the upcoming year.

ATTACHMENTS:

Aurora Public Library 2025 Strategic Plan Goals and Objectives

***Assisted by: Executive Leadership Team
Maida Rae, Human Resources Coordinator/EA***

*Jodi Marr
Chief Executive Officer*

AURORA PUBLIC LIBRARY 2025 GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
Strategic Direction 1. Build Community								
1.1 Expand Targeted Collections	Victoria	90%	Q1	Q1	Launch a collection of Hi-Lo and dyslexia friendly materials for the community to borrow. Add direct links to collections to the website for better access.	High Interest / Low Vocabulary (HiLo). Dyslexia – friendly. Add more titles and new content to these collections. Increase usage with direct links, and physical merchandising.	Carry Over from 2024	
1.2 Curriculum Collection	Victoria		Q1	Q4	Launch a collection of curriculum specific in-demand titles like the Great Gatsby, Catcher and the Rye, To Kill A Mockingbird, Textbooks, and Study aids like No Fear Shakespeare are available to the community to borrow.	Working with local highschool and elementary school teachers to determine need.		
1.3 Retail Opportunities	Julie				Assess the feasibility of selling APL branded goods and literary related items at the library.	Evaluate opportunity for potential revenue, and community demand. Balance operational logistics, and alignment with the library's mission, ensuring it enhances user experience.		
1.4 Town Square Integration	Jodi				Effective MOU and programming integration. Development of SLA. Continued integration of network. Improved efficiencies. Successful grand opening. Installation of book drop. Resolve deficiencies.	MOU needs to be revised to include additional ATS spaces. Book drop completed but outdoor branding is not complete. Deficiencies identified but still need to be fully addressed.	Carry Over from 2024	
1.8 Restart bookings for Colleen Abbott Gallery	Jodi/Polly	50%			Create a booking submission form for on the website and assign a committee to review and book ongoing shows.	Developed a new gallery mandate.	Carry Over from 2024	

AURORA PUBLIC LIBRARY 2025 GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
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Strategic Direction 2. Place of Possibilities								
2.1 Upgrade network hardware, servers, and software.	Mario		Q1	Q4	Enhance security, performance, and user experience. Improve system reliability, reduce downtime, and ensure a future-ready IT infrastructure.			
2.2 Discovery Passes Collection	Victoria		Q1	Q4	Launch a collection of museum, art gallery, and educational centre passes available to the community to borrow.	Possible passes (ROM / AGO / Black Creek Pioneer Village)		
2.3 Juvenile Collections (Launchpads / Phonics boxes / Vox books refresh)	Victoria		Q1	Q4	Launch a collection of digital launch pads and phonics books available to the community to borrow.	Playaway Products: Launch Pads are educational digital tablets for juvenile learners. Phonics boxes are a set of phonics books that are borrowed as a kit.		
2.4 Investigate Digitizing Local History Collection	Victoria	90%	Q1	Q1	Partner with Town of Aurora Museum and Archives to explore local history opportunities.	Inventory current collection Research human resource requirements.	Carry Over from 2024	
2.5 Introduce Satellite Collection	Jodi/Victoria/Mario	25%			Install a book kiosk in the SARC to improve service to Ward 4, 5 and 6.	RFP Developed Space at SARC secured	Carry Over from 2024	
2.6 Second Floor Entrance	Jodi/Victoria/Polly				Install a service point at the entrance on the second floor of the Library connecting with ATS.	Review traffic patterns.	Carry Over from 2024	

AURORA PUBLIC LIBRARY 2025 GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
2.7 Enhance Core Library Service through Readers' Advisory	Jodi/Polly	25%			Increase library staff's understanding and capacity for Readers' Advisory service by providing four additional genre-based RA and one children's specific RA training.	Create Niche academy modules based on current genre guides. Staff to attend NoveList and other training for RA service.	Carry Over from 2024	
2.8 Rebranding of Book Bike	Jodi	50%			Increase APL visibility and branding. Improve ad utilize existing resource.	Met with the company to do wrap the bike on November 22, 2024. Marketing and Communications Coordinator is working on the design. Estimated to be completed in early 2025		
2.9 RFID Gates	Jodi/Mario	10%			Install RFID gates at the entrance on the second floor to reduce shrink and better protect library assets.		Carry Over from 2024	
2.10 Seed Library	Polly/Jodi		Q3	2026	Begin gathering seeds in Fall 2025 Launch partnerships with gardening/environmental organizations	Completion will be Spring 2026, but preparation is all in 2025		
Strategic Direction 3. Organizational Capacity								
3.1 Investigate new Partnership with Overdrive	Victoria	25%	Q1	Q2	Improved user experience with E-Books and Audiobooks. Additional control over collections purchases to suit community needs.		Carry Over from 2024	
3.2 Intellectual Freedom Training for Staff	Victoria	50%	Q1	Q4	Improve Intellectual Freedom Awareness and prepare staff for book / program challenges		Carry Over from 2024	

AURORA PUBLIC LIBRARY 2025 GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
					Create 1 – 2 Intellectual Freedom training modules that are mandatory for staff			
3.4 Investigate reducing holds list wait time	Victoria		Q1	Q4	Reduce the holds list for physical and digital material.			
3.5 Build Leadership Capacity for Customer Opportunity Team	Polly	50%			Complete two assigned professional development courses aimed at expanding leadership abilities. Improved internal training for Building Supervisor.	Explore leadership training opportunities for staff at the Librarian and IPS levels. Update and implement Building Supervisor training for Customer Opportunity staff.	Carry Over from 2024	
3.6 Strategic Plan	Jodi				Vibrant plan for the next five years.	Include equity, diversity, inclusion, Indigenous relations, mental heath, marketing and communications, org review. Jodi has researched strategic planning consultants for Libraries in Ontario and completed an Introduction to Strategic planning course in order to prepare to develop the strategic plan in 2025.	Carry Over from 2024	
3.7 Showcase the depth and variety of library programming options	Polly	10%			Menu of programming that includes at least 5 programs for various ages and demographics. Create a page on the website with information and contacts for library visits for various groups.	Create a menu that clearly outlines for teachers and outside groups what deliverable programming they can get from the library. Examples include: Intro to 3D Printing, Intro to Online Research, Library Scavenger Hunt, and Intro to the Catalogue for Elementary Schools, Storytime for Daycares etc.	Carry Over from 2024	
3.8 Value of Ontario Libraries Toolkit (VOLT)	Jodi				Input 2024 Library data into the VOLT to demonstrate APL’s			

AURORA PUBLIC LIBRARY 2025 GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
					social return on investment (SROI) Use results of VOLT to inform and advocate for the library			
3.9 Customer Service Training	Polly/Victoria		Q1	Q4	At least three Customer Service Trainings completed by staff			
3.10 Accreditation	Jodi				Begin working towards accreditation through the Ontario Public Library Guidelines Monitoring and Accreditation Council Review guidelines on policies, resources and services and look for areas of development or revision.			



Aurora Public Library Board

REPORT

SR2025.09

SUBJECT: ***FIRST QUARTER OPERATIONS REPORT***

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the *First Quarter Operations Report to March 31, 2025* be received as information.

BACKGROUND

The quarterly Operations Report has been revised to reflect the goals set out in the Library's Strategic Plan 2017-2021 "Place of Possibilities". The Library's management team have identified goals relating to the Strategic Plan for 2023 and provided updates on the established timelines and targets in the attached spreadsheet, *Aurora Public Library 2025 Strategic Plan Goals*.

ATTACHMENTS:

Aurora Public Library 2025 Goals and Objectives

***Assisted by: Executive Leadership Team
Maida Rae, Human Resources Coordinator/EA***

*Jodi Marr
Chief Executive Officer*

AURORA PUBLIC LIBRARY 20XX GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
Strategic Direction 1. Build Community								
1.1 Expand Targeted Collections	Victoria	100%	Q1	Q1	Launch a collection of Hi-Lo and dyslexia friendly materials for the community to borrow. Add direct links to collections to the website for better access.	High Interest / Low Vocabulary (HiLo). Dyslexia – friendly. Add more titles and new content to these collections. Increase usage with direct links, and physical merchandising.		Yes
1.2 Curriculum Collection	Victoria	25%	Q1	Q4	Launch a collection of curriculum specific in-demand titles like the Great Gatsby, Catcher and the Rye, To Kill A Mockingbird, Textbooks, and Study aids like No Fear Shakespeare are available to the community to borrow.	Working with local highschool and elementary school teachers to determine need.	On Track	
1.3 Retail Opportunities	Julie		Q2	Q3	Assess the feasibility of selling APL branded goods and literary related items at the library.	Evaluate opportunity for potential revenue, and community demand. Balance operational logistics, and alignment with the library's mission, ensuring it enhances user experience.		
1.4 Town Square Integration	Jodi	25%	Q1	Q4	Effective MOU and programming integration. Development of SLA. Continued integration of network. Improved efficiencies. Successful grand opening. Installation of book drop. Resolve deficiencies.	MOU needs to be revised to include additional ATS spaces. Book drop completed. March 2025 Deficiencies identified but still need to be fully addressed.	Carry Over from 2024	
1.8 Restart bookings for Colleen Abbott Gallery	Jodi/Polly	50%	Q1	Q3	Create a booking submission form for on the website and assign a committee to review and book ongoing shows.	Developed a new gallery mandate.	Carry Over from 2024	

AURORA PUBLIC LIBRARY 20XX GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
Strategic Direction 2. Place of Possibilities								
2.1 Upgrade network hardware, servers, and software.	Mario	10%	Q1	Q4	Enhance security, performance, and user experience. Improve system reliability, reduce downtime, and ensure a future-ready IT infrastructure.	Network upgrades have begun. New servers purchased, beginning deployment.	On Track	
2.2 Discovery Passes Collection	Victoria	25%	Q1	Q4	Launch a collection of museum, art gallery, and educational centre passes available to the community to borrow.	Possible passes (ROM / AGO / Black Creek Pioneer Village)	On Track	
2.3 Juvenile Collections (Launchpads / Phonics boxes / Vox books refresh)	Victoria	25%	Q1	Q4	Launch a collection of digital launch pads and phonics books available to the community to borrow.	Playaway Products: Launch Pads are educational digital tablets for juvenile learners. Phonics boxes are a set of phonics books that are borrowed as a kit.	On Track	
2.4 Investigate Digitizing Local History Collection	Victoria	100%	Q1	Q1	Partner with Town of Aurora Museum and Archives to explore local history opportunities.	Inventory current collection Research human resource requirements. Relocate local history materials to Town of Aurora Museums and Archives.		YES
2.5 Introduce Satellite Collection	Jodi/Victoria/Mario	50%	Q1	Q3	Install a book kiosk in the SARC to improve service to Ward 4, 5 and 6.	RFP Developed Space at SARC secured Committee developed to meet Union requirements as per the CA Staff procedures developed Courier engaged for service Report to Board Re: Procurement	On Track	

AURORA PUBLIC LIBRARY 20XX GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
2.6 Second Floor Entrance	Jodi/Victoria/Polly	10%	Q1	Q4	Install a service point at the entrance on the second floor of the Library connecting with ATS.	Review traffic patterns. Meeting with Town of Aurora re: Teknion desk solution	On Track	
2.7 Enhance Core Library Service through Readers' Advisory	Jodi/Polly	25%	Q1	Q3	Increase library staff's understanding and capacity for Readers' Advisory service by providing four additional genre-based RA and one children's specific RA training.	Create Niche academy modules based on current genre guides. Staff to attend NovelList and other training for RA service.	Carry Over from 2024	
2.8 Rebranding of Book Bike	Jodi	50%	Q1	Q3	Increase APL visibility and branding. Improve ad utilize existing resource.	Met with the company to do wrap the bike on November 22, 2024. Marketing and Communications Coordinator is working on the design. Estimated to be completed in early 2025		
2.9 RFID Gates	Jodi/Mario	10%	Q1	Q3	Install RFID gates at the entrance on the second floor to reduce shrink and better protect library assets.	Received quote from vendor. Met with electrician on site. Met with vendor on site.		
2.10 Seed Library	Polly/Jodi	10%	Q3	2026	Begin gathering seeds in Fall 2025 Launch partnerships with gardening/environmental organizations	Partnerships in process		
Strategic Direction 3. Organizational Capacity								
3.1 Investigate new Partnership with Overdrive	Victoria	25%	Q1	Q2	Improved user experience with E-Books and Audiobooks. Additional control over collections purchases to suit community needs.		On Track	

AURORA PUBLIC LIBRARY 20XX GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
3.2 Intellectual Freedom Training for Staff	Victoria	50%	Q1	Q4	Improve Intellectual Freedom Awareness and prepare staff for book / program challenges Create 1 – 2 Intellectual Freedom training modules that are mandatory for staff		On Track	
3.4 Investigate reducing holds list wait time	Victoria	25%	Q1	Q4	Reduce the holds list for physical and digital material.		On Track	
3.5 Build Leadership Capacity for Customer Opportunity Team	Polly	50%	Q1	Q4	Complete two assigned professional development courses aimed at expanding leadership abilities. Improved internal training for Building Supervisor.	Explore leadership training opportunities for staff at the Librarian and IPS levels. Update and implement Building Supervisor training for Customer Opportunity staff.	Carry Over from 2024	
3.6 Strategic Plan	Jodi	10%	Q1	Q4	Vibrant plan for the next five years.	Include equity, diversity, inclusion, Indigenous relations, mental health, marketing and communications, org review. Jodi has researched strategic planning consultants for Libraries in Ontario and completed an Introduction to Strategic planning course in order to prepare to develop the strategic plan in 2025.	Carry Over from 2024	
3.7 Showcase the depth and variety of library programming options	Polly	10%	Q1	Q4	Menu of programming that includes at least 5 programs for various ages and demographics. Create a page on the website with information and contacts	Create a menu that clearly outlines for teachers and outside groups what deliverable programming they can get from the library. Examples include: Intro to 3D Printing, Intro to Online Research, Library Scavenger Hunt,	Carry Over from 2024	

AURORA PUBLIC LIBRARY 20XX GOALS AND OBJECTIVES

ACTION	RESPONSIBLE	STATUS %	START	END	SUCCESS MEASURE	NOTES	ON TRACK/AT RISK	ACHIEVED
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					for library visits for various groups.	and Intro to the Catalogue for Elementary Schools, Storytime for Daycares etc.		
3.8 Value of Ontario Libraries Toolkit (VOLT)	Jodi	25%	Q1	Q3	Input 2024 Library data into the VOLT to demonstrate APL's social return on investment (SROI) Use results of VOLT to inform and advocate for the library	Collections data was entered by Victoria Dillon. 6/17 sections of data completed	On Track	
3.9 Customer Service Training	Polly/Victoria	25%	Q1	Q4	At least three Customer Service Trainings completed by staff		On Track	



Aurora Public Library Board

REPORT

SR2025.10

SUBJECT: *FIRST QUARTER USE INDICATORS DRAFT REPORT*

FROM: Jodi Marr, Chief Executive Officer

DATE: *April 16, 2025*

RECOMMENDATION

That the *Aurora Public Library Board* receives the *First Quarter Use Indicators DRAFT Report to March 31, 2025*, as information.

BACKGROUND

Aurora Public Library is committed to remaining relevant and responsive to the needs of our community. A key strategy in fulfilling this mandate is the regular collection and analysis of quantitative data. While this does not capture the full qualitative impact of library services, it offers valuable insights into library usage patterns and trends.

APL has tracked usage indicators for many years, adapting them over time to reflect changes in usage and technology. These metrics provide critical input for program planning, service development, and collections management, while also fulfilling our annual reporting requirements to the Province of Ontario for public library boards.

Use Indicator Definitions:

Circulation

Includes physical items checked out and digital content streamed or downloaded. Item renewals are included in this metric.

In-Library Use

Counts items taken off the shelves and used within the facility without being checkout.

Holds

Includes both physical and digital materials placed on hold.

Courses

Tracks sessions accessed through online learning platforms.

Public Workstation & Wi-Fi Usage

Reflects the number of logins to public access computers. Wi-Fi metrics are currently

unavailable due to changes in the Town's network infrastructure.

Online Followers

This metric combines follower counts across the library's major social media platforms: Facebook and Instagram.

Library Programs

Programs refer to scheduled events offered by APL staff or partners, either: In person, in the community or virtual.

Outreach

Covers exhibits, booths, school visits and promotional appearances in the community.

Volunteer Services

Total hours contributed by high school students and Visiting Library Service volunteers.

In-Person Visits

Captured via people counters at the Yonge Street and Bridge entrances.

Library Membership

Membership refers to the number of active cardholders (used at least once in the past two years).

Quarterly Community Use Statistics – Q1 2025

In-Person Visits

- Library visits continue to grow each quarter
- In Q1 2025, visits increased by **54%**

Electronic Services

- Public workstation sessions **+24.5%**

Library membership

- Total active memberships: **26,100**
- Membership increased by **16.2%**

Programs and Events

- In Library Programs offered: **+17.8%**
- Program attendance: **+15.7%**
- **Q1 Program Highlights**
 - Lunar New Year Performance with Fang Hua and Friends
 - March Break: Mad Science of Toronto
 - Honouring Female Musicians with a Focus on Canadian Artists with David Heard

Circulation

- Circulation **+2.2%**
- In library Use **+16.4%**
- Holds **+41.4%** (Increase primarily driven by holds on eMaterials)

Digital Engagement

- Facebook & Instagram followers: **+23.1%**
- eNewsletter subscribers: **+24.5%**
 - APL now has **12,904** subscribers to the monthly newsletter

ATTACHMENTS

1. APL First Quarter Use Indicators 2025

Assisted by Mario Baleno, Manager, Information Technology

Jodi Marr
Chief Executive Officer



Comparatives Quarter Use Indicators

Period: January - March 2025

	2025 Quarter	2024 Quarter	% chg	2025 YTD	2024 YTD	% chg
Circulation						
1. Print	98,956	95,067	4.1%	98,956	95,067	4.1%
2. Audio/Visual	11,388	11,745	-3.0%	11,388	11,745	-3.0%
3. Streaming & Downloads	46,796	46,958	-0.3%	46,796	46,958	-0.3%
4. Miscellaneous	61	51	19.6%	61	51	19.6%
Total	157,201	153,821	2.2%	157,201	153,821	2.2%
In-Library Use Holds						
	12,111	10,406	16.4%	12,111	10,406	16.4%
	40,002	28,283	41.4%	40,002	28,283	41.4%
Electronic Services						
1. Catalogue Logins	32,175	34,740	-7.4%	32,175	34,740	-7.4%
2. Electronic Database Sessions *	1,281	1,604	-20.1%	1,281	1,604	-20.1%
3. Courses **	2,138	1,965	8.8%	2,138	1,965	8.8%
5. Public Workstation Usage	4,611	3,704	24.5%	4,611	3,704	24.5%
Total	40,205	42,013	-4.3%	40,205	42,013	-4.3%
Website Visits						
eNewsletter Subscribers	12,904	10,326	25.0%	12,904	10,326	25.0%
Online Followers ****	4,784	4,922	-2.8%	4,784	4,922	-2.8%
Programs & Events *****						
In Library						
Youth	209	208	0.5%	209	208	0.5%
Adult	177	119	48.7%	177	119	48.7%
All Ages	4	4	0.0%	4	4	0.0%
Subtotal	390	331	17.8%	390	331	17.8%
In the Community						
Youth	33	31	6.5%	33	31	6.5%
Adult	4	17	-76.5%	4	17	-76.5%
All Ages	0	0	0%	0	0	0%
Subtotal	37	48	-22.9%	37	48	-22.9%
Total Live	427	379	12.7%	427	379	12.7%
Virtual						
Youth	24	42	-42.9%	24	42	-42.9%
Adult	37	60	-38.3%	37	60	-38.3%
All Ages	0	0	0%	0	0	0%
Subtotal Virtual	61	102	-40.2%	61	102	-40.2%
Total Programs & Events	488	481	1.5%	488	481	1.5%

Comparatives Quarter Use Indicators

Period:

2025	2024
------	------

2025	2024
------	------

	Quarter	Quarter	% chg	YTD	YTD	% chg
Attendance *****						
In Library						
Youth	5776	5,052	14.3%	5776	5052	50.5%
Adult	2,388	1,587	50.5%	2388	1587	68.8%
All Ages	292	173	68.8%	292	173	68.8%
Subtotal	8,456	6,812	24.1%	8,456	6,812	24.1%
In the Community						
Youth	687	494	39.1%	687	494	39.1%
Adult	122	225	-45.8%	122	225	-45.8%
All Ages	0	0	0%	0	0	0%
Subtotal	809	719	12.5%	809	719	12.5%
Total Live	9,265	7,531	23.0%	9,265	7,531	23.0%
Virtual ****						
Youth	76	159	-52.2%	76	159	-52.2%
Adult	348	687	-49.3%	348	687	-49.3%
All Ages	0	0	0%	0	0	0%
Subtotal Virtual	424	846	-49.9%	424	846	-49.9%
Total Attendance	9,689	8,377	15.7%	9,689	8,377	15.7%
 Outreach						
	5	31	-83.9%	5	31	-83.9%
Volunteer Services						
	310	519	-40.3%	310	519	-40.3%
In-Library Visits						
	106,409	75,353	41.2%	106,409	75,353	41.2%
Library Membership						
	26,100	22,452	16.2%	26,100	22,452	16.2%

* Metrics provided by vendors

** LinkedIn learning unavailable for several weeks

*** Metrics provided by vendor

**** Metrics for programs & events and attendance provided by staff, facilitators and community partners

***** Metrics taken from a combination of views on Facebook, Livestream & YouTube (1 min. views), Google Classroom
& Zoom registrations



**Aurora Public Library Board
REPORT
SR2025.11**

SUBJECT: Financial Report for the period ending December 31, 2024

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the Financial Statement for Aurora Public Library for the period ending December 31, 2024, be received as information.

BACKGROUND

The Financial Statement for the period ending December 31, 2024 provides a financial overview of Aurora Public Library's year-to-date expenses and revenues in comparison to the approved 2024 Operating Annual Budget.

These statements are prepared on a modified accrual basis, which differs from year-end audited financial statements, which are adjusted to reflect depreciation for tangible capital assets as per Public Sector Accounting Board requirements.

2024 year-end expenditures have exceeded annual operating budget expectations by 4%. This is a result of unforeseen events not anticipated at the time of budget development. The significant variances are as follows:

- **Salaries and Benefits** have a favourable variance of \$129,878 due to unexpected position vacancies throughout the year.
- **Collections, cataloguing, and processing** has exceeded budget allocation by \$127,049 as the library continues to build a robust digital and physical collection of popular titles to meet customer demands.
- **IT Contracts, Equipment and Licenses** were overspent by \$26,382 as a one-time cyber security audit was performed. In addition, library software licenses and maintenance fees continue to increase at a rate that exceeds inflation.
- **Office Supplies, Equipment & Telephone** contracts have increased by \$8,502 exceeding a budget that has remained constant over the years.

- **Staff Development** is overspent by \$15,263 due to first aid certification for front line staff, new management training and ALA Annual Conference attendance.
- **Professional Fees** exceed forecast by \$126,285 due to unforeseen legal matters in 2024 that were not anticipated at the time of budget development.
- **General Revenue** has increased user fees and has drawn on reserve funds to offset the operating expenditures overages as noted above.

ATTACHMENTS

1. Aurora Public Library Financial Statement for the period ending December 31, 2024

Assisted by: Julie Rocca, Business Manager

Jodi Marr
Chief Executive Officer

**Aurora Public Library
Financial Statement**

For the period ending December 31, 2024	Annual Budget	Prior YTD Actuals	YTD Actuals	Actuals % of Balance Budget	
EXPENSES					
Operating Expenses					
Salaries & Benefits	\$ 3,232,000	\$ 2,838,230	\$ 3,102,122	129,878	96.0%
Collections	360,000	556,076	462,744	(102,744)	128.5%
Cataloguing and Processing Services	30,000	30,482	54,305	(24,305)	181.0%
IT Contracts, Equipment & Licenses	210,000	213,142	236,382	(26,382)	112.6%
Programs	25,000	28,127	24,725	275	98.9%
Public Relations	25,000	22,035	21,834	3,166	87.3%
Office Supplies, Equipment & Telephone	40,000	47,270	48,502	(8,502)	121.3%
Staff Development & Board Training	15,000	14,966	30,263	(15,263)	201.8%
Professional Fees	22,000	17,936	148,285	(126,285)	674.0%
Business Plan Initiatives	5,000	12,439	3,983	1,017	79.7%
Unclassified / Contingency	3,000	5,831	1,262	1,738	42.1%
	3,967,000	3,786,534	4,134,407	(167,407)	104.2%
Contribution to Capital Reserve	220,000	200,000	220,000	0	100.0%
TOTAL EXPENSES	4,187,000	3,986,534	4,354,407	(167,407)	104.0%
REVENUE					
General Revenue					
Fines	2,000	1,463	1,241	759	0.0%
Fees	13,500	14,875	19,443	(5,943)	144.0%
Sales	3,000	3,174	3,018	(18)	100.6%
Reserves	-	14,512	159,644	(159,644)	0.0%
Interest and Other	1,500	2,992	3,641	(2,141)	242.7%
	20,000	37,016	186,987	(166,987)	934.9%
Grant Revenue					
Provincial Library Operating Grant (PLOG)	44,000	45,422	45,422	(1,422)	103.2%
Pay Equity Grant	1,000	-	-	1,000	0.0%
	45,000	45,422	45,422	(422)	100.9%
Total General and Grant Revenue	65,000	82,438	232,409	(167,409)	357.6%
Municipal Requisition	4,122,000	3,904,096	4,121,998	2	100.0%
TOTAL REVENUE	\$ 4,187,000	\$ 3,986,534	\$ 4,354,407	(167,407)	104.0%



Aurora Public Library Board

REPORT SR2025.12

SUBJECT: CLOSURE OF X SOCIAL MEDIA ACCOUNT REPORT

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the Aurora Public Library Board receive the Closure of X Social Media Account Report dated April 16, 2025 as information.

BACKGROUND

The Library's Executive Leadership Team (ELT) discussed updates to APL's social media platforms on March 25, 2025. The decision to close the Library's X account (formerly Twitter), due to the changes made by the platform was unanimous. The key factors in the decision were the requirement of the platform for a login to view any posted content (making it useful only to X users; other social media platforms allow non-users to view items without a login), as well as the end to fact-checking on X.

CONCLUSION

The Library ended posting to X on March 31, 2025 with a short goodbye message, directing users to our other social media accounts to find APL information. Aurora Public Library will continue to post on Facebook and Instagram, and to occasionally post programs on Youtube.

Assisted by: Polly Ross-Tyrrell, Manager, Customer Opportunity

*Jodi Marr
Chief Executive Officer*



Aurora Public Library Board

REPORT SR2025.13

SUBJECT: ***NON-UNION STAFF 2025 GENERAL WAGE INCREASE***

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That a general wage increase of 2.5% effective April 1, 2025, be applied to the salary schedule for the continuous non-union employee group effective April 1, 2025.

BACKGROUND

There is one non-union Library employee group, consisting of management, administration and IT staff. The last adjustment to the salary scale for this employee group was effective April 1, 2024.

It has been the practice of both the Town and the Library Board to consider wage increases for non-union employee groups comparable with unionized employees. The 905.02 collective agreement with CUPE for full-time and part-time Library staff specified that this unionized employee group received a 2.5% general wage increase effective April 1, 2025. This increase is consistent with the Town of Aurora's 2025 cost of living adjustment for their staff groups.

Accordingly, a 2.5% general wage increase effective April 1, 2025 is recommended for the Library's continuous non-union employee group to maintain fairness and pay equity.

FINANCIAL IMPLICATIONS

The required funds for the proposed general wage increase and corresponding salary scale adjustments have been included in the 2025 Operating Budget.

Assisted by: Maida Rae, Human Resources Coordinator/EA

*Jodi Marr
Chief Executive Officer*



Aurora Public Library Board

REPORT SR2025.14

SUBJECT: Aurora Public Library Board Committees Terms of Reference Report

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the Board approve the Terms of Reference documents for the Aurora Public Library Executive Committee, Finance Advisory Committee and CEO Performance Review Committee.

BACKGROUND

In May 2020, the Library Board requested staff prepare a Terms of Reference document applicable to each of the current Aurora Public Library Board committees, namely the Executive Committee, Finance Advisory Committee and Chief Executive Officer Performance Review Committee.

The Terms of Reference documents are to be reviewed annually (in April) to ensure they remain relevant and current.

CONCLUSION

Staff recommend adopting the proposed Terms of Reference for the Aurora Public Library Board core committees: Executive Committee, Finance Advisory Committee and Chief Executive Officer Performance Review Committee.

Assisted by: Maida Rae, HR Coordinator/EA

*Jodi Marr
Chief Executive Officer*



Aurora Public Library Board

Executive Committee Terms of Reference

1. Accountability

- 1.1 The Executive Committee is accountable to the Board of Directors of the Aurora Public Library.

2. Composition

- 2.1 The Executive Committee will be comprised of three (3) members of the Aurora Library Board, to include the Chair, Vice-Chair and a 3rd member at the Board's discretion.
- 2.2 The CEO and Secretary will be a non-voting member of the Executive Committee.
- 2.3 The Chair of the Committee will be the Chair of the Board.

3. Purpose

- 3.1 The purpose of the Executive Committee is to ensure the effective governance of the Library by providing effective and timely guidance to the Chair and the CEO on emerging, time sensitive, and significant issues arising between meetings of the Board of Directors.

4. Authority

- 4.1 At regularly scheduled Board meetings, Executive Committee motions will be recommended for Board approval.
- 4.2 The Board will be informed, as expediently as possible, of any decisions and actions taken by the Executive Committee on matters requiring the Board's attention.

5. Meetings

- 5.1 The Executive Committee will meet as needed between meetings of the full Board.
- 5.2 The Chair (or designate) will provide a report to the full Board on the work of the Committee at regular meetings of the Board as required.
- 5.3 Quorum requires two thirds of voting members of the Committee.

Date of Last Revision: June 24, 2019

Aurora Public Library Board

Terms of Reference - Finance Committee

Mandate

The Finance Committee (the Committee) provides financial oversight to ensure the long-term economic health and sustainability of Aurora Public Library.

The mandate of the Committee is to provide advice, input and recommendations to the Aurora Public Library Board with respect to the annual Operating Budget and the Capital Budget.

Recommendations made by the Committee are not binding until approved by the Library Board.

Mission

To fulfill the mandate the Committee will:

- Participate with the Management Team in developing and reviewing draft budgets prior to their presentation to the Library Board;
- At the direction of the Board, provide input, advice and recommendations on ad-hoc financial matters as they arise.

Membership

- Membership is drawn from citizen or community representatives on the Library Board
- Voting membership will include a maximum of three people elected by the Library Board as well as the Library Board Chair who will be an ex officio member of the Committee
- Committee membership will be reviewed by the Library Board on an annual basis.
 - Elections will be held annually at the April Library Board meeting
- The Library CEO (or designate) and the Business Manager will be non-voting members of the Committee

Roles and Responsibilities

- Identify a Committee Chair and other positions as the Committee may deem necessary
- Conduct meetings as needed, at the call of the Chair
- Review meeting materials in advance of the meetings and arrive prepared to provide input on the issues under consideration

- Keep notes of all meetings
- Provide timely reporting on Committee recommendations and rationale to the Board as needed
- Review the Terms of Reference annually at the April Library Board meeting.

Quorum

- 1/2 members will constitute a quorum.

Meetings

- A minimum of two meetings a year will be scheduled at the call of the Chair or CEO.

Record Keeping and Reporting

- The Business Manager will act as Recording Secretary and shall record minutes of the proceedings and decisions taken at all meetings of the Committee, including recording the names of those in attendance.
- All documents (agendas, draft minutes, etc.) will be circulated a minimum of three (3) business days prior to the meeting within the constraints of established privacy and confidentiality policies.
- The Committee Chair or designate will report to the Board when Board approval is required and/or to present progress reports as appropriate.

Staff Support

The Library CEO (or designate) will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes, and arrange meeting space
- Provide draft budget materials and related background to the Committee for discussion
- Provide background material or research as needed on financial matters under consideration
- Provide input, advice and recommendations to the Committee on all financial matters under consideration

Date of Last Revision: April 16, 2025

Approved by the Aurora Public Library Board:

Motion #:

Date:

Aurora Public Library Board

Terms of Reference – CEO Performance Review Committee

Mandate

The CEO Performance Review Committee (the Committee) conducts an annual performance appraisal of the CEO.

The mandate of the Committee is to provide advice, input and recommendations to the Aurora Public Library Board with respect to the job performance of the CEO and any applicable step increases, goal setting, and professional development for this position.

Mission

To fulfill the mandate the Committee will:

- Participate in developing and conducting an annual performance review for the CEO, presenting their recommendations for applicable step increases, professional development and future goal setting to the Library Board, and meeting with the CEO to discuss their performance during the review period
- Update the performance appraisal process as needed to ensure it is a meaningful process for both the Board and CEO. The Human Resources Coordinator may be called upon to assist in the process at the discretion of the Committee.

Membership

- Membership is drawn from citizen or community representatives on the Library Board
- Voting membership will include a maximum of three people elected by the Library Board as well as the Library Board Chair who will be an ex officio member of the Committee
- Committee membership will be reviewed by the Library Board on an annual basis.
 - Elections will be held annually at the April Library Board meeting
- The Human Resources Coordinator will be assigned as a staff resource to the Committee as required.

Roles and Responsibilities

- Identify a Committee Chair and other positions as the Committee may deem necessary
- Conduct meetings as needed, at the call of the Chair.
- Review meeting materials in advance of the meetings and arrive prepared to provide input on the issues under consideration
- Provide a written performance appraisal document annually for personnel records

- Provide timely reporting on the performance appraisal process in conjunction with the CEO's anniversary date, including a meeting with the CEO, Committee Chair and Board Chair to discuss the performance review details once approved by the Library Board
- The Terms of Reference will be reviewed annually at the April meeting.

Quorum

- 2/3 members will constitute a quorum.

Meetings

- A minimum of one meeting per year will be scheduled at the call of the Chair. It is understood that updating the performance review document may be done via email rather than in person meetings.

Record Keeping and Reporting

- The Human Resources Coordinator will maintain records of the current performance appraisal document and may prompt the Committee regarding the CEO anniversary date. If requested, the HR Coordinator will keep a record of the committee meetings, decisions and proceedings, including recording the names of those in attendance.
- All documents (performance review drafts etc.) will be circulated a minimum of three (3) business days prior to the meeting within the constraints of established privacy and confidentiality policies.
- The Committee Chair or designate will report to the Board when Board approval is required and/or to present progress reports as appropriate.

Staff Support

The Human Resources Coordinator will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes, and arrange meeting space
- Provide draft materials and related background to the Committee for discussion.
- Provide background material or research as needed on matters under consideration

Approved by the Aurora Public Library Board:

Motion #:

Date:



Aurora Public Library Board

REPORT SR2025.15

SUBJECT: NON-STANDARD PROCUREMENT REPORT

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the Aurora Public Library Board approve sole source procurement for the NovelBranch Library Lending Kiosk book kiosk from Convergent Library Technologies, at an estimated cost of \$50,000 to be funded from DC/Reserves.

BACKGROUND

The purpose of this purchase is to expand library services to the Stronach Aurora Recreation Complex (SARC), which is closer to the Library's underserved areas. This product, not available from any other vendor, supports continued library operations and aligns with the library's strategic goal of improving accessibility, outreach, and service innovation.

Non-Standard Procurement/Sole Source Justification

The Library's Procurement Policy requires an Request for Proposal (RFP) or Request for Quote (RDQ) to purchase goods and/or services with pricing between \$25,000 to \$75,000. After consultation with other York Region libraries with a book kiosk and the Manager of Procurement at the Town of Aurora, sole source procurement was recommended for the APL book kiosk purchase.

Sole source procurement with Convergent Library Technologies is the only supplier that fully meets our requirements for the following reasons:

Exclusive Provider

Convergent Library Technologies is the sole distributor of this product in Canada. There are no alternative suppliers capable of providing an equivalent product. An open competitive bid would not result in additional viable suppliers and would only delay the process unnecessarily. *(See attached vendor exclusivity letter.)*

Seamless Integration with Library Systems

NovelBranch Library Lending Kiosk is fully compatible with Aurora Public Library's existing Integrated Library System (ILS) and RFID-based inventory management. Circulation status and inventory information are updated instantly through Standard Interchange Protocol version 2 (SIP2). Competing kiosks would require manual inventory management by library staff.

Unique Features

This product offers features that are not available in other models, including a transparent door equipped with an electronic lock that is opened by an Aurora Public Library customer's card, browsable RFID enabled shelves that indicate which item have been removed by the customer, shelves that allow for spine out display and a capacity of 125 to 195 individual books. Unlike other products, NovelBranch Library Lending Kiosk allows customers to borrow or return multiple items at one time via direct access to the shelves and can support both activities in the same interaction.

This product is unlike the book locker option offered by other vendors which only allows for customers to pick up holds preselected online from the library catalogue. NovelBranch offers a greater interactive experience as customers can browse and select their items similar to visiting the library branch. The capacity to return items to the shelf in the same way that they are checked out allows the library to provide two services with one standalone unit rather than requiring an additional book drop on site.

Market Research

A review of the market, including contact with Bibliotheca (Remote Locker), Envisionware (24-Hour Library) and Ristech (LendIt Self Service Lending Machine), confirmed that no other suppliers offer a comparable product. *(See attached supporting market research.)*

Proven Success in Canadian Libraries

The NovelBranch Lending Library has been successfully deployed in several Ontario public libraries, including several in York Region. Richmond Hill Public Library, Newmarket Public Library, Vaughan Public Library, King Township Public Library as well as Barrie Public Library, Peterborough Public Library, Oakville Public Library, Oshawa Public Library, Clarington Public Library and Brantford Public Library have all purchased and implemented NovelBranch Library Lending Kiosks.

Canadian Company

Given the Town of Aurora's updated procurement policy, which prioritizes Canadian-first vendors in response to potential U.S. tariffs, selecting Convergent Library Technologies as our supplier for the NovelBranch Lending Library aligns with these broader municipal goals. While this is not explicitly a library policy, supporting a Canadian-based company ensures that public funds contribute to local economic growth, job creation, and industry innovation within Canada.

Additionally, working with a domestic vendor reduces supply chain risks, cross-border procurement delays, and potential tariff-related cost increases, ensuring a more reliable and cost-effective investment in library services. Convergent Library Technologies Inc. is an Ontario corporation, established in 2003 in Barrie, Ontario. They are a firm dedicated to the Canadian library market and have worked in the past with Aurora Public Library. They maintain an inventory of NovelBranch kiosks in their warehouse in addition to their offices in Barrie. The NovelBranch kiosks are manufactured in a factory in Finland.

BUDGET IMPLICATIONS

- **Total Estimated Cost:** \$50,253.36
- **Budget Allocation:** 2025 DC / Reserves
- **Ongoing Costs:** Annual maintenance \$3332 and Ayla RFID station annual maintenance \$215 per unit starting in year two.

CONCLUSION

Given the unique capabilities and exclusive availability of the NovelBranch Lending Library Kiosk, staff recommend proceeding with a sole source procurement from Convergent Library Technologies.

Assisted by: Victoria Dillon, Manager, Collections and Access

Jodi Marr
Chief Executive Officer

Attachments

5.4b Vendor Sole Source Letter

Market Research Documentation

Bibliotheca – Bibliotheca's "remoteLocker" is designed to extend coverage and accessibility of library service. It offers patrons a self-service experience at locations and times more convenient to them. Deployable at any indoor location, remoteLocker™ allows patrons to reserve items and collect them at the device. The holds locker configuration was quoted at \$53,090 USD.

Ristech – Ristech's "Lendit" vending machine dispenses library items allowing 24/7 access to resources. LendIt can hold up to 1000 items, consisting of books, CDs or DVDs. Items can also be returned to the LendIt. The LendIt 200 has the ability to allocate patron holds, no staff intervention is needed. Users can also search for item by Title, Author or subject. Once an item is selected LendIt locates the item and delivers it to the user via the access door. The Lendit 200 was quoted at \$121,655 CAD.

Envisionware – Envisionware's 24- Hour Library: Model "235" delivers 24/7 library services including check out, return, item renewals, 43" portrait touch screen for program information/eBook/OPAC, 235-item shelving capacity, 600- item 9-bin sorter for returns is currently \$99,995.00 USD.

Convergent Library Technologies

Thursday, February 6, 2025

Jodi Marr
Aurora Public Library
15145 Yonge Street
Aurora, ON
L4G 1M1

Dear Jodi,

This is to confirm that Convergent Library Technologies is the exclusive provider of NovelBranch. We are excited by the opportunity to work with you to provide an optimal library kiosk experience to your community, delivering critical browse and borrow services to meet their needs.

Sincerely,



Allison Standen, MLIS

Director of Sales & Marketing, Convergent Library Technologies
allison@clibtech.com | 1-866-213-8880 x113



Aurora Public Library Board

REPORT

SR2025.16

SUBJECT: ***CEO Updates Report***

FROM: Jodi Marr, Chief Executive Officer

DATE: April 16, 2025

RECOMMENDATION

That the *CEO Updates Report dated April 16, 2025* be received as information.

BACKGROUND

The CEO Updates highlight the work completed and in progress since the previous Board meeting. Previously this had been a verbal report, but at the request of the Board in September 2024, it will now be a written summary.

Strategic Highlights

- **New Strategic Plan Implementation**

Work continues on operationalizing the 2025–2029 Strategic Plan. Key performance indicators (KPIs) have been established for each strategic priority. A staff task force has been assembled to develop reporting tools and timelines.

- **Digital Equity Initiatives**

We have launched the “Tech for All” pilot program in partnership with local schools and community agencies. The initiative provides students and seniors with access to Wi-Fi hotspots and Chromebooks. Early feedback has been overwhelmingly positive.

Operational Updates

- **Service Enhancements**

The outdoor book drop on Church Street was branded and wrapped.

- **Facilities & Capital Projects**

M. Baleno and J. Marr met with the RFID gate vendors for an onsite visit. These gates will increase security for the new second floor library entrance.

Community Engagement

- **Events and Partnerships**

This March Break traffic increase by 26%. We had 2097 more visitors with an average of 1417, in library visits per day over last years 1117 visits per day.

- **Outreach Efforts**

J. Marr and V. Medina Jr. (Teen Services Librarian) presented to the Aurora

Chamber of Commerce on March 26, 2025 at the Network & Learn Breakfast. We showcased how the library can support business development, entrepreneurship and growth in Aurora.

- **Aurora Town Square**

The Library and the Museum and Archives have a shared display case in the Town Square foyer where we can work together to highlight resources on rotating topics. We are calling this the Cultural Corner.

Staffing and Professional Development

- **Staffing Updates**

We currently have two job postings for library staff. One is for an Information and Programming Specialist and the other one is for Technical Services Team Lead.

- **Professional Development**

APL's Executive Leadership Team attended a full day Library Leadership Retreat at Stouffville PL as part of the N6. This workshop included networking with management from other libraries that have similar roles, critical thinking and a developing a better understanding of municipal finances for budgeting.

Looking Ahead

- **Annual Report to the Community**

The 2024 Annual Report will be released in May after review from the Library Board at our next meeting. The report will be shared publicly through our website and social media channels.

- **Library Board Training**

The N6 is planning a a Library Board Training session on Saturday, October 25, 2025. This will take place at the new Queensville branch of the EGPL at the Health and Active Living Plaza. (If the construction is delayed, either Aurora or King Township with host.) The topic of this Board Workshop is Intellectual Freedom and it will be facilitated by James L. Turk from the Centre for Free Expression. Depending on Board feedback and needs we can expand this workshop to include additional presenters.

Assisted by: Maida Rae, Human Resources Coordinator/EA

Jodi Marr
Chief Executive Officer



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Week of January 30, 2025



INTERNATIONAL MEETING, INTERNATIONAL RESPONSES

MPP Dawn Gallagher Murphy and Mayor Tom Mrakas were among the dignitaries at centre ice at the Aurora Community Centre as the U22 Central York Panthers took on Team China at the Aurora Community Centre on Sunday afternoon. (For more on the game, see Page 16) It was a moment of calm before the flurry of a Provincial election, with the Newmarket-Aurora Progressive Conservative candidate donning a “Canada is Not for Sale” toque, which have become popular items in the face of the US President’s tariff and annexation threats. (Inset) Earlier in the week, Aurora received a pre-writ campaign stop from Ontario Liberal Leader Bonnie Crombie, who joined her Newmarket-Aurora candidate, Chris Ballard, at the Aurora Seniors Centre. For more on that meeting, see Page 8.

Auroran photos by Glenn Rodger and Brock Weir

Ontarians to go to the polls Feb. 27 following snap election call

BY BROCK WEIR

Ontarians will be going to the polls on February 27, following a snap election call from Progressive Conservative Premier Doug Ford.

Ford followed through Tuesday afternoon on comments he made in Brampton last week that he would ask Lieutenant-Governor Edith Dumont,

the King’s representative in Ontario, to dissolve the Legislature.

The Premier said an election nearly a year before one was scheduled would put his government in a better position to fight US President Donald Trump on his pledge to impose significant tariffs in Canada.

“We need a mandate from the people to fight against Donald Trump’s tariffs

– the attack [against] our families, our businesses, our communities,” said Ford on Friday afternoon at a Brampton transit event. “With a strong mandate, we will be able to fight [against] Donald Trump to make sure we stop the tariffs and make sure that we give certainty to the people of Ontario.”

Dubbing the Province the “Engine

Continued on page 18

Coldest Night of the Year walks aim to raise \$250K to help ease, prevent homelessness

BY BROCK WEIR

Family-friendly fundraising walks will take place in the month ahead to make a significant impact on easing and preventing homelessness in our communities.

On February 22, Inn from the Cold and Blue Door Shelters will host Coldest Night of the Year events in Newmarket and

Continued on page 19



TRIBUTE TO NEW CANADIANS – Sholom Wargon is pictured at the Aurora Public Library where his new exhibition, The Immigrant Story, inspired by his late wife, opens this Friday, February 1. For more on the initiative, see Page 10.

Auroran photo by Brock Weir



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Immigrant experiences come to life at Aurora Public Library

New installation by Sholom Wargon opens February 1

BY BROCK WEIR

Erminia Tonnelli emigrated to Canada from a small village in Italy, aged just 13. A difficult journey for anyone, regardless of age, she rose to the

occasion – or, as her husband, Sholom says, “ate challenges for breakfast.” Having passed away in 2017, it’s left to Sholom Wargon to tell her story as a new Canadian, and the masticated challenges that popped up in her path. But he’s also sharing the story of so many others who came to Canada from so many different places – for so many different reasons – in *The Immigrant Story*, a new installation that opens this Friday, February 1, at the Aurora Public Library. Designed by Wargon, the installation focuses on the words of each immigrant as they tell their stories. Representing nearly two-dozen countries, they may have come from a variety of nations and cultures, but are united by the drive to seek a better life for themselves and their families. “In 2018 and 2019, I had a major exhibition as a tribute to her entitled, ‘My Invincible Wife: The Erminia Tonnelli Story’ which was well-received – and I thought for my next project, I could do something that would allow other immigrants to tell their stories. There are about 82 stories now in place and growing and we continue to add stories.” As he developed the ever-evolving installation, Wargon sought out stories from his friends and colleagues in Toronto. As he says, “Toronto is the melting pot of the world, or close to it,” so he had myriad experiences to draw upon. He also reached out

to other professional writers for contributions, many of whom had previously published on the lives they had led. “There are always surprises and new twists,” he says of the collection process. “There are certain ongoing themes that present themselves [such as] people overcoming obstacles. For someone to come across an ocean, which is usually the case, that’s a big deal. If I have to drive to Hamilton, it’s a big deal – and I have to make sure I have an energy drink in the car! People often came with no money, often without knowing the language, so it’s a big deal. “Our platform is open to people from all walks of life, all ethno-cultural religious backgrounds. The only real criterion is they immigrated to Canada at some point, or wherever the story is about. It could be a family member, it could be a friend.” Another criterion, perhaps one that is a bit unusual for an exhibition like this in our current climate: no religion or politics. “We’re focused on what happened to you before you came to this country, what happened on the way to this country, and what happened after you got here,” Wargon explains. “It’s basically starting your life from scratch, those common threads that are often interwoven in the stories. The funny thing though is the people who feel like they haven’t gone through really significant obstacles in their mind,

they’re not escaping from war – they often say, ‘My story is nothing special,’ but that’s not true. Everybody’s story is special. It is my job as the writer to ferret out the interesting details.” Libraries, he adds, are often great places for installations like these because they allow him to “ferret out” details from those who come to absorb the stories of others. “It’s that magic moment when someone says, ‘I want to be a part of this,’” he says with a smile. “I even had someone come up and say, ‘Why isn’t my story here?’ and I love that. I want their takeaway to be that everyone has a story and everyone’s story is interesting, riveting, compelling – whether they were born in this country or whether they emigrated. This all goes back to my late wife – I owe it to her to tell the world what a great person she was and just about everything I have in my life right now that’s good is because of her. That’s how it started, but it has evolved and I’m always super-excited when I get a story from a country I haven’t yet covered.” The exhibition will be in place in the Colleen Abbott Gallery, and in other parts of the Library complex, through to the end of March. Wargon plans to attend the exhibition regularly throughout its run and, on February 27 in the Library living Room, he will be part of an Artist Give Back Talk and Q&A from 7 – 8.30 p.m.

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NEW EXHIBITION

– Stories of new Canadians abound through Aurora Town Square. The Chinese-Canadian experience sees a special focus in *Standing in the Doorway: Lived Histories & Experiences of the Chinese Community*, a travelling originally curated by Markham Museum and the York Region District School Board. On Saturday, the Aurora Museum & Archives hosted an opening reception in Brevik Hall, where they welcomed curators, contributors and Mayor Tom Mrakas to view the artefacts, which are distributed throughout the Aurora Town Square complex. Pictured here are Ed, Ron, Michelle, Rebekah, Christine and Mayor Mrakas.

Auroran photo by Glenn Rodger



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Week of February 27, 2025

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Mayor Tom Mrakas delivered his annual State of the Town address at the annual luncheon hosted by the Aurora Chamber of Commerce at the Royal Venetian Mansion on February 19. Auroran photo by Glenn Rodger

Mayor talks tariffs, housing and revitalization in annual State of the Town speech

BY BROCK WEIR

As Canada waits for its next move on looming tariffs from the United States, the Town of Aurora is taking proactive steps to stay ahead of any fallout that comes with the threats, according to Mayor Tom Mrakas at his annual State of the Town speech.

Tariffs, support for local business,

downtown revitalization, and addressing the housing crisis were top themes in the 38-minute speech, which Mayor Mrakas delivered before a packed house on Wednesday afternoon at the luncheon, hosted each year at the Royal Venetian Mansion by the Aurora Chamber of Commerce.

“The State of the Town is strong, but that strength is under direct threat,” said Mayor

Mrakas. “The trade war with the United States is not just a political dispute, it’s a looming economic crisis. Many of you, as business owners, are preparing for potential cost increases, supply chain disruptions, and market instability. Residents, your customers, are watching closely, knowing that the outcome of these negotiations could directly impact their jobs and financial

Continued on page 8

Aurora Public Library welcomes new CEO

BY BROCK WEIR

Jodi Marr is set to take the helm of the Aurora Public Library as its new Chief Executive Officer.

Marr’s new position as CEO was confirmed by the Aurora Public Library (APL) on Wednesday and solidifies her position at APL after more than five months as Acting CEO following the departure of Bruce Gorman this past summer for a similar role in Richmond

Continued on page 10



Jodi Marr, pictured here at the Aurora Public Library (APL) last week, is the organization’s new CEO. Auroran photo by Brock Weir



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Aurora Public Library welcomes new CEO

From page 1

Hill.

“I am really excited for this role, I am really excited for the future, and I really do believe that the Aurora Public Library is one of the best libraries,” says Marr. “We work really hard, we have so many people come through our doors and last year we hit our most in-person visits ever.”

Marr joined the APL team in 2018, first in a customer opportunity capacity, which included several programming initiatives, including book clubs and story times – all driven by a desire to help staff “make their big ideas into a reality.”

Gorman’s departure, of course, presented further opportunities to bring big ideas to fruition.

“I really enjoyed being in a management role and I really like working in Aurora,” says Marr. “When the opportunity came to contribute even greater, I was all over it. I really liked what we were doing with programming, and I have done some really engaging initiatives, made some really positive changes, and [in this role] I can just make a greater impact, work closer with the Town – and now that Aurora Town Square is open there is going to be so many opportunities for joint collaboration between us and all of



Photo by Lucy Frechette

Aurora Public Library’s new CEO Jodi Marr

the stakeholders.

“I have a big imagination and I see a lot of exciting things down the road for the Library and the Town to work

together on.”

One exciting thing down the road will be the development of a new Strategic Plan for the APL this year, which will include significant community consultation.

“It’s [a chance] to work with the community and really hear what they think about the Library and make some changes that they want to see – I’m excited about that,” she says. “If we’re talking a few years down the road, I would really like to see APL and the Town of Aurora recognized for the good work that we do by winning a couple of awards through the Ministry of Culture and Tourism – I think we’re already on track, I think we’re already a leader within the industry, and we can really give back to other libraries in the area. With Aurora Town Square just opening, there is so much potential there and there can be so many great things we can do with the Town of Aurora, the Cultural Centre, the Museum & Archives, in the Performance Hall – all working together to come up with programming and services that will be a great draw for the community and help them celebrate the wonderful space that we have here.”

Elsewhere, the APL is preparing to launch a kiosk at the SARC so people in Aurora’s northeast will have better access to library materials and be better engaged in what APL has to offer. Within their walls at Yonge and Church Streets, Marr says she would like to lay the foundations of offering a Seed Library, not only to help keep local gardens flourishing,

but to help highlight native pollinators, encourage self-sufficiency, and highlight food disparities.

“It’s a big initiative I think would be wonderful for the future in Aurora,” says Marr. “Our Library of Things just launched and we have had fantastic results with a long hold list for very specific products. The more that we can do here, we can continue to grow that so the community has access to not just good books, but also things they need to better their lives.”

The days when libraries were just about books is long-gone. Instead, in Aurora’s case, over the last two decades, it has grown to become a vital community hub on many fronts. It’s a legacy Marr would like to further, and it’s also reflective of what’s now expected of today’s librarians.

“It’s a diverse role,” she says. “You can be someone who works on large-scale events, you can be someone who works on core library services and programming, you can be someone who engages with community partners or the collection, but everything you do as a Librarian is to serve the community you work under. I really see a Librarian as a servant, someone that is here to support the community, listen to their needs, and create the right projects and programs that will help that community grow.

“When you can make an impact and really help achieve those big goals for libraries like civic engagement, literacy-building, education, all of those greater things that you do – it really makes you feel good!”



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Week of March 20, 2025



Aurora's first Holi celebration, a Hindu Festival of Colours, Love, Equality and Spring, was held at Aurora Town Square on Saturday, March 15, with an array of family-friendly activities – including colour throwing, a vivid element of the observance.

Auroran photo by Selena Loureiro

Aurora hosts inaugural Holi Festival celebration

BY SELENA LOUREIRO

The Town of Aurora celebrated its first-ever Holi Festival on Saturday, March 15th, at Aurora Town Square.

The Holi Festival is a vibrant Hindu event that marks the triumph of good over evil and the arrival of spring. This year's celebration was the first time the Town had embraced it, with a series of events held throughout the day at Town Square.

The festivities began with a Holi Festival-themed storytelling session at the Aurora Public Library, hosted by Jocelyn Jones. Families with young children gathered to sing Holi-themed songs, read stories, and play with colourful streamers.

"The kids had so much fun, the families were so happy, and we're just so happy that we got to connect with families in this way," said Jones.

In the afternoon, residents gathered

at the Addison Dance Studio within Town Square for a Bollywood Dance Demo led by Karishma, who hosts similar demos across York Region as @dancewithKarish on Instagram.

"We're so thrilled to see the turnout. It's really wonderful," said Nichole Campbell, Cultural Development Coordinator at the Aurora Cultural Centre. "It's something new, right? So, you never know when it's something

Continued on page 21

Winterfresh will keep community fed into spring, throughout year

BY BROCK WEIR

Winterfresh, the primary annual fundraiser for the York Region Food Network, brought in record numbers last month and now that the numbers are in, the support will help them address food insecurity throughout York Region not only in the spring, but throughout the balance of 2025.

All food programs offered by the

Continued on page 20

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Hundreds flock to Library for March Break fun



A full slate of programs brought hundreds of residents to the Aurora Public Library to take part in March Break activities. (Top Row) Amazing Mad Science helped fill APL's Living Room Space, and there to enjoy the fun were Sebastian, Cascindra, Savannah, and Searid. (Second Row) There to get crafty were (L) Amelie, Davin, Cailin, and Mahana, and (R) Rachel and Austin. (Third Row) "That Magic Guy," Peter Mennie, drew impressive crowds.

Auroran photos by Glenn Rodger

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Earth Month programs celebrate seeds, pollinators, reuse and landmark trees



Polly Ross-Tyrrell, Acting Manager of Customer Opportunity for the Aurora Public Library, hopes this month’s Earth Day activities spurs learning and curiosity about the planet.

Auroran photo by Brock Weir

BY BROCK WEIR

April is Earth Month and the Aurora Public Library has grown a full crop of activities to help sow the seeds of a greener future with kids and people of all ages.

While Earth Day itself isn’t until April 22, the fun begins with a seed germination program on Thursday, April 17, from 6.30 – 8 p.m., which will showcase the benefits of starting plants from seeds and all the tips you need to develop your green thumb.

“We kick it all off with a Seed Germination Workshop with the Lake Simcoe South Master Gardener Association,” says Polly Ross-Tyrrell, Acting Manager of Customer Opportunity for the Aurora Public Library (APL). “It’s a hands-on, practical ‘this is what actually happens when

you’re germinating seeds’ workshop.”

The Earth Day celebration itself, set for April 26 is a something of a choose-your-own adventure afternoon involving textiles and upcycling beginning at 2.30 p.m., including how to transform old t-shirts into bags and “trash into treasure.”

“We’re not only going to turn t-shirts into bags, but talk about some of the other things you can do to make the stuff that you have keep working for you instead of throwing it out or passing it onto someone who may not want it,” says Ross-Tyrrell.

Up next, the Aurora-based sibling musical trio known as The Sonical Bees will take the stage in the Library’s Living Room space from 7 – 8 p.m. which will not only include a concert but education for all ages about the essential role of bees in “sustaining life, their challenges from

climate change and urbanization, and ways to protect them in urban spaces.”

“The [performers] are also beekeepers, so they’re going to come in and talk about their bees and give us some bee music – they’re a ‘Library’ family and it is nice to see them blossoming,” says Ross-Tyrrell with a chuckle at the pun.

“Then we move on very appropriately to Get Growing, where we’re actually going to plant seeds. We’ll have an array of different seeds and people can choose what they want to plant, whether they want to start some veggies or some herbs. It’s going to be a lot of fun for teens and adults.”

Get Growing will take place on Saturday, May 3, at 3 p.m.

The formal Make Everyday Earth Day program winds down in June with Pollinators: Small But Mighty, a Zoom presentation “about butterflies, bees and other pollinators” on Thursday, June 12, from 6.30 – 8 p.m., in partnership with the Toronto & Region Conservation Authority, and concludes on Saturday, June 14, at 10 a.m. with A Tree Tour Through Aurora Arboretum, hosted in partnership with the Aurora Community Arboretum.

“We’re very excited about the tour,” says Ross-Tyrrell. “We had a big talk with the Arboretum about a month ago about all the things we could do with them and help them use their space and get the Library outside, get the Arboretum inside, so we’re really excited about working with them.”

Additional activities happening in and around these activities include a Spring Outdoor Series, which will activate the outdoor spaces of Aurora Town Square, a Nature Bingo at Town Park, and a children’s clothing swap where community members will be invited to bring in their kids’ clothing and swap with others.

“Get some new clothing, get rid

of some old clothing, recycle in a very hands-on-and-everybody-gets-something-good-out-of-it way,” says Ross-Tyrrell.


“We hope participants realize the centrality of the Earth and things like growing, recycling, upcycling to our existence. We all need to think about all this stuff and do these things to keep our planet as healthy as we can. We are very rarely posing as experts in anything except the gathering of information. What we want to be is an introductory space, a space where you can jump in and explore something new, and maybe turn it into that thing you do for the rest of your life and love it.”

To register for these and any other upcoming APL programs, visit aurorapl.ca.

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**From the Desk of
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Dear Neighbour,

Last week, while enjoying a quiet coffee on Main St., a gentleman approached me. He spoke not with anger, but with something more cutting – disappointment.

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Across Newmarket-Aurora, I’ve spoken with seniors who worked hard all their lives, only to find their pensions stretched thin, their savings eroded by inflation, and their golden years filled with uncertainty. Many are choosing between groceries and medications, and feeling unsafe in their own neighbourhoods.

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