



Aurora Public Library Board
MEETING
Wednesday, September 17, 2025
7:00 p.m.

AGENDA

1. Adoption of Agenda
2. Declaration of Conflict of Interest
3. Minutes of:
 - .1 June 18, 2025 Meeting *(enclosure)*
4. Reports
 - .1 Second Quarter Operations Report SR2025.25 *(enclosure)*
 - .2 Second Quarter Use Indicators Report SR2025.26 *(enclosure)*
 - .3 Financial Statement as of June 30, 2025 SR2025.27 *(enclosure)*
5. Items for Consideration
 - .1 Library Services Centre Update Report SR2025.28 *(enclosure)*
 - .2 Ontario Minimum Wage Increase Report SR2025.29 *(enclosure)*
 - .3 2026 Library Board Meeting Schedule Report SR2025.30 *(enclosure)*
 - .4 Independent Overdrive Platform Report SR2025.31 *(enclosure)*
 - .5 APLB Committee Review *(verbal)*
6. Library CEO Updates
 - .1 CEO Updates SR2025.32 *(enclosure)*
7. General Business Information/Questions
 - .1 APL Updates
8. Resolution to Move Into Closed Session
 - .1 Labour relations or employee negotiations
9. Announcements
10. Date of Next Meeting: **Wednesday, October 15, 2025**

11. Adjournment

**** Please advise M. Rae of regrets for attendance, by noon on September 17th (mrae@aurorapl.ca).**



Aurora Public Library Board

MINUTES of MEETING

Wednesday, June 18, 2025

The Aurora Public Library Board held its regular meeting on June 18, 2025 in the MA Room.

Present: Christina Choo-Hum (Vice Chair), Lauren Hanna (Chair), Councillor Harold Kim, Greg Smith, Councillor Michael Thompson, Terri Watman

Regrets: John Clement

Chief Executive Officer: Jodi Marr

Staff: Mario Baleno, IT Manager; Victora 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 07:01 p.m.

1. Adoption of the Agenda

MOTION: **25.04.42**

THAT the agenda be approved

Moved by: Councillor M. Thompson

Seconded by: C. Choo-Hum

CARRIED

2. Disclosure of Interest

3. Presentation

.1 Maria Khoushnood, Partner

KPMG Private Enterprise

Re: 2024 Audited Financial Statements and SR2025.22

Library Board Chair Lauren Hanna welcomed Maria Khoushnood, Partner, KPMG Private Enterprise to present the 2024 Audited Financial Statements via zoom.

MOTION: **25.04.43**

THAT the Audited Financial Statements as of December 31, 2024 be approved

Moved by: G. Smith

Seconded by: C. Choo-Hum

CARRIED

Councillor Harold Kim arrived at 7:08 p.m.

Chair L. Hanna thanked Business Manager J. Rocca, CEO J. Marr, M. Khoushnood and the KPMG team for their work on the audit.

4. Approval of Minutes:

.1 Regular meeting of May 15, 2025

MOTION: **25.04.44**

Moved by: Councillor H. Kim

Seconded by: G. Smith

CARRIED

THAT the Minutes of the May 21, 2025 regular meeting be approved

5. Items for Consideration

.1 ***Privacy Policy Report SR2025.23***

A staff report was submitted prior to the meeting.

MOTION: **25.04.45**

Moved by: T. Watman

Seconded by: C. Choo-Hum

CARRIED

THAT the Privacy Policy dated June 18, 2025 be approved

6. Library CEO Updates

.1 ***CEO Updates SR2025.24***

A staff report was provided prior to the meeting.

MOTION: **25.04.46**

Moved by: G. Smith

Seconded: Councillor H. Kim

CARRIED

THAT the Library CEO Updates be received as information

Highlights from the CEO Updates Report include:
APL's 2024 Annual Report is on the website.

The Town of Aurora has waived fees on SARC advertising space near the new book locker. APL will continue to brand the space and will be planning staffed outreach events at the SARC. A Special Letter of Agreement/Memorandum of Understanding will be drafted for the Library's use of this space.

The Board's Finance Committee will meet in September to conduct a line by line review of the 2026 budget. The Board will review the budget at the October meeting and it will be presented to Council in November.

APL has developed a new partnership with Central York Fire Services.

APL returned to the street festival this summer, raising \$1200 in used book sales.

Library staff have been very busy with Summer Reading Club outreach and weekly events.

7. General Business Information/Questions

.1 *APL Updates*

Photos and summaries of recent programs and events were shared.

MOTION: **25.04.47**

Moved by: Councillor M. Thompson

Seconded by: T. Watman

CARRIED

THAT the APL Updates be received as information

8. Resolution to Move into Closed Session

MOTION: **25.04.48**

Moved by: Councillor M. Thompson

Seconded by: G. Smith

CARRIED

THAT the Board move into closed session to discuss personal matters about an identifiable individual

The Board moved into closed session at 7:45 p.m.

MOTION: **25.04.49**

Moved by: Councillor H. Kim

Seconded by: T. Watman

CARRIED

THAT the Board move out of closed session

The Board moved out of closed session at 8:57 p.m.

9. Member Announcements

APL at Welcome to Kindergarten open houses at area schools.

10. Date of Next Meeting

The next meeting is scheduled for Wednesday, September 17, 2025 at 7:00 p.m.

A. Adjournment

MOTION: **25.04.50**

Moved by: CCH

Seconded by: GS

CARRIED

THAT the meeting be adjourned at 8:57 p.m.

L. Hanna
Chair

J. Marr
Chief Executive Officer



Aurora Public Library Board

REPORT

SR2025.25

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

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the *Aurora Public Library 2025 Strategic Plan Goals and Objectives Report* dated September 30, 2025 be approved.

BACKGROUND

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, additional goals may be added later 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 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 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	25%	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	50%	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	75%	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. Committee created a submission form for posting on the website, which has gone to IT.	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	70%	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. Servers have been deployed; old servers have been decommissioned. Upgrading network switches	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	25%	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.	On Track	
2.10 Seed Library	Polly/Jodi	50%	Q3	2026	Begin gathering seeds in Fall 2025 Launch partnerships with gardening/environmental organizations	Partnerships progressing, local volunteer has joined us to help develop the program.		
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	20%	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	80%	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. VOLT Report presented to the board in May 2025	On Track	
3.9 Customer Service Training	Polly/Victoria	50%	Q1	Q4	At least three Customer Service Trainings completed by staff	2 trainings completed, awaiting CEO approval.	On Track	



Aurora Public Library Board

REPORT

SR2025.26

SUBJECT: *SECOND QUARTER USE INDICATORS DRAFT REPORT*

FROM: Jodi Marr, Chief Executive Officer

DATE: *September 17, 2025*

RECOMMENDATION

That the *Aurora Public Library Board* receives the *Second Quarter Use Indicators DRAFT Report to June 30, 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 – Q2 2025

In-Person Visits

- Library visits continue to grow each quarter
- In Q2 2025, visits increased by **36.6%**

Electronic Services

- Public workstation sessions **+34.1%**

Library membership

- Total active memberships: **26,746**
- Membership increased by **14.2%**

Programs and Events

- In Library programs offered: **+13%**
- In Library program attendance: **+27.1%**
- **Q2 Program Highlights**
 - Drag King Story Hour
 - Make Everyday Earth Day Events
 - Daily Storytime

Circulation

- Circulation **+3.2%**
- In library Use **+13.9%**

- Holds **+45.4%** (Increase primarily driven by holds on eMaterials)

Digital Engagement

- Facebook & Instagram followers: **+11.3%**
- APL monthly newsletter **13,152** subscribers

ATTACHMENTS

1. APL Second Quarter Use Indicators 2025

Assisted by Mario Baleno, Manager, Information Technology

Jodi Marr
Chief Executive Officer



Comparatives Quarter Use Indicators

Period: April - June 2025

	2025 Quarter	2024 Quarter	% chg	2025 YTD	2024 YTD	% chg
<u>Circulation</u>						
1. Print	99,699	95,388	4.5%	198,655	190,455	4.3%
2. Audio/Visual	10,629	10,523	1.0%	22,017	22,268	-1.1%
3. Streaming & Downloads	46,942	46,472	1.0%	94,233	93,430	0.9%
4. Miscellaneous	66	66	0.0%	127	117	8.5%
Total	157,336	152,449	3.2%	315,032	306,270	2.9%
<u>In-Library Use</u>						
Holds	10,926	9,594	13.9%	23,037	20,000	15.2%
	38,872	26,741	45.4%	78,874	55,024	43.3%
<u>Electronic Services</u>						
1. Catalogue Logins	32,205	32,148	0.2%	64,380	66,888	-3.7%
2. Electronic Database Sessions *	1,253	1,379	-9.1%	2,054	2,983	-31.1%
3. Courses **	1,290	1,679	-23.2%	3,428	3,644	-5.9%
5. Public Workstation Usage	5,144	3,836	34.1%	9,755	7,540	29.4%
Total	39,892	39,042	2.2%	79,617	81,055	-1.8%
<u>Website Visits</u>						
eNewsletter Subscribers	54,012	51,465	4.9%	111,888	106,340	5.2%
Online Followers ****	13,152	13,306	-1.2%	13,152	13,306	-1.2%
	4,917	4,416	11.3%	4,917	4,416	11.3%
<u>Programs & Events *****</u>						
<u>In Library</u>						
Youth	229	188	21.8%	438	396	10.6%
Adult	193	185	4.3%	371	304	22.0%
All Ages	4	4	0.0%	8	8	0.0%
Subtotal	426	377	13.0%	817	708	15.4%
<u>In the Community</u>						
Youth	28	83	-66.3%	61	114	-46.5%
Adult	1	12	-91.7%	5	29	-82.8%
All Ages	0	1	-100.0%	0	1	-100.0%
Subtotal	29	96	-69.8%	66	144	-54.2%
Total Live	455	473	-3.8%	883	852	3.6%
<u>Virtual</u>						
Youth	17	27	-37.0%	41	69	-40.6%
Adult	34	64	-46.9%	71	124	-42.7%
All Ages	0	0	0.0%	0	0	0.0%
Subtotal Virtual	51	91	-44.0%	112	193	-42.0%
Total Programs & Events	506	564	-10.3%	995	1,045	-4.8%

Comparatives Quarter Use Indicators

Period:	2025 Quarter	2024 Quarter	% chg	2025 YTD	2024 YTD	% chg
Attendance *****						
In Library						
Youth	5214	3,992	30.6%	10990	9,044	11.2%
Adult	2,219	1,855	19.6%	3,826	3,442	54.3%
All Ages	106	85	24.7%	398	258	54.3%
Subtotal	7,539	5,932	27.1%	15,214	12,744	19.4%
In the Community						
Youth	923	2,440	-62.2%	1,610	2,934	-45.1%
Adult	24	149	-83.9%	146	374	-61.0%
All Ages	0	43	-100.0%	0	43	-100.0%
Subtotal	947	2,632	-64.0%	1,756	3,351	-47.6%
Total Live	8,486	8,564	-0.9%	16,970	16,095	5.4%
Virtual ****						
Youth	280	526	-46.8%	356	685	-48.0%
Adult	265	673	-60.6%	613	1,360	-54.9%
All Ages	0	0	0.0%	0	0	0.0%
Subtotal Virtual	545	1,199	-54.5%	969	2,045	-52.6%
Total Attendance	9,031	9,763	-7.5%	17,939	18,140	-1.1%
Outreach						
Youth	52	4	1200.0%	57	35	62.9%
Volunteer Services	411	287	43.2%	581	806	-27.9%
In-Library Visits	102,186	74,816	36.6%	208,595	150,169	38.9%
Library Membership	26,746	23,413	14.2%	26,746	23,413	14.2%

* 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
SR2025.27**

SUBJECT: Financial Report for the period ending June 30, 2025

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the Financial Statement for Aurora Public Library for the period ending June 30, 2025, be received as information.

BACKGROUND

The attached Financial Statement for the period ended June 30, 2025, shows expenses at 44.7% of the annual operating budget. The significant variances are as follows:

- **Salaries and Benefits** has a favourable variance due to salary gapping related to position vacancies.
- **Collections, Cataloguing and Processing Services** are slightly over mid year benchmark as digital content and periodicals are paid for at the beginning of the year.
- **IT Contracts, Equipment and Licenses** exceed benchmark as software licenses are paid for at the beginning of the year.
- **Office Supplies, Equipment and Telephone** slightly exceed benchmark.
- **Professional Fees** for legal and consulting were not anticipated at the time of budget development.
- **General revenue** exceeds budget estimates because of one-off occurrences, such as WSIB refund, ILLO postage rebate and revenue for discarded materials.

COMMENTS

1. Aurora Public Library Financial Statement for the period ending June 30, 2025

Assisted by: Julie Rocca, Business Manager

Jodi Marr
Chief Executive Officer

**Aurora Public Library
Financial Statement**

	Annual	Prior YTD	YTD	Actuals	
For the period ending June 30, 2025	Budget	Actuals	Actuals	Balance	% of Budget
EXPENSES					
Operating Expenses					
Salaries & Benefits	\$ 3,260,000	\$ 1,336,156	\$ 1,274,648	1,985,352	39.1%
Collections	380,000	311,237	213,278	166,722	56.1%
Cataloguing and Processing Services	40,000	27,137	22,511	17,489	56.3%
IT Contracts, Equipment & Licenses	230,000	179,787	200,607	29,393	87.2%
Programs & Public Relations	33,000	15,428	13,772	19,228	41.7%
Office Supplies, Equipment & Telephone	60,000	23,851	33,414	26,586	55.7%
Staff Development & Board Training	22,000	10,350	4,041	17,959	18.4%
Professional Fees	22,000	33,270	38,272	(16,272)	174.0%
Business Plan Initiatives	5,000	1,909	-	5,000	0.0%
Unclassified / Contingency	3,000	280	242	2,758	8.1%
	4,055,000	1,939,405	1,800,785	2,254,215	44.4%
Contribution to Capital Reserve	220,000	110,000	110,000	0	50.0%
TOTAL EXPENSES	4,275,000	2,049,405	1,910,785	2,254,215	44.7%
REVENUE					
General Revenue					
Fines	1,500	620	305	1,195	0.0%
Fees	18,000	9,064	11,278	6,722	62.7%
Sales	3,000	1,450	5,083	(2,083)	169.4%
Reserves	-	-	-	0	0.0%
Interest and Other	2,500	2,129	7,536	(5,036)	301.4%
	25,000	13,263	24,202	798	96.8%
Grant Revenue					
Provincial Library Operating Grant (PLOG)	44,000	-	-	44,000	0.0%
Pay Equity Grant	1,000	-	-	1,000	0.0%
	45,000	-	-	45,000	0.0%
Total General and Grant Revenue	70,000	13,263	24,202	45,798	34.6%
Municipal Requisition	4,205,000	2,036,142	1,886,583	2,208,417	44.9%
TOTAL REVENUE	\$ 4,275,000	\$ 2,049,405	\$ 1,910,785	2,254,215	44.7%



Aurora Public Library Board

REPORT SR2025.28

SUBJECT: ***LIBRARY SERVICES CENTRE UPDATE REPORT***

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the Library Services Centre Update Report dated September 17, 2025 be received as information.

PURPOSE

This report provides an update on the surplus asset distribution resulting from the closing of Library Services Centre (LSC), and highlights the financial benefit this outcome represents for Aurora Public Library (APL).

BACKGROUND

Library Services Centre was Canada's only not-for-profit library vendor. Founded in 1967 in the Region of Waterloo, LSC provided full-service acquisitions, cataloguing, and processing of all types of physical library materials.

Structured as a member-governed non-profit cooperative, LSC operated to benefit Ontario's public libraries rather than private shareholders. This governance model ensured that key decisions were made democratically by the member libraries themselves, a principle that remained central during its bankruptcy and liquidation process.

APL began working with LSC in 2002, leveraging its services to reduce processing backlogs, streamline purchasing and cataloguing workflows, and implement enhanced physical processing features across our collection.

Value of LSC to Public Libraries

It is important to note that the cost savings provided by LSC's fixed price processing plans delivered significant financial and operational benefits to member libraries. By standardizing acquisition, cataloguing, and physical processing fees, libraries could accurately forecast their expenditures, avoid unexpected costs, and maximize their purchasing power when budgeting for new materials. This predictability enabled libraries to redirect funds towards expanded collections, programs development, and investing in new technologies investments that directly

benefited customers. The economies of scale LSC achieved allowed libraries to access professional-quality services at significantly lower per-item costs than would have been possible independently. This model supported both fiscal responsibility and service excellence for communities across Canada.

Following LSC's closure, APL has seen the impact of increased costs in its Cataloguing and Processing Services budget, underscoring the value LSC provided during its years of operation.

Bankruptcy and Liquidation Process

LSC began to experience financial challenges resulting from shifts in library purchasing patterns, sector funding pressures, and rising operational costs. They initiated voluntary bankruptcy proceedings at the end of 2023, passing a resolution to wind up the organization under the Ontario Not-for-Profit Corporations Act. On December 18, 2023, BDO Canada Limited was appointed as liquidator to oversee LSC's affairs, including the claims and asset distribution process. The liquidation claims process was announced on March 7, 2024, with stakeholders and member libraries invited to submit their claims before the final deadline of June 10, 2024. This timeline unfolded over several months, beginning with board and member consultations, followed by the appointment of the liquidator and the structured handling of outstanding debts and remaining assets.

When LSC faced bankruptcy and liquidation, the need for a member vote on asset distribution stemmed from its cooperative design. This ensured that no individual or small group could dictate the outcome. Instead, a fair and transparent consultation process allowed member libraries to decide how the collective assets should be distributed or reinvested in the public interest.

Member Vote on Surplus Asset Distribution

On, August 13, 2025 there was a Special Meeting of the Members of Library Services Centre to vote on the methodology options for the surplus asset distribution of LSC. The three options presented to the members were:

- Option 1: All of the surplus assets be distributed equally among all member libraries, of which there was 108 members. With this option, 108 member libraries would receive a distribution of \$9,953.70.
- Option 2: All of the surplus assets be distributed using a weighted scale based on the value of each member library's purchases over the period from September 2023 to December 2024. In this option, only 62 member libraries would receive distribution with APL's amount being the lowest at \$5.54.
- Option 3: All of the surplus assets be distributed equally between the Ontario Public Library Association and the Federation of Ontario Public Libraries. Each organization would receive \$537,500 with the goal being to support all libraries across Ontario.

Member libraries who were unable to attend the meeting were provided with the option of voting via proxy. J. Marr attended the Special Meeting of the Members of Library Services Centre on behalf of the Aurora Public Library.

CONCLUSION

Approximately 15 member libraries attended the meeting. After an extensive discussion and two rounds of voting:

- **Option 2 (weighted distribution)** was defeated with only 40% support
- **Option 1 (equal distribution)** was then passed with 93% support

As a result, Aurora Public Library will receive an estimated \$9,953.70 from the final liquidation of LSC's assets. The timeline for distribution of funds has not been confirmed at this time.

This outcome represents a positive return on APL's long-term membership in LSC and will provide a meaningful one-time contribution to support library services in Aurora.

Jodi Marr
Chief Executive Officer



Aurora Public Library Board

REPORT SR2025.29

SUBJECT: *MINIMUM WAGE INCREASE REPORT*

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That a general wage increase effective October 1, 2025, be applied to the salary schedule for the Library Page group.

BACKGROUND

As of October 1, 2025, the provincial minimum wage will increase to \$17.60 for adults and \$16.60 for students. This 2.4% increase is based on the Ontario Consumer Price Index.

APL pages currently make minimum wage. Accordingly, the salary scale for APL's Page employee group will need to be adjusted to incorporate the scheduled change to minimum wage.

There are student and adult wage rates reflected in the APL Page Salary Scale.

Student Rate:

Current	\$16.20	\$16.52	\$16.85	\$17.19
Proposed	\$16.60	\$16.93	\$17.27	\$17.67

Adult Rate:

Current	\$17.20	\$17.54	\$17.89	\$18.25
Proposed	\$17.60	\$17.95	\$18.31	\$18.68

The Collective Agreement for the CUPE 905.27 Library Pages and Temporary Workers Unit expired on April 1, 2024. Library Management has requested CUPE 905 provide availability to begin negotiations. There will be an annual cost of living percentage increase to be negotiated as part of this process, which will be applied retroactively in addition to the legislated increase reflected here.

FINANCIAL IMPLICATIONS

The required funds for this legislated minimum wage increase 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 SR2025.30

SUBJECT: 2026 LIBRARY BOARD MEETING SCHEDULE

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the *2026 Library Board Meeting Schedule* be approved.

BACKGROUND

Traditionally Library Board meetings are scheduled the 3rd Wednesday of each month. In 2020, the provincial government passed legislation that reduced the number of library board meetings required per year. After consultation with the Board at the February 2020 meeting, this report implements the recommended eight (8) Aurora Public Library Board meetings for 2025.

Past practice also proposes a date change for the December Board meeting. The Board may wish to consider meeting the second week of December to avoid potential conflicts with members' seasonal commitments.

Schedule Date	Date Change	Time
Wednesday, February 18, 2026		7:00 p.m.
Wednesday, April 15, 2026		7:00 p.m.
Wednesday, May 20, 2026		7:00 p.m.
Wednesday, June 17, 2026		7:00 p.m.
Wednesday, September 16, 2026		7:00 p.m.
Wednesday, October 21, 2026		7:00 p.m.
Wednesday, November 18, 2026		7:00 p.m.
Wednesday, December 17, 2025	Wednesday, December 9, 2026	7:00 p.m.

Assisted by: Maida Rae, Human Resources Coordinator/Executive Assistant

Jodi Marr
Chief Executive Officer



Aurora Public Library Board

REPORT SR2025.31

SUBJECT: ***INDEPENDENT OVERDRIVE PLATFORM REPORT***

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the Aurora Public Library Board receives the Independent Overdrive Platform Report as information

PURPOSE

Aurora Public Library (APL) currently partners with the Ontario Library Service (OLS) in a consortium for access to the e-reading platform called Overdrive. Library staff recommend that effective January 1, 2026, APL instead partner with Overdrive independently. This provides more control over our collection, improved customer engagement, shorter wait times and will be a cost savings for APL.

BACKGROUND

Overdrive is the most popular e-reading resource in our collection with over 111,000 checkouts in 2024. APL currently buys into a consortium with OLS controlling most of the selection for this collection. This purchasing and selection is done by OLS based on the needs of over 200+ communities with varying interests. As a result, APL purchases supplemental material that caters to our customers.

In 2024, 57% of the Overdrive checkouts from our customers are books and audiobooks that APL purchased as supplemental material. Currently, the average wait time for a popular book is 78 days, but by switching to an independent platform we would be able to reduce that wait time for our customers dramatically. Currently, APL users must wait in line with over 200 other libraries and their customers for certain titles, but by switching to an independent agreement, that pool of customers will shrink to only our active card holders.

By converting to an independent Overdrive platform, our librarians will have more control over what is being purchased, reduce waiting time for our customers and caters our collection selections to the needs of this community.

Customer engagement

Transitioning to an independent platform will also allow us to engage with our community in ways we can't with the consortium. We will be able to create

customized booklists that correlate with local and library events, allow easy access to specialized collections, and offer a more personalized online presence.

Quality over Quantity

The increased control of our digital offerings will allow us to craft a curated collection that will reflect exactly what our customers want. Librarians will be able to purchase additional copies of titles that are most popular and reduce time waiting on a holds list.

Staff Responsibilities

Currently staff do minimal purchasing in Overdrive, but switching platforms will increase this staff workload and expand readers' advisory skills. Staff will have more opportunities to select and maintain collections and create curated digital booklists for our customers.

FINANCIAL IMPLICATIONS

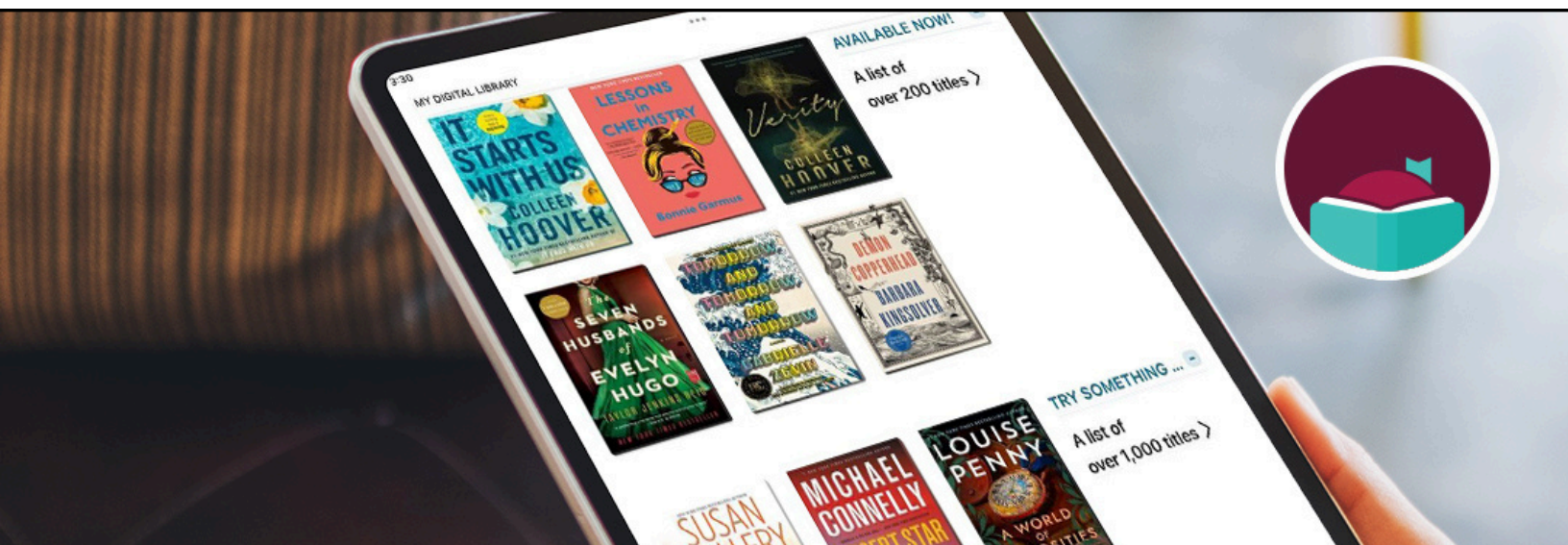
APL currently pays \$13,000 as a flat fee plus individual book purchases per year to the consortium for platform hosting. By switching to an independent platform, we would be paying a yearly platform fee of \$7,000, saving approximately \$6,000 per year. This savings can be re-allocated to our individual book purchasing to enhance the collection.

CONCLUSION

Overdrive is the most popular e-reading resource across the majority of library systems in Canada and the United States. Transitioning to an independent platform will give APL the ability to better connect with customers, curate digital collections that are suited to the needs of each community member and enhance our online presence.

Assisted by: Victoria Dillon, Manager, Collections and Access
Reviewed by: APL Executive Leadership Team (ELT)

Jodi Marr
Chief Executive Officer



TRANSITIONING TO AN INDEPENDENT OVERDRIVE PLATFORM



EXECUTIVE SUMMARY



- The Aurora Public Library currently partners with the Ontario Library Service in a consortium for access to the e-reading platform called Overdrive.
- Effective January 1st, 2026, APL will partner with Overdrive independently.
- This change allows more control over our collection, improves customer engagement, shorter wait times and will be a cost savings for APL.

COLLECTION CONTENT



Independent

- More control over collections (Can buy more books that meet the needs of our customers)
- Quality over Quantity (14,000 quality items)
- Money spent on Triple A Titles, Highly specialized selection reflects exactly what our customers want.
- Patron Engagement = Tags to notify us what they want

Consortium

- Standardized Collections for multiple library populations (some that are very different than ours)
- Quantity over Quality (87,000 Items)
- Purchasing intended for over 200 communities (not all titles will speak to our patrons)

BY THE NUMBERS



Independent

- 63,832 checkouts of APL purchased titles in 2024
- No sharing collections. Everything we offer, will be available to only our customers (less hold ratios , less wait time)

Consortium

- 47,535 checkouts of Consortium purchased titles in 2024
- Sharing collections with 200+ other libraries (longer hold ratios and longer waits)

In 2024, 57% of checkouts from our customers are books and audiobooks that APL has purchased as supplemental material.

COST



Independent

~\$7,000 Platform Fee (PLUS Additional Purchasing- we control how much we spend per year)

Consortium

~\$13,000 Platform Fee (PLUS necessary Additional Purchasing to meet the needs of our customers- we control)

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Subjects Collections ▾ Kids Teens Magazines

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Magazines

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The New Yorker	New Scientist	Us Weekly	Guardian Weekly	The Week Magazine	National Geographi...
Aug 18 2025	Aug 09 2025	Aug 18 2025	Aug 08 2025	Aug 15 2025	Aug 01 2025
MAGAZINE	MAGAZINE	MAGAZINE	MAGAZINE	MAGAZINE	MAGAZINE
BORROW	BORROW	BORROW	BORROW	BORROW	BORROW

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MARKHAM PUBLIC LIBRARY

Subjects Collections ▾ Kids Teens Chinese Magazines

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Boomerang

Boomerangs are popular items available at the library on a first-come-first-served basis.

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Read the North

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Staff Picks for Adult Titles by Canadian Authors - Available Now



A Good War

by [Seth Klein](#)

EBOOK

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The Headmaster's ...

by [Vincent Lam](#)

AUDIOBOOK

PLACE A HOLD

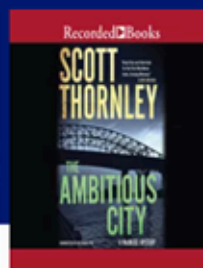


The Book of Secrets

by [M.G. Vassanji](#)

EBOOK

BORROW

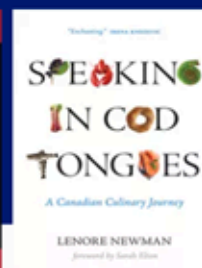


The Ambitious City

by [Scott Thornley](#)

AUDIOBOOK

BORROW



Speaking in Cod To...

by [Lenore Newman](#)

EBOOK

PLACE A HOLD



Far Creek Road

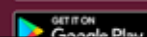
by [Lesley Krueger](#)

EBOOK

BORROW

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You'll find the same great titles from your library in a modern, easy-to-use app. Plus, you can enjoy offline reading, Apple Carplay and Android Auto support, push notifications, and more.



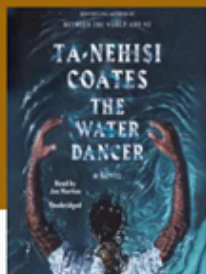
Your PIN is the last four digits of the telephone number we currently have on record for you, unless you have changed it.



Emancipation Day - August 1

SEE ALL

On March 24, 2021, the House of Commons voted unanimously to officially designate August 1 Emancipation Day. It marks the actual day in 1834 that the Slavery Abolition Act of 1833 came into effect across the British Empire.



The Water Dancer (...
by [Ta-Nehisi Coates](#)

AUDIOBOOK

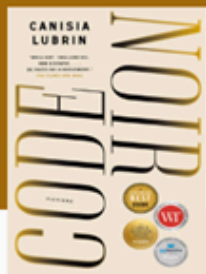
BORROW



Twelve Years a Slave :
by [Solomon Northup](#)

AUDIOBOOK

BORROW



Code Noir
by [Canisia Lubrin](#)

EBOOK

BORROW



Cloud Atlas (20th A...
by [David Mitchell](#)

EBOOK

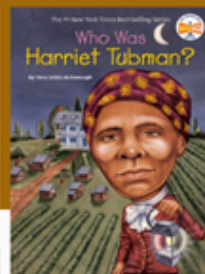
BORROW



The Unapologetic G...
by [Rheeda Walker](#)

EBOOK

BORROW



Who Was Harriet Tu...
by [Yona Zeidits McDonnell](#)

EBOOK

BORROW

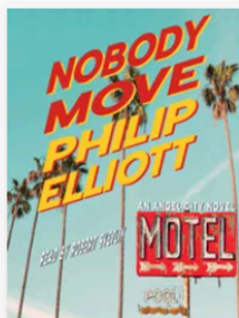


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Indie Authors - Always Available >

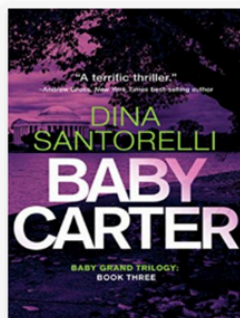
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Nobody Move
by [Philip Elliott](#)

AUDIOBOOK

BORROW



Baby Carter
by [Dina Santorelli](#)

EBOOK

BORROW



Little Does She Know :
by [Pamela Crane](#)

EBOOK

BORROW



The Haunted Heist
by [Angie Fox](#)

EBOOK

BORROW



Gwynneth Ever After
by [Linda Poitevin](#)

EBOOK

BORROW



The Girl from Saint Pet...
by [Joyana Peters](#)

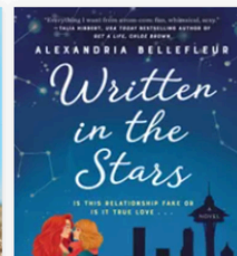
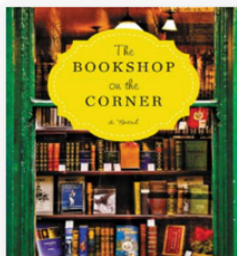
EBOOK

BORROW



Beach Reads >

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How Does Your Garden Grow? >

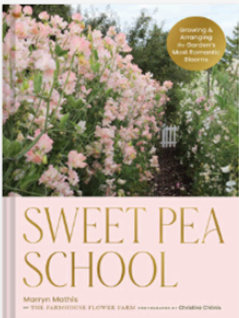
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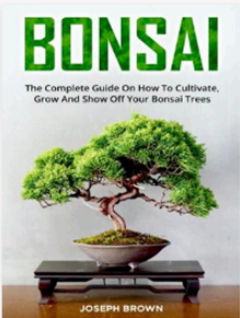
Martha Stewart's Gard...
by [Martha Stewart](#)
EBOOK
BORROW



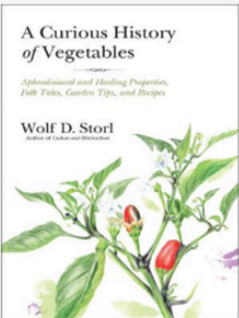
Gardening for Everyone
by [Julia Watkins](#)
EBOOK
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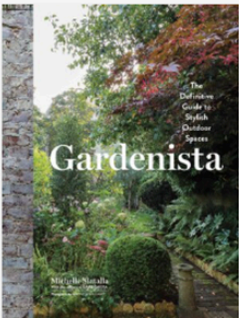
Sweet Pea School
by [Marryn Mathis](#)
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Bonsai
by [Joseph Brown](#)
EBOOK
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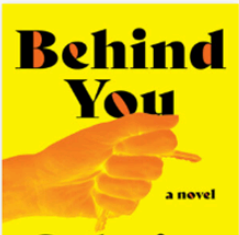
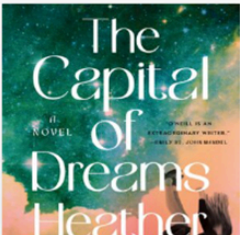
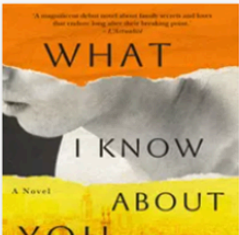
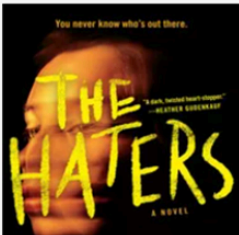
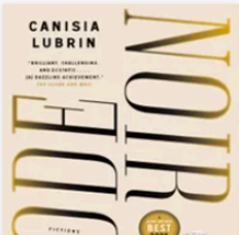
A Curious History of V...
by [Wolf D. Storl](#)
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Gardenista
by [Michelle Slatalla](#)
EBOOK
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Elbows Up! Read Canadian... >

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Map

Ontario



Matching Libraries

Ontario Library Service Consortium



Ontario Library Service (Administrative office, not open to the public)
334 Regent St
Sudbury, Ontario, Canada
and 289 other branches

Oregon Digital Library Consortium



Ontario Community Library
388 Sw 2nd Ave
Ontario, Oregon, USA
and 200 other branches

OWWL Library System



Ontario Public Library
1850 Biddan Rd

< Back



Map

Richmond Hill



Matching Libraries

Richmond Hill Public Library



Oak Ridges Library
34 Regatta Avenue
Richmond Hill, Ontario, Canada
and 5 other branches

Vaughan Public Libraries



Richmond Hill Public Library - Central
1 Atkinson Street
Richmond Hill, Ontario, Canada
and 5 other branches

Markham Public Library



Richmond Hill Public Library - Central
1 Atkinson Street
Richmond Hill, Ontario, Canada
and 5 other branches



Aurora Public Library Board

REPORT

SR2025.32

SUBJECT: ***CEO Updates Report***

FROM: Jodi Marr, Chief Executive Officer

DATE: September 17, 2025

RECOMMENDATION

That the *CEO Updates Report dated September 17, 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.

Aurora Town Square Updates

- **Town Square Skating Loop Warranty Repair**

Warranty repair work on the Town Square Skating Loop occurred September 8th and 9th. A 12-foot section of concrete within the loop was repaired, during the repair, the water feature was inoperable. The library had minimal disruption from this work and notices to the public were posted on the website and via our social media.

- **Closure of Church St. Sidewalk and Parking**

Alectra Utilities is currently doing infrastructure work on Yonge St. This project was meant to begin on August 29, 2025 on Church St. but as the work was replanned to start on Yonge. The work is planned for approximately 20 days but no new timeline has been provided for when they will close off the parking and sidewalks on Church St. J. Marr is coordinating with K. Teixeira (Coordinator, Applications & Permits, Roads Division) from the Town of Aurora to ensure that the Church St. outdoor book drop remains accessible for the duration of this work.

- **Air Curtain Installation**

An air curtain will be installed at the Library's Yonge Street entrance on Monday, September 15, 2025. The work will take most of the day, and the Yonge Street entrance will be closed during the installation. Customers will be informed through our website and social media channels. The foyer, Magna Room, and main floor entrance will remain open and unaffected. This new addition will help maintain indoor temperatures and reduce drafts, improving comfort for customers and staff at the main desk, especially during the winter months.

Strategic Highlights

- **Library of Things**

We are over halfway through our first year of offering the Library of Things. The response to this new collection has been very positive with an overwhelming interest in items like the telescope, radon detector, digital camera and sewing machine. We just concluded a customer survey and are analyzing the feedback. New items have also been added including a Blood Pressure Monitor, Cordless Drill set, Karaoke Machine and a home theatre Projector.

- **Discovery Passes**

We launched our new Discovery Passes on August 6, 2025. This collection provides customers with the ability to explore the community and access valuable cultural experiences like the Royal Ontario Museum, The Village at Black Creek, The Aga Khan Museum, The McMichael Canadian Art Gallery and more. We are currently limiting Discovery Pass check outs to Aurora residents only.

- **Launch Pads**

Launch Pads are interactive tablets designed for children to learn, explore and create. With pre-loaded games and stories, launch pads are durable, portable and educational. This special collection was added on August 15, 2025.

- **Book Kiosk**

SARC Browse and Borrow was launched on July 24, 2025. We had a successful ribbon cutting with some members of the Library Board, the Mayor and many of our partners in attendance. We are working on organizing the installation of the electronic information board in this space and are planning some fall outreach events. V. Dillon will provide some updates on the SARC Browse and Borrow usage.

Operational Updates

- **Facilities & Capital Projects**

RFID gates have arrived and installation will move forward later this month as soon as the required electrical work is completed. M.Baleno is lead on this project.

J.Marr met with A. Vento and a representative from Teknion to review the needs and measurements for the second-floor service desk that will welcome customers at the entrance on that floor.

- **Laser Cutter**

The laser cutter in the Creative Studio is no longer functional and needs to be replaced. We are currently reviewing options. This is a key piece of equipment and is well used by both staff for programming as well as customers.

Community Engagement

- **Events/Partnerships**

Steve Paikin and Bruce Dowbiggin in Conversation with Andrew Applebaum

APL partnered with Town of Aurora to present an engaging presentation with these two well-known figures in Canadian sport and politics. This was our first joint event of this kind, and it was well attended by the community.

- **Outreach Efforts**

APL reached out and connected with Christina Taglione, Director of Homelessness Community Programs, Social Services Branch, Community and Health Services Department at York Region to develop a new partnership. Our goal is to move beyond our current position of offering safe and welcoming spaces to those who need them most to developing impactful programming that works towards preventing chronic homelessness and assisting people with their return to stable housing. This goal aligns directly with that of the York Region and directly addresses ongoing concerns within Aurora.

- **Summer Reading Club**

We had another successful Summer Reading Club this Summer. P. Ross-Tyrrell with provide some highlights to the board.

Staffing and Professional Development

- **Staffing Updates – Job Postings**

Currently we are in the process of interviewing to fill an adult library page position.

- **Staffing Updates – New Hires**

We are pleased to confirm the appointment of Susan Collins to the full-time, permanent Community Events Coordinator position. We are also happy to have Sowmiya Vadivelu back, she has rejoined our team as a library page.

Looking Ahead

- **Library Board Training**

Reminder to save the date of Saturday, October 25, 2025 for the N6 Library Board Training. Please let J.Marr know if there is any training you wish to see included in this session. 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. Confirmation deadline: September 30, 2025

Assisted by: Maida Rae, Human Resources Coordinator/EA

Jodi Marr
Chief Executive Officer