### MARKHAM PUBLIC LIBRARY BOARD

### **REGULAR MEETING**

### Notice of meeting to be held on Monday, April 26, 2021, 7:00 p.m., Virtual Meeting

### AGENDA

### 1.0 **Call to order/Approval of agenda**

- 1.1 Declaration of conflict of pecuniary interest
- 1.2 Delegation: None
- 1.3 Chair's Remarks

### 2.0 Approval of Minutes:

2.1 Library Board Minutes March 22, 2021

### 2.2 Consent Agenda:

All items listed under the Consent Agenda are considered to be routine and are recommended for approval by the Chair. They may be enacted in one motion or any item may be discussed if a member so requests

### 2.3 Declaration of Due Diligence by the CEO

### 2.4 Communication and Correspondence:

- 2.4.1 MarkhamReview.com: MPL celebrates https://markhamreview.com/mpl-celebrates-earth-month/
- 2.4.2 MarkhamReview.com: MPL Launches curbside 3-d printing https://markhamreview.com/mpl-launches-curbside-3d-printing/
- 2.4.3 torontoobserver.ca: GTA libraries find creative ways to keep kids connected with books during Pandemic https://torontoobserver.ca/2021/04/12/gta-libraries-find-creative-ways-to-keep-kids-connected-with-books-during-pandemic/

### 3.0 CEO's Highlights, April 2021

### 4.0 Annual Policy Review

(To be under taken at the January meeting)

### 5.0 Internal Monitoring Reports:

(Compliance list of internal monitoring reports and discussion led by members)

5.1 Executive Limitation: Asset Protection: EL-2e (L. Tolensky/M. Sawh)

### 6.0 Ends:

6.1 Strategic Plan Update (D. Walker)

# AGENDA 1.0

### 7.0 Governance:

- 7.1 OLBA Update (B. Hendriks)
- 7.2 OLA Super Conference Attendee Reports

### 8.0 Ownership Linkage:

8.1 Input from Board Members

### 9.0 Board Advocacy:

9.1 May 2021 Library Programs

### 10.0 Education

- 11.0 Incidental Information
- 12.0 New Business

### 13.0 **Board Evaluation:**

13.1 Questionnaire Results: Feedback to the Chair

### 14.0 In Camera Agenda:

To discuss a confidential personnel matter

### 15.0 Adjournment

Members are requested to call Susan Price at (416-230-9457) or e-mail <u>sprice@markham.library.on.ca</u> by 4:00 p.m. on Monday, April 26, 2021.

NEXT MEETING: Monday, May 31, 2021, 7:00 p.m. Virtual Meeting

| SUBJECT:         | CONSENT AGENDA                           |
|------------------|--|
| DATE OF MEETING: | April 26, 2021                           |
| PREPARED BY:     | Susan Price, Board Secretary             |
| FROM:            | Catherine Biss, CEO& Secretary-Treasurer |
| TO:              | Markham Public Library Board             |

### **RECOMMENDATION:**

That the Consent Agenda comprising of Agenda 2.2 to 2.4. 3 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

### 2.2 CONSENT AGENDA:

- 2.3 Declaration of Due Diligence by the CEO
- 2.4 Communication and Correspondence:
  - 2.4.1 MarkhamReview.com: MPL celebrates https://markhamreview.com/mpl-celebrates-earth-month/
    - 2.4.2 MarkhamReview.com: MPL Launches curbside 3-d printing https://markhamreview.com/mpl-launches-curbside-3d-printing/
    - **2.4.3** torontoobserver.ca: GTA libraries find creative ways to keep kids connected with books during pandemic

https://torontoobserver.ca/2021/04/12/gta-libraries-find-creative-ways-to-keep-kidsconnected-with-books-during-pandemic/

Catherine Biss CEO & Secretary-Treasurer

## AGENDA 2.3

#### MARKHAM PUBLIC LIBRARY BOARD

### DECLARATION OF DUE DILIGENCE BY THE CEO

I, Catherine Biss, Chief Executive Officer of the Markham Public Library Board (the "Board"), hereby declare that to the best of my knowledge and belief, Markham Public Library is in compliance with the following from March 17,2021 to April 20,2021.

- 1) All wages owing have been paid to all employees of the Board;
- All payroll remittances, consisting of income tax, CPP, El premiums and Employers Health Tax relating to employee remuneration have been appropriately calculated and withheld, and promptly remitted;
- All the Harmonized Sales Taxes owing have been appropriately calculated based on the Board's current operating procedures and promptly remitted on a quarterly basis;
- 4) All federal and provincial regulatory filings have been made;
- The Board has been informed of any complaints of harassment, including sexual harassment, involving a staff person;
- 6) The Board has been informed of any contraventions of the Occupational Health and Safety Act;
- Other than as previously disclosed to the Board, there are no actual, threatened or potential claims against the Board or its Directors.

Catherine Biss, CEO & Secretary-Treasurer

<u>April 20, 2021</u> Date

| TO:              | Markham Public Library Board                  |  |  |
|------------------|---|--|--|
| FROM:            | Catherine Biss, CEO & Secretary-Treasurer     |  |  |
| PREPARED BY:     | Michelle Sawh, Director, Administration       |  |  |
| DATE OF MEETING: | April 26, 2021                                |  |  |
| SUBJECT:         | Executive Limitation: EL-2e, Asset Protection |  |  |

### EXECUTIVE SUMMARY:

This report provides the Board with an annual affirmation of protection of various Library assets including facilities and equipment; intellectual property; information and files; disposal of substantial assets; the auditing process; liability risk; theft/vandalism of assets; and ensuring the uniqueness of the Library.

### **RECOMMENDATION:**

That the Internal Monitoring report entitled "Executive Limitation: EL-2e, Asset Protection" be received.

| POLICY TYPE:  | EXECUTIVE LIMITATIONS    |
|---------------|--------------------------|
| POLICY TITLE: | ASSET PROTECTION (EL-2e) |

### **GLOBAL POLICY LIMITATION:**

The CEO shall not allow assets to be unprotected, inadequately maintained, unnecessarily risked, or substantially disposed.

### **CEO RESPONSIBILITY:**

The CEO will ensure that assets are maintained and safeguarded, and that appropriate risk management strategies are in place.

### **ASSERTION OF COMPLIANCE**

As per the report below, I assert that I am in compliance with this Global Policy Executive Limitation.

Catherine Biss,

CEO & Secretary-Treasurer

### 1. Facilities and Equipment:

The CEO shall not subject facilities and equipment to improper use.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

### 1.1 Customer Service Promise:

The Library's facilities and equipment are funded through public support and provided for the benefit and use of the public. The CEO ensures that these assets are used appropriately and protected as publicly-owned property.

The Library's "Customer Service Promise" (CSP) states that MPL will deliver quality services to all customers on an equitable basis, and that it will provide comfortable and welcoming public spaces. In return, the CSP states the following expectations of all customers:

We are confident that you will work with us to ensure that all library customers share an outstanding experience. As a customer of Markham Public Library you will:

- Respect the rights of all library customers to share a common space
- Ensure the care and safety of your children
- Be courteous and respectful to others
- Follow library practices and procedures
- Treat library materials and resources with care

Public observance of these guidelines ensures that the Library's facilities and equipment are enjoyed by the community and that improper use is avoided. They are followed by the vast majority of customers, and only on rare occasions is direct staff intervention required to enforce them.

### **1.2 Assistance from City Departments:**

In order to maintain and repair facilities and equipment, the Library has agreements with City departments (Sustainability & Asset Management and Information Technology Services) as well as contracts and agreements with suppliers and third party companies. The Recreation Services Department is also a close partner because most MPL branches are located within large joint-use recreation centres where residents can access and participate in a number of activities, including public library use.

### 1.2.1 Stand-alone Libraries:

The Asset Management Department provides project management services to MPL with respect to Life Cycle repairs in all three "stand-alone branches", i.e. those branches not physically connected to community centres – Markham Village, Thornhill Village and Unionville. The Life Cycle process ensures that buildings and properties are maintained in good condition and that replacement of assets is scheduled and undertaken on a regular basis.

### 1.2.2 Community Centre Libraries:

MPL has five community centre-based branches: Aaniin, Angus Glen, Cornell, Milliken Mills and Thornhill Community. These buildings are supported by Recreation, and Life Cycle budgets for these branches reside within that department rather than Asset Management.

Within these facilities, Recreation also provides ongoing maintenance services and manages facility building projects that include or impact on the library portion of the complex. Ongoing maintenance includes daily cleaning, basic repairs, utilities, telecommunications, service contracts, room set-ups, etc.

### 1.2.3 Special Projects (MPL-wide):

In 2020/21, various upgrade/replacement projects have included the following (some of which are still in process):

- Markham Village Library / Administration Centre:
  - South entrance deck: temporary shoring was set up to strengthen the steel structure that showed sign of corrosion. Full reconstruction is planned for the summer 2021.
  - Upgrading of eavesdrop de-icers
  - Access Control system upgraded
  - Space re-design and furniture upgrade for Technical Services
     Department/Community Librarian Teams at Administration: the project has improved space efficiency without increasing the existing footprint. The area was also re-carpeted with tiles that are more stain-resistant.
  - Re-furnishing of 3 staff offices: making them more space efficient and ergonomic.
  - Modification of Music Library slatwalls in Teen area for fire code compliance
  - Installation of additional sprinkler in Program Room and fire-alarming strobe for the newly-built Sound Booth, and creation of fire-rated partitions in storage spaces to prevent fire penetration
  - o Millwork of study bars that provide more space for comfortable quiet study
  - Directional signs: way-finding signs have been mounted at the intersections of Highway 7, Cosburn Road and Reeve Drive to make it easy for customers to find and access the Markham Village Library
  - Installation of customized sneeze guards for PACs for customer protection against Covid: this was implemented in other three community-centre based branches as well, namely AL, AG and TC
  - Upgrading security cameras: currently in the works
- Angus Glen Library:
  - Roof repair: A roof audit was conducted with a consultant. Some leaks were resolved while temporary fixes have been put in place for issues that require further study.
- Cornell Library:
  - Re-carpeting of the whole library: Stain-resistant carpet tiles were meticulously selected to match architectural design, and keep consistent with other library locations in terms of quality
- Thornhill Village Library:
  - o Drywall repair and efflorescence removal in the basement
  - o Repair of drywall ceiling in the basement to secure the fire rating barrier
  - Installation of security access card reader, enabling keyless entry and easier building access control
  - Ramp replacement: Ramp at the rear door was replaced to resolve potential safety hazard in the winter

- Installation of changing table in the Men's washroom in response to customer requests
- Upgrading Fire Alarm system: currently in the works
- <u>Milliken Mills Library:</u>
  - Community Centre Lobby Enhancement: to begin in the summer of 2021. The scope includes a library washroom conversion into a sorter room (with a 3-or-5-bin bibliotheca sorter), single accessible washroom, lobby flooring renovations and a set of sliding entrance doors.
- Unionville Library:
  - LED Lighting Retrofit: All the lighting fixtures on the steel beams above the atrium have been replaced. With programmable remote dimming controllers provided, staff have the flexibility to switch on/off ambient lights and/or spot lights for energy efficiency or better illumination as needed.
  - Regular maintenance of trees to ensure the in-door plants survive months of Covid closure
  - o Installation of prominent signs to indicate emergency exits
  - Construction of a shed for recycle bin storage to deter dumping behaviors and keep wildlife away from garbage: in the works; order has been placed and installation tentatively expected to complete in May.

### 2. Intellectual Property, Information & Files:

The CEO shall not allow intellectual property, information or files to be exposed to loss, improper access or significant damage, or operate without maintaining records in accordance with a records retention schedule.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

### 2.1 Intellectual Property:

Intellectual property that represents value to the Library includes program curricula. MPL has a number of programs and camps that constitute Library-owned content, including learning activities for 8-week programs or 5 days of camp programs. Content was developed for the Library by subject experts in emergent literacy for preschool programs or Ontario curriculum for school-age programs.

Camp staff and program instructors receive hard copies of the curricula for the program(s) they are teaching. Each page includes a Markham Public Library watermark. All instructors sign a confidentiality agreement stating that content is the property of MPL and must be returned upon completion of the program. Further to this, Instructor contracts reinforce these requirements.

### 2.2 Information and Files:

The CEO is responsible for ensuring the protection and proper use of the personal information that is in the Library's custodial care. All new employees sign a "Confidentiality Agreement" requiring them to ensure that all information/property remains confidential, protected and the property of the Library and are required to abide by the terms of this document.

This covers situations where employees, while carrying out their responsibilities, have access to computer passwords, human resources records, financial information, business information, technical

information, information about customers, other employees, business knowledge, and any other Library-related information, document, material or communication that is of a proprietary or confidential nature.

### 3. Long-term Preservation of Primary & Secondary Sources:

The CEO shall not allow damage to the long-term preservation of primary or secondary sources of the Library's collections.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

The Library does not have the physical facilities to properly store primary historical documents and therefore does not focus on long-term preservation of primary sources in paper form. Primary sources that originally had been donated to the Library over the years were later transferred to the Markham Museum, which has the equipment and expertise to preserve these unique and fragile paper documents.

### 4. Disposal of Substantial Assets:

The CEO shall not dispose of substantial assets.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

The CEO is in compliance with this requirement. Disposal of assets is carried out according to the Library's "Procurement Policy", section 6 "Disposal of Personal Property." This section provides a protocol for disposal of assets that are worn out or considered surplus by the user department.

Replacement of tangible capital assets is required over time due to the heavy ongoing public use of MPL facilities in normal circumstances. However, this is carried out in a carefully planned manner and in compliance with the Policy, which mandates that surplus assets such as furniture, fixtures and equipment must first be offered to other departments within the City. The removal of surplus older items from Library facilities frees up space for new equipment, ensuring that good customer service to residents is maintained.

### 5. Naming/Renaming of Board Assets:

The CEO shall not name or rename any Board asset.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

In compliance with this policy, no Board assets (e.g. buildings, portions of buildings, or rooms) have been named or renamed.

### 6. Conflict of Interest:

The CEO shall not make any purchase wherein normally prudent protection has not been given against conflict of interest.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

When undertaking purchases, the Library follows the guidelines outlined in its *Procurement Policy* and in the City's *General Terms & Conditions - Contractors* and its *Purchasing By-Law #2017-8*. Item #2.2

of the latter states that "the Code of Purchasing Ethics published by the National Institute of Government Purchasing Inc. [NIGP] and the Purchasing Management Association of Canada [PMAC] shall apply to all City staff involved in the purchase and disposal of goods."

Both NIGP and PMAC are professional entities whose missions are to provide guidance to affiliated organizations and their members on standards of behaviour and ethical conduct.

The NIGP Code of Ethics stipulates a number of ethical principles that every person employed by a public sector procurement or materials management organization is expected to follow. Accordingly, they:

- Shall be governed by the highest ideals of honour and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believe that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identify and eliminate participation of any individual in operational situations where a conflict of interest may be involved.
- Believe that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Staff are very much aware of the importance of avoiding conflicts of interest or the appearance thereof in their daily conduct. The *Procurement Policy* requires competitive bidding processes for the procurement of goods or services valued at specific thresholds, which safeguards against the possibility that decisions could be motivated by personal favouritism.

All purchases made by corporate credit cards are reviewed and authorized by the employee's manager. City Accounts Payable staff frequently query individual purchases and request back-up information. In addition, the independent auditor (see section #7 below) reviews financial records as part of the annual audit procedures and conducts substantive testing. All of these processes help to ensure the avoidance of conflicts of interest as addressed in the code of ethics summarized above.

### 7. Unbonded Personnel:

The CEO shall not allow unbonded personnel access to material amounts of funds.

### CEO RESPONSIBILTY and EVIDENCE OF COMPLIANCE:

No unbonded personnel have been allowed access to material amounts of funds. Cash and receivables are picked up regularly at MPL branches through the City's contracted service, which utilizes bonded personnel.

### 8. Board-appointed Auditor:

The CEO shall not receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

Each year the City-appointed auditor reviews Library transactions and processes to ensure that they meet recognized accounting standards. Accordingly, the "Financial Statements of the City of

Markham Public Library Board, December 31, 2019" were presented to the Board in its meeting of May 25, 2020. The minutes of that meeting record the following discussion and resolution:

Mr. Siu welcomed Ms. Naketa Wright, Manager, KPMG who conducted the Markham Public Library Board annual audit.

Ms. Wright advised the Board that she had completed the audit for the Markham Public Library Board for 2019 and that the audit was clean and that there were no deficiencies. All that will be required to complete the Audit is this discussion with the Board, the approval of the Board and the signature of the Chair. Ms. Wright thanked the management team for their help and cooperation in completing the audit. There was a pension related question that was referred to staff to report back to the Board.

Moved by Mrs. Pearl Mantell Seconded by Mr. Raymond Chan

Resolved that the report entitled "Financial Statements of the Markham Public Library Board, December 31, 2019" be received; and,

That the Board approve the Financial Statements of the Markham Public Library Board December 31, 2019; and,

That the Board Chair be authorized to sign the approved 2019 Financial Statements on behalf of the Board; and,

That the Board authorize Staff to issue the final audited Financial Statements for the fiscal year ended December 31, 2019;

AND that Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

### 9. Insurance:

The CEO shall not allow the organization, Board members, staff, and volunteers to be uninsured against liability losses, theft, fire and casualty losses to an amount consistent with City of Markham coverage, and against liability losses.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

The Library is insured under the City's insurer. This policy also covers Library Board members who are exercising their duties as members of the Board.

### 10. Exposure to Claims of Liability:

The CEO shall not unnecessarily expose the organization, its Board, or staff to claims of liability.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

Through the City, the Board is insured against liability losses when Board members carry out their Board functions. Library staff have the same level of protection as City staff from claims of liability.

### 11. Theft / Vandalism of Assets:

The CEO shall not allow the Board to be unaware of theft or vandalism of assets worth \$1,000 or more.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

During this reporting period (May 2020 – April 2020), there were no thefts or acts of vandalism that fell within this threshold.

### 12. Uniqueness of the Library:

The CEO shall not risk or endanger the uniqueness of the Library as being distinct from the City.

### CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

Markham Public Library operates as a unique entity in terms of its governance and many of its operations. It works in cooperation with the City of Markham, which provides most of the Library's funding.

### 12.1 Governance:

The Board's governance structure is mandated by the *Public Libraries Act, R.S.O. 1990, Ch. P.44* (the "Act"). The Act mandates that "a public library shall be under the management and control of a board, which is a corporation known as the [Markham] Public Library Board" (sec. 3).

As per sec. 9(1) "Composition of the public library board", members of the current Library Board were appointed by Markham Council. The Board has been functioning in all respects according to the requirements of the Act, administering the services provided by the public library as per sec. 20 "Powers and duties of the board."

Sec. 24 of the Act outlines the Board's financial responsibilities:

**24.** (1) A public library board, county library board or county library co-operative board shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board. R.S.O. 1990, c. P.44, s. 24 (1).

### **Approval of estimates**

(2) The amount of the board's estimates that is approved or amended and approved by the council shall be adopted by the board and shall be paid to the board out of the money appropriated for it. R.S.O. 1990, c. P.44, s. 24 (2).

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(3) The board shall apply the money paid to it under subsection (2) in accordance with the estimates as approved, subject to subsection (4). R.S.O. 1990, c. P.44, s. 24 (3).

The Library participates in the City's annual budget process and submits its budget to Council for approval. Following budget approval by Council, the Library Board adopts and approves the Library's annual Capital and Operating Budgets. The funding provided by the City is then applied as outlined in the Board budget reports and financial reporting is provided to the Board three times throughout the year in the form of a monitoring report entitled "Executive Limitation EL-2d Financial Condition." While the Library is included in the City's budget process, the Board also has a separate budget approval process that follows approval by Council.

### 12.2 Operational Uniqueness:

While the Library is essentially integrated with the City of Markham in a number of important functional areas, it maintains its own operations in several critical areas. For example, sec. 15(1) of the *Public Libraries Act* states that "A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties." Accordingly, the Library maintains its own employee recruitment program, posts its own staff positions, and has separate CUPE union locals with Collective Agreements that are unique to MPL. Further, the Library maintains unique Joint Health and Safety Committees, functioning under the *Workplace Health and Safety Act*.

The Library also has its own "Procurement Policy" per the requirements of the Municipal Act.

| TO:              | Markham Public Library Board                  |  |
|------------------|---|--|
| FROM:            | Catherine Biss, CEO & Secretary-Treasurer     |  |
| PREPARED BY:     | Deborah Walker, Director, Strategy & Planning |  |
| DATE OF MEETING: | April 26, 2021                                |  |
| SUBJECT:         | Strategic Plan Update                         |  |

### **RECOMMENDATION:**

That the report "Strategic Plan Update" be received.

### BACKGROUND:

The purpose of this Report is to update the Board regarding the status of MPL's 2021 Strategic Work Plan.

### Context

An uncertain environment continues. On April 7, 2021, the Premier announced a provincial emergency and stay-at-home order effective April 8 at 12:01 a.m. The pace of vaccinations continues to be inconsistent. Accordingly, the timing for business recovery, re-opening branches and ramping up library services is uncertain.

The timelines and staff capacity for our strategic initiatives are subject to these conditions, and we anticipate that ongoing adjustments to strategic plan implementation will be needed until at least Q4 2021. For the remainder of 2021, we will continue to navigate this uncertainty, focusing on restoration and stabilization of branch services, while advancing strategically where feasible.

The outline of strategic progress below reflects this context.

| OUR STRATEGIC GOALS AND<br>OBJECTIVES  | Actions/Initiatives   | STATUS (APRIL 2021)  |
|--|---|--|
| <b>GOAL 1: Reading to Transform</b><br>We are the reading organization, celebrating reading, and its power to transform lives and engage residents<br>in building an inclusive, livable, caring and culturally vibrant community. We engage individuals and families<br>in transformative reading experiences. The Library promotes reading as a means to literacy, critical thinking,<br>creativity, and empathy. |   |  |
| Objective 1.1 Leverage our<br>unique reading-related assets<br>(collections, expertise,  | Implement Content Strategy initiatives regarding family literacy                    | TBD  |
| services and programs) to<br>engage families with the<br>Library's literacy programs,<br>collections and services in   | Introduce digital tools to support digital early literacy skills for pre-schoolers. | • Launched Launchpad tablets<br>for pre-schoolers to develop<br>early literacy skills. |
| both digital and in-person<br>formats.   | Refresh family literacy spaces in all branches.                                     | Will be included in branch space use study   |

| OUR STRATEGIC GOALS AND<br>OBJECTIVES   | Actions/Initiatives   | STATUS (APRIL 2021)  |
|---|---|--|
| Objective 1.2 Promote Library content that supports <b>formal</b> and informal learning   | Expand MPL's offering of non-traditional collections to support different learning styles.  | Launched Ontario Park passes<br>to enable residents to access<br>outdoor park experiences.   |
| opportunities for lifelong<br>learners, as well as the<br>academic success of students.   | Launch online resources to provide<br>learners with 24x7 access to reading<br>resources and academic support.<br>Deliver resources that support skill | Launched BrainFuse last year.<br>This resource provides live<br>virtual tutoring for students in<br>JK to Grade 12, along with<br>resources to assist college and<br>university students as well.<br>TBD |
|   | development for workplace skill upgrades<br>and workforce re-entry.   |  |
| Objective 1.3 <b>Reduce barriers</b> to membership and Library  | Launch fine-free access for youth.  | Ready to launch. Timing will be coordinated with City's 50th anniversary event.  |
| use.  | Launch online library card registration.  | In progress. Timing will be<br>coordinated with City's 50th<br>anniversary event.  |
|   | Introduce mobile library solutions to<br>under-served and hard-to-reach<br>residents.   | Business case for mobile library in development.   |
| Objective 1.4 Provide<br>resources in a range of<br>formats and languages to<br>ensure collections are                                      | Complete Inclusion Audit for MPL's collections.   | In progress, starting with staff<br>storytime collections. This is a<br>multi-year project as it covers<br>the entire collection.  |
| balanced, inclusive and accessible.   | Expand collections to support functional literacy development.  | 2022.  |
|   | Expand lending collections, accessibility tools and inclusive content for those with print and other disabilities.                                    | MPL submitted a proposal for<br>grant funding through the<br>Ministry of Seniors and<br>Accessibility to fund the<br>development of collections to<br>support neurodiversity and<br>ASD.                 |
| Objective 1.5 Promote the <b>value of reading for pleasure</b> as something that supports   | Launch services and content to support wellness and cognitive health through reading fiction.   | Completed launch of bibliotherapy service.   |
| strong educational outcomes,<br>increased empathy, improved<br>relationships with others,<br>better mental health and<br>overall wellbeing. | Develop public awareness campaign to promote the benefits of reading for pleasure.  | Launched Bibliotherapy,<br>articles in local papers related<br>to Bibliotherapy and to reading<br>for pleasure. Website includes<br>Increased blog postings and  |

| OUR STRATEGIC GOALS AND<br>OBJECTIVES | Actions/Initiatives   | STATUS (APRIL 2021)   |
|---------------------------------------|---|---|
| OBJECTIVES                            | Expand events and programs that celebrate literature, storytelling, reading and book culture. | staff picks lists related to<br>reading for pleasure and its<br>benefits.<br>Participating library in the OLA<br>Forest of Reading Program in<br>the school age categories with<br>virtual author visits and book<br>discussion meetups.<br>Participating library in<br>OnePage a virtual literary<br>series featuring online author<br>visits<br>Collaborating with neighbouring<br>library systems to coordinate<br>virtual author visits and<br>programs for Summer Reading<br>Club<br>Introduced virtual book<br>discussion groups<br>Community voting for 2021 |
|                                       |   | Markham Reads selection now underway.   |

Goal 2: Limitless Learning

The Library **complements formal education** and extends learning beyond the academic experience. The Library **facilitates curiosity, self-directed learning and personal growth** through **all stages of life**. We concentrate on **readying children for school**, providing opportunities for **individual development**, preparing people for **employment and citizenship**, and helping people build **skills they need for the digital environment**.

We grow a community of learners through **all phases and stages of life**.

| Objective 2.1 Provide tools<br>and resources that support    | Expand online learning resources and skill development programs  | TBD   |
|--|--|---|
| individual learning goals<br>throughout every stage of life. | Provide spaces and open hours that<br>support needs of students and<br>entrepreneurs of all ages.                                      | Delayed due to closure; will be<br>reviewed as part of space use<br>study.  |
|  | Support experiential learning, creativity<br>and experimentation through the<br>expansion of MPL's makerspaces and<br>STEAM resources. | On hold pending branch re-<br>opening and safe launch<br>conditions:<br>•Implementation of a new<br>Digital Media Lab (DML) at the<br>Angus Glen Branch.<br>• Library Makerspace: Music<br>Creation and Musical<br>Instruments Lending at<br>Markham Village Branch |

| OUR STRATEGIC GOALS AND<br>OBJECTIVES  | Actions/Initiatives  | STATUS (APRIL 2021)  |
|--|--|--|
| Objective 2.2 Deliver a multi-<br>faceted, inclusive and<br>equitable lifelong learning  | Partner with organizations to provide<br>learning supports and resources that<br>address gaps in formal education.   | TBD  |
| strategy to address barriers<br>to success in formal<br>education.   | Provide remedial support for reading, math and sciences.   | Introduced Extra English Help<br>and Extra Math Help virtual<br>programs supporting Ont.<br>Grades 1 to 3 curriculum   |
|  | Provide services that support students<br>and parents in distance learning, online<br>learning and home-schooling.   | Launched <i>Learning at Home</i><br>series designed to support<br>elementary students continued<br>learning beyond the classroom.<br>Blog posts explore topics<br>related to the Ont curriculum  |
| Objective 2.3 Provide<br>Markham residents and<br>entrepreneurs with skills and  | Expand services and content to support<br>individuals developing employment skills,<br>retraining and accreditation. | TBD  |
| literacies to build their<br>confidence and resiliency to<br>participate fully in the<br>economy, including the local<br>job market.                   | Implement networking and mentorship opportunities for new local entrepreneurs.                                       | TBD  |
| Objective 2.4 Equip community<br>members with <b>digital literacy</b><br><b>skills</b> to enable them to learn,<br>connect, engage and work<br>online. | Implement Digital Literacy Strategy supporting the Digital Markham plan.   | The Digital Literacy Strategy is<br>currently being refreshed and<br>will be completed Q2.<br>Implementation is ongoing<br>under the old strategy<br>including the development of<br>online and remote learning<br>digital literacy content through<br>the MPL website and the<br>launch of Curbside 3D Printing |
|  | Expand virtual branch including instructional support and resources.   | AskMPL has refocused on<br>reference and instructional<br>service, increasing 1:1 support<br>for research.   |

### Goal 3: Community Social Cohesion

Markham is economically and socially connected. People in all circumstances and at all stages of their lives benefit from the information, ideas, relationships and resources shared at the library. People **contribute** to their local government and to their community because they know that they are respected and that their City thrives on everyone's rich diversity, equity, opportunity and digital readiness. We **close the digital divide and build social cohesion**. Markham is the **best place to live, invest, and work**.

| OUR STRATEGIC GOALS AND<br>OBJECTIVES   | Actions/Initiatives  | STATUS (APRIL 2021)  |
|---|--|--|
| Objective 3.1 Achieve <b>an</b><br><b>inclusive, equitable and</b><br><b>accessible</b> workplace and<br>library service through a policy<br>and procedures review and<br>through engagement with the<br>City's Diversity and Inclusivity | Implement MPL's Inclusion Strategy   | All active MPL staff have<br>completed anti-black racism<br>training. Staff training content<br>through MPLEdu is being<br>expanded, including the<br>implementation of the Inclusive<br>Language Guide. |
| Action Plan Update.   | Update MPL's Older Adult Strategy  | Customer Service to Older<br>Adults training in development;<br>assessing recommendations<br>for pre-open hours for older<br>adults as part of MPL's<br>recovery planning.                               |
|   | Contribute to the development of the City<br>of Markham's Diversity Action Plan and<br>implement the recommendations.          | Projected to launch in June<br>2021, with completion by April<br>2022. (See report in 3.0.)  |
| Objective 3.2 Leverage<br>partnerships and the<br>knowledge and expertise of<br>local organizations to deliver  | Implement Community Development<br>Strategy and Partnership Development<br>Toolkit.<br>Curate and integrate priority community | TBD<br>Needs analysis and resource   |
| social capital initiatives and<br>contribute to the<br>community's social well-<br>being.   | and government services into the<br>Integrated Library System (ILS).<br>Update and implement programming<br>strategy           | gathering in progress.   |
| Objective 3.3 <b>Reduce social</b><br><b>isolation</b> and bridge social<br>divides by providing physical<br>and virtual spaces that instil a<br>sense of welcome and<br>belonging for all community                                      | Refresh Outreach Strategy to engage<br>underserved communities   | TBD  |
| members   | Implement Space Use plan to improve<br>branch space allocations to address<br>emerging community needs                         | Research plan in development to assess customer needs.   |
|   | Plan new library facilities and renovations of existing spaces.  | In progress at Milliken Mills<br>Library: Renovation to create a<br>new sorter room and universal<br>washroom. Contract for design<br>has been awarded. (See<br>report in 3.0).                          |
| Objective 3.4 Enhance<br>knowledge of the community<br>through <b>data and research</b> ,   | Complete the development of<br>Neighbourhood Profiles for service<br>planning  | In progress, working in collaboration with Environics to   |

| OUR STRATEGIC GOALS AND<br>OBJECTIVES   | Actions/Initiatives  | STATUS (APRIL 2021)  |
|---|--|--|
| and facilitation of <b>community</b><br>engagement initiatives.   |  | establish data requirements for these reports.   |
|   | Implement Business Intelligence<br>Framework to expand community<br>research, outcome measurement, data<br>collection, and reporting capabilities. | Many data collection processes<br>have been automated through<br>Data Studio; new quarterly<br>reporting template has been<br>implemented; Currently<br>focusing on expanding use of<br>outcome measurements   |
| Objective 3.5 <b>Champion civic</b><br><b>discourse</b> to advance social<br>cohesion and broaden<br>community understanding of<br>global and local issues. | Facilitate in person and virtual conversations on topics that are relevant to community and civic priorities.                                      | Senior Care v2 calling senior<br>and homebound customers to<br>provide information about<br>Covid vaccine opportunities<br>and resources for booking<br>appts and transportation to<br>clinics   |
|   | Combat misinformation through<br>information agency and media literacy<br>initiatives.   | Currently supporting the<br>vaccination campaign by<br>connecting eligible individuals<br>with reliable public health<br>information and assisting with<br>vaccine booking.  |
|   | Support the municipality's digital<br>democracy priorities by facilitating access<br>to online voting and candidate<br>information.                | Not Started  |
| 3.6 Address the <b>digital divide</b><br>by providing equitable access<br>to technology and resources<br>for success in the digital world.                  | Launch equipment and connectivity<br>lending initiatives.<br>Expand instruction on utilizing<br>foundational digital tools.                        | Not Started<br>Through askMPL, promoting<br>and supporting use of MPL's<br>online courses including tools<br>such as NicheAcademy with<br>course on using web based-<br>video conferencing tools.<br>Development of instructional<br>videos for use of library digital<br>resources and makerspaces<br>underway. |
|   | Improve MPL's IT infrastructure, public computing and other library technologies.  | TBD  |

### **Corporate Strategic Projects**

In alignment with corporate priorities and as a team player with the City, staff are also supporting several corporate strategic projects undertaken pursuant to our 2021 Business Plan, which is structured around the four Goals of Building Markham's Future Together (BMFT). These include:

| ACTION<br>Implement new<br>technology to enhance<br>business operations   | DESCRIPTION<br>Continue to participate on project teams that<br>advance implementation of Program<br>Registration, Facility Booking software<br>system. (BMFT Action 1.2.1) | STATUS<br>Ongoing.<br>Launch projected for<br>2022.              |
|---|---|--|
| Implement Integrated<br>Leisure Master Plan for<br>the City of Markham's<br>Parks, Recreation,<br>Culture and Libraries | Continue to participate in all Growth Management projects. ( <i>BMFT Action 3.2.4</i> )   | Ongoing.   |
| Establish process for<br>evaluating public and<br>private sector<br>partnerships and<br>business opportunities.         | Develop evaluation process for partnerships<br>and business opportunities. (BMFT Action<br>4.2.1)<br>Will implement ILMP recommendation #127.                               | Project to launch in Q2.   |
| Update the City's<br>Development Charges<br>Background Study<br>Update  | Work with Finance Dept. to update the Library section of the DC Background Study. (See detailed description in 3.0.)  | Kick-off meeting with<br>Finance Dept. staff has<br>taken place. |

-PR:

Catherine Biss CEO & Secretary-Treasurer

| SUBJECT:         | May 2021 Library Programs                     |
|------------------|---|
| DATE OF MEETING: | April 26, 2021                                |
| PREPARED BY:     | Diane Macklin, Director, Community Engagement |
| FROM:            | Catherine Biss, CEO & Secretary-Treasurer     |
| TO:              | Markham Public Library Board                  |

### **RECOMMENDATION:**

That the report "May 2021 Library Programs" be received.

### BACKGROUND:

Board member attendance at Library and community events has several positive benefits. The Public Library Act directs library boards to provide library services that reflect the unique needs of their community. Attending community events as a member of the Board enriches Board understanding of the diversity of interests of the community, gives community members opportunities to interact with the Board, and shows Library support for community initiatives. We look forward to the time when this interaction will be possible once more.

Due to the quickly changing nature of programming at this time, notice of upcoming programs will be provided to the Board on a more frequent basis, either in a Board package or by e-mail.

Contact <u>mplcommunitylibrarians@markham.library.on.ca</u> for assistance in registering for a program or using the various platforms. Unless otherwise indicated all programs are offered free of charge.

Catherine Biss CEO & Secretary-Treasurer

Attachments: May 2021 Library Programs

### MAY 2021 LIBRARY PROGRAMS

This month Markham Public Library is offering dozens of unique virtual programs. Working with our community partners we have something for everyone from business and entrepreneurship to wellness, preschooler to seniors. New programs continue to be added to our line up of programs. Visit our website at markhampubliclibrary.ca (click on What's On) to see our most up-to-date offerings.

Email mplcommunityibrarians@markham.library.on.ca for more information about these programs or to register.

### What's New?

### **Borrow an Ontario Park Pass**

Explore Ontario Parks with your library card! Time spent in nature has significant benefits for our mental and physical health. After a long winter in lockdown it's time to borrow an Ontario Park Pass from the library and get outside to enjoy one of Ontario's many parks! Park permits allow entry to any Ontario provincial park for one vehicle and its passengers for the day. <u>Find in catalogue</u>

### More online movies and documentaries!

Get free access to thousands of movies with your library card. In addition to <u>Hoopla</u> which allows you to borrow movies, TV shows, music, comics and eBooks, MPL now subscribes to <u>Kanopy</u> offering thousands of classic movies, documentaries and Indie films. Stream critically-acclaimed movies, inspiring documentaries, award-winning foreign films and more from your home or wherever you have an internet connection.

### **Curbside 3d Printing**

Beginning April 7<sup>th</sup>, MPL will be launching Curbside 3D Printing at Markham Village, Thornhill Village, and Unionville libraries. This service will allow the community to remotely engage with the 3d printers in the Library's makerspaces. This service is not just for those who already know how to use 3d Printers and software! The community will be able to book time with our Digital Literacy Specialists for one on one support and design before having their design printed by library staff and made available through curbside pick-up.

### Senior Care

We want to make sure our at-risk and vulnerable populations are looked after. Last spring library staff phoned our senior and homebound customers to offer regular check in calls or chats, and to provide guidance in accessing and using the Library's digital collections and virtual programs. This spring the Library reinitiated the Senior Care program and are again reaching out to our local homebound and senior population to ensure they are aware of their opportunities for COVID vaccinations and to provide information about local organizations that can assist them in booking and getting to vaccination clinics.

### Education

### Youth to Post-secondary Program (tuition-free)

Join us for a free presentation to learn how youth (aged 18 – 30) can access postsecondary studies and about a unique project to help them successfully pursue workplace, pre-apprenticeship, apprenticeship, college bridging, or college programs upon completion. Monday, May 3 4:00 pm

### The Secrets of Scholarship and Research Writing

Learn how to navigate the sometimes confusing academic terrain of scholarship research and writing! Whether you're in high school, college, or university, all students should know the importance of scholarship research and writing. Having a track record of scholarship attainment is a great asset for students entering competitive employment or academic opportunities, but it is also a great way to offset the cost of education. Whether you're in high school, college, or university, all students should know the importance of scholarship research and writing. Having a track record of scholarship attainment is a great asset for students entering competitive employment or academic opportunities, but it is also a great way to offset the cost of scholarship attainment is a great asset for students entering competitive employment or academic opportunities, but it is also a great way to offset track record of scholarship attainment is a great asset for students entering competitive employment or academic opportunities, but it is also a great way to offset the cost of education.

Tuesday, May 18 7:00 - 8:00 pm

### 5 Myths that Hinder Post Secondary Success

This seminar is presented by Christopher Grafos, Ph.D., Academic Coach & Mentor and founder of BridgesEDU. After teaching hundreds of undergraduates, Dr. Christopher Grafos, founder of Bridges EDU, noticed that many of his students failed to meet their true academic potential. This was not because the students couldn't do well, but rather, because they didn't know how to do well. At the root of this issue were several widespread myths that prevented students from being able to put their best foot forward. This presentation will show parents and students the positive outcomes that can transpire when these common myths are debunked. Tuesday, May 11 7:00 pm

### **Environmental Stewardship**

Want to learn more about the local wildlife in the GTA? Get to know the species at risk and their habitats in this region with our guest Kat Lucas from Ontario Streams. We will finish of the workshop with information about how we can all help protect the environment around us. Planting native trees and shrubs is one activity we can take to support our local wildlife, and we will share resources and programs that York Region offers to help residents get planting! Thursday, May 6 7:00 pm

### Asian Heritage Month: Classical Indian Singing Lecture

Join us for a special lecture on Classical Indian Singing by award-winning singer, Gauri Guha. Gauri Guha is an established and highly acclaimed professional North Indian classical vocalist and recipient of many grants from the Shastri Indo-Canadian Institute, the Ontario Arts Council and the Canada Council. Gauri is a senior disciple of Pandit A. Kanan and Mrs. Malabika Kanan. Currently, she is studying music under the guidance of Pandit Ajoy Chakrabarty. Wednesday, May 5 7:00 pm

Asian Heritage Month: Bringing Classical Western Music to China

In the late 1930s, Shanghai was the only major city in the world that didn't require visas or financial guarantees for Jewish refugees. During the peak of influx of refugees, approximately 30,000 Central European Jews fled Nazi persecution and

resettled in Shanghai. One of them was Austrian violinist Ferdinand Adler. Not only did he find a safe haven in Shanghai, but he also established a successful career as the concertmaster of the Shanghai Municipal Orchestra - today's Shanghai Symphony Orchestra. He appreciated the safe haven afforded him, and willingly giving back to the community that hosted him. Little did he know, several orphans he taught later became the backbone of China's National Symphony and decades later, the son of one of his students embarks on a journey to find out about him. Wednesday, May 12 7:00 pm

### Home & Family

### Family Trivia Night

Gather your friends virtually and tune in to our Facebook Live session for some trivia fun. Answers will be entered via a Google Form or you can jot down on paper and self-score. Although, all questions are family-friendly, this program is geared more towards adults.

Saturday, May 22 7:30 pm

### Trivia Night

Gather your friends virtually and tune in to our Facebook Live session for some trivia fun. Answers will be entered via a Google Form or you can jot down on paper and self-score. 8:00 pm

Friday, May 7

### Wellness

### Chair Yoga

In this class, led by an instructor from Markham Yoga, participants will learn gentle and dynamic exercises and stretches for balance while seated and supported in a chair. Please register for each class individually Tuesdays, May 4, 11, 18 and 25 7:00 pm

### **Full Body Flow**

Ease into Sundays Mornings with this Yoga flow, led by Markham Yoga, for all levels of experience, focusing on mindfulness and mental relaxation. Sundays, May 2, 9, 16, 23, and 30 11:00 am

### Hathaflow

Hatha Flow, presented by Markham Yoga, offers an energizing class to build strength, increase flexibility and create mental clarity. Please register for each class individually

Saturdays, May 1, 8, 15, 22 and 29 9:30 am

### Joyful Yoga

In this class led by an instructor from Markham Yoga, everyone in the family is invited to practice breathing, relaxation and simple yoga poses that will encourage mindfulness. Please register for each class individually. Saturdays, May 1, 8, 15, 22 and 29 11:00 am

### Melt the Stress Away

Join us for a guided virtual yoga and meditation workshop led by an instructor from Markham Yoga. This online session will begin with a gentle 30 minute yoga program followed by 30 minutes of meditation meant to quiet the mind and body. All ages welcome! Please register for each class individually. Wednesday, May 5, 12, 19 and 26 7:45 pm

### Mindful Movement for Older Adults

This 45 minute class is designed to help older adults improve their activity levels and build strength, balance, mobility and range of motion in their joints and spine. The class will include breath work, gentle yoga and stretching. Classes are ideal for those 55+ but all are welcome. No experience needed. Please register for each class separately.

Fridays, May 7, 14, 21 and 28 1:30 pm

### Move and Groove

This movement class is led by an instructor from Markham Yoga, includes fun yoga poses, breathing techniques, postures to help with stability, balance, and flexibility. We're here to move, no structure, no rules, just move with us on Mondays! Please register for each class individually. No class May 24 (Victoria Day)

Mondays, May 3, 10, 17 and 31 7:00 pm

### Chakra Meditation and Relaxation for Beginners

According to traditional yoga, the subtle body is a part of you that you can't see or touch - it's where your energy flows. These points are called chakras and can often be linked to mental, physical and digestive blocks. Join us for a simple, beginner level chakra meditation as we relax those mental and subtle energies. Led by Markham Yoga's newest training graduate. Please register for each class individually.

Wednesday, May 5, 12, 19 and 26 7:45pm

### Emotional Regulation in Children

In these times of uncertainty, this workshop will help children navigate through their emotions by learning to identify them. They will learn to transform their negative emotions using Emotional Freedom Technique or sometimes called Tapping, and Heart Based Meditation. This program is geared to kids age 8 to 12 (though all ages are welcome) and parents/caregivers are encouraged to participate alongside their child. Friday, May 14 7:00 pm

### Partner Violence during COVID- 19

Are you concerned that someone you know is being abused by their partner but don't know what to do? With the ongoing Covid19 pandemic and stay at home orders incidents of intimate partner violence continue to rise. In this workshop you will hear statistics related to Intimate Partner Violence (IPV) and resources that are available in the community to help those who are being abused. Thursday May 13 7:00 pm

### Essential Oils Basics

Let's get back to the basics. Learn what essential oils are, how they can support you health and wellness and improve your sleep, digestion, stress and skin health. Learn how essential oils can be used to educe the toxic load in your home. Thursday, May 6 7:00 pm

### Healthy Eating: Label reading and smart shopping

Join a dietician to gain information abut general healthy eating, Canada's Food Guide, and get an introduction to label reading, money saving grocery shopping tips, and meal planning on a budget. Wednesday, May 18 10:00 am

### Newcomers

### **Credential Assessment for Newcomers**

Are you a newcomer and internationally trained individual looking to go back to school? An assessment of your secondary and postsecondary credentials compared to Canadian standards of education can help in making important decisions such as which credentials to take, transfer credits and training needed to achieve your educational goals. Join this webinar, offered through Seneca College, and learn more about the two most commonly used assessment services, WES and ICAS. Learn about the application process, fees, processing time, required documents and additional resources.

Wednesday, May 19 2:00 pm

### English Conversation Circle

Are you a newcomer to Canada who would like to improve conversational English and meet new friends? Come join the weekly English Conversation Circle, where we practice in friendly small groups led by long term local residents. Mondays, May 3, 10, 17 and 31 (no class May 24) 1:30 pm

### STEAM

### Intro to 3d Printing

Are you interested in creating 3D objects? If so, join us for an introduction on the basics of 3D design and a demonstration of modelling using TinkerCad – a free online platform that allow users to design their 3D objects for printing. We will also go over how to use MPL's curbside 3D printing service to bring your designs to fruition

Wednesday, May 12 6:00 pm

### Virtual Makerspace

Are you interested in learning to code, design and create? Join us in this monthly event on a variety of topics, streamed live on our <u>Facebook page</u> at 4:15 on the third Thursday of each month.

Thursday, May 20 4:15 pm

### Extra Math Practice

Would you and your child to get extra practice on Math topics to reinforce what they learn in school? Join us for an interactive session using online resources, activities and practice materials. Each week will focus on a different aspect of the Grades 1 to 3 Ontario curriculum. Visit our website for the current schedule and information. Thursdays, May 8 and 13 4:15 pm

### **Business and Finance**

### Focus on Fixed Income

Increase your knowledge and comfort level with the basic features of fixed-income investments and learn how bonds can help you meet your investment goals at any stage of life. This Webinar will be delivered by Lorne Erenberg, a Financial Advisor at Edward Jones.

Saturday, May 8 10:30 am

### **Resumes and Cover Letters**

Write a resume & cover letter that gets results. This workshop is packed with valuable tips that will get you noticed by hiring professionals. You will also learn how to apply for jobs online with your new resume and cover letter, and how to uncover the hidden job market

Thursday, May 133:00 pm

### Working from Home

The Internet is flooded with work from home opportunities. One of the biggest challenges is finding one that is legitimate. This workshop will provide you with tips on how to safely investigate a prospective opportunity, how to recognize a scam, and what you should do if you think you have been scammed. Monday, May 10 4:00 pm

### Living Well on Retirement Income

Learn ways to increase income, reduce expenses and live on a retirement income without having to rely on credit to get by. Monday, May 17 6:00 pm

# Business Legal 101 – All you need to know about legal rules of operating a business in Ontario.

We are happy to introduce our new series of professional workshops – Business Legal 101. In this program, which includes multiple workshops, we will discuss various legal aspects of operating a business in Canada and will answer your questions. Our first workshop will cover the basics of incorporation and what legal documents you will need to protect your corporation and your investment while

working with partners. We will discuss the considerations of whether to incorporate or not, whether to incorporate federally or provincially, how to approach the process and which steps to follow to complete it successfully. We will also cover the most common legal questions and issues arising from working with partners in a business. Please register for each workshop individually

Thursday, May 207:00 pmProtecting yourself from legal liabilitiesThursday, June 177:00 pmPurchase of business – Assets vs. SharesThursday, July 157:00 pmIntellectual Property of a Business

### Virtual Resume Writing Webinar

Designed to assist individuals prepare a targeted, accomplishment-based resume. This workshop will help you create a winning resume and increase your chances of landing a job interview.

Wednesday, May 26 6:00 pm

### Human Library

Meet a graphic designer and learn about what it takes to be one! Agnieszka Ann Jankiewicz (known to most as Agnes) was born in the midst of one of the biggest blizzards of the year on February 12th, 1988. Even in her earliest years, she loved being creative in any medium she could get her hands on, particularly drawing and creative writing. She is a graduate of both Durham College in Contemporary Media Production and York University in Film Theory, Historiography and Criticism. Agnes has over 6 years of experience in creating visual identities in a variety of sectors, developing distinct branding and ensuring their consistency is upheld across all channels. She is also a published science fiction and fantasy author and is currently working on the fourth novel in her Q-16 series.

Thursday, May 27 7:00 pm

### **Reading and Creative Expression**

### **Book Discussion Writers and Lovers**

Stay connected through our virtual book discussion! We will be discussing the book *The Stranger Diaries* by Ellie Griffiths. This title is available through Hoopla as an e-book.

Stay connected through our virtual book discussion!

About the book: Clare Cassidy is no stranger to murder. A high school teacher specializing in the Gothic writer R. M. Holland, she even teaches a course on him. But when one of Clare's colleagues is found dead, with a line from Holland's iconic story "The Stranger" left by her body, Clare is horrified to see her life collide with her favorite literature.

| Wednesday, May 26 | 7:00 pm or |
|-------------------|------------|
| Thursday, May 27  | 3:00 pm    |

### Paint Night with Fluidify

Join artistic community builders, Fluidify Your Life, as they lead you through an artfilled evening with local painters. Meet and chat with fellow artists as you paint or draw your way through themed prompts. Supplies not provided - virtual program only. Ages 16+.

Wednesday, May 19 7:00 pm

### Storyteller's MeetUp

The Storytellers is committed to creating a thriving literary scene in Markham, with local talent at its heart. Join us for author talks, workshops, conversations about the craft, and more. We welcome writers of all stripes: fiction, non-fiction, poetry, you name it. You'll find community, inspiration, and support (and sometimes snacks). This is a place to connect with kindred spirits, provided you're curious, driven, and want to tell great stories.

Thursday, May 20 7:00 pm

### **Knitting Club**

Join us for an hour of chatting and knitting! Bring your current project as our resident knitter helps you with any crafting problems you're having, and get the chance to meet new folks in your community.

Thursday, May 20 3:00 pm

### Storytime

While we are unable to meet for storytime in person we are creating virtual storytimes that you can enjoy from home. Join us on Facebook live for some fun and learning with songs, rhymes and stories. Each week's storytime is available on-demand via our Facebook page for you to enjoy at your convenience with your little ones.

Mondays at 10:00 am

### **Cantonese Songs and Stories**

Join us for a fun-filled session of Cantonese Songs & Stories! Help your child develop early literacy and language skills through songs and rhymes. Just tune in to our <u>Facebook Live</u> at 10:00 AM every other Tuesday! Tuesday, May 11 and 25 10:00 - 10:30 am

### **Mandarin Songs and Stories**

Join us for a fun-filled session of Mandarin Songs & Stories! Help your child develop early literacy and language skills. Just tune in to our <u>Facebook Live</u> at 10:00 AM every other Wednesday!

Wednesday, May 5 and 19 10:00 am

### Fun Yoga Storytime for Little Mandarin Learners

Join us for a fun filled 45 minutes of stories in Mandarin. In each session, Maggie Duan, from YogaTime, shares fun stories followed by some yoga fun designed to complement the story. The session ends with a show and tell where participants are invited to show and talk about an object of their choosing. This program will help cultivate an interest in learning Mandarin and develop their love of reading. Please register for each class individually.

普通话时间。每节课 30 分钟。通过有趣的互动方式和瑜伽游戏,从而增强孩子对中文的兴趣。这是用 Zoom 参与的网上课程。
课程内容: 讲故事,唱歌,瑜伽活动,展示与讲述
目标: 培养孩子们对中文的学习兴趣

Tuesdays May 4, 11, 18 and 25  $4{:}30$  -  $5{:}15\ \text{pm}$ 

### Extra English Practice

Would you and your child to get extra practice on English topics to reinforce what they learn in school? Join us for an interactive session using online resources, activities and practice materials. Each session will feature a different topic of the Grades 1 to 3 Ontario curriculum. Visit our website for current information. Please register for each class individually.

Monday, April 3 and 10 3:30 pm