

MARKHAM PUBLIC LIBRARY BOARD

REGULAR MEETING

Notice of meeting to be held on Monday, April 27, 2026 7:00 p.m. Virtual Meeting by ZOOM

AGENDA

- 1.0 **Call to Order/Adoption of Agenda**
 - 1.1 Adoption of Minutes: (March 23,2026)
 - 1.2 Declaration of Conflict of Interest
 - 1.3 Delegations
 - 1.4 Chair's Remarks

- 2.0 **Ownership Linkage**
 - 2.1 Reports from Board members

- 3.0 **Board Education**

Deferred this month.

- 4.0 **Information Requested by the Board**
 - 4.1 CEO's Highlights

- 5.0 **Items for Decision**
 - 5.1 Board Approval of 2026 Library Capital Budget Report
 - 5.2 Board Approval of 2026 Library Operating Budget Report
 - 5.3 Board Support for CULC Letter

- 6.0 **Monitoring Performance**
 - 6.1 **Ends:**
 - 6.1.1 Strategic Plan Presentation(D. Walker)
 - 6.2 **Executive Limitations:**
 - 6.2.1 Asset Protection: EL-2e (G.Vlahopoulos /M.Sawh)

7.0 **Consent Agenda**

All items under the Consent Agenda are considered to be routine and are recommended for approval by the Chair.

7.1 **Declaration of Due Diligence by the CEO**

7.2 **Communication and Correspondence :**

7.2.1 YorkRegion.com: After a personal struggle, this Markham teen is leading an eating disorder advocacy clinic

https://www.yorkregion.com/news/markham-teen-leads-eating-disorder-advocacy-effort/article_07276f08-3a4e-5bab-8e8a-488251332904.html?source=newsletter&utm_content=a04&utm_source=ml_nl&utm_medium=email&utm_email=3F054A06974FC0C73696953C45ED831F&utm_campaign=yrha_90202&utm_term=latest

8.0 **Board Performance and Self-Evaluation**

8.1 Questionnaire Results: Feedback to the Chair

9.0 **New Business**

10.0 **In-Camera**

10.1 To discuss a confidential personnel matter

11.0 **Adjournment**

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Michelle Sawh, Director, Administration
DATE OF MEETING: April 27, 2026
SUBJECT: Board Approval of 2026 Library Capital Budget Report

RECOMMENDATION:

That the Library Board adopts the 2026 Capital Budget of **\$3,331,464** for the Library's portion of the City of Markham's 2026 Capital Budget; and,

That staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To request that the Board adopt the Library's 2026 Capital Budget. Board approval of the annual budgets is required for auditing purposes.

BACKGROUND:

The Library participated fully in the City's annual budget process in 2025 through the submission of its 2026 Capital requirements. With the assistance of Financial Services staff, estimates were adjusted and some projects were deferred or amended to align with the Corporation's guidelines.

Markham Council approved the City's 2026 Budget on October 31, 2025, with 3.90% tax rate increase for day-to-day operating costs and infrastructure investment to support the life cycle reserve.

Appendix "A" provides a detailed breakdown of the Library's Capital Budget projects for both 2026 and 2025, along with brief project descriptions. Library Collections are included in the Capital Budget and represent the largest component of this budget. The 2026 figure of \$3,331,464 represents an increase of 2.98% over 2025.



Catherine Biss
CEO & Secretary-Treasurer

ATTACHMENTS: Appendix "A" – Library Capital Budget Projects

APPENDIX “A” – LIBRARY CAPITAL BUDGET PROJECTS

AGENDA 5.1

2026 Capital Budget Projects – Library:

Project #	Project Name	Budget (\$)	Brief Project Description
26133	Library Collections	1,767,000	Library Collections are a core MPL service provided to the community. This project will fund the purchase of new physical collection materials and the replacement of damaged and withdrawn books. The reduction of \$73.1K from 2026 is due to additional funds being transferred to Electronic resources #26307.
26134	Replace Library Furniture, Equipment & Shelving	198,800	Annual program to replace damaged/worn/outdated furniture, equipment & shelving. The high level of public usage results in heavy use of tables, chairs, study carrels, etc., which must be replaced regularly to maintain both the appearance and functionality of MPL facilities.
26307	Library Collections – E-resources & Periodicals	1,365,664	The E-Resources & Periodicals components of the Collections budget have been split out from the rest. The combined total for the Library Collection budget is \$3,132,664.
TOTAL		3,331,464	

2025 Capital Budget Projects – Library:

Project #	Project Name	Budget (\$)	Brief Project Description
25151	Library Collections	1,840,100	Library Collections are a core MPL service provided to the community. This project will fund the purchase of new physical materials in the collection and the replacement of damaged and withdrawn books.
25152	Replace Library Furniture, Equipment & Shelving	194,900	Annual program to replace damaged/worn/outdated furniture, equipment & shelving. The high level of public usage results in heavy use of tables, chairs, study carrels, etc., which must be replaced regularly to maintain both the appearance and functionality of MPL facilities.
25310	Library Collections – E-resources & Periodicals	1,200,000	The E-Resources & Periodicals components of the Collections budget have been split out from the rest. The combined total for the Library Collection budget is \$3,040,100.
TOTAL		3,235,000	

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Michelle Sawh, Director, Administration
DATE OF MEETING: April 27, 2026
SUBJECT: Board Approval of 2026 Library Operating Budget Report

RECOMMENDATION:

That the Library Board approves the 2026 City of Markham Grant in the amount of **\$16,363,768**; and,

That the Board approves the 2026 Library Operating Budget consisting of Library Income in the amount of **\$930,589**, and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of **\$17,294,357**; and,

That upon finalization of the 2025 Library audited financial statements, the 2026 Operating Budget be adjusted to reflect the 2025 operating results; and,

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

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

PURPOSE:

To request that the Board approve the City of Markham Grant and the Library's Operating Budget for 2026. Board approval for the annual Operating Budget is required for auditing purposes.

BACKGROUND AND DISCUSSION:

The Markham Public Library participated fully in the City's annual budget process in 2025, including submission of its 2026 Operating Budget requirements. Markham Council approved the City's 2026 Budget on October 31, 2025, with 3.90% tax rate increase for day-to-day operating costs and infrastructure investment to support the life cycle reserve.

The approved 2026 City budget figure of \$677.9M covering all departments includes operating funding for the Library. This year the Library has a net budgetary increase of \$259,443 in its Operating Budget.

The table below outlines the Library's 2026 Operating Budget. Explanations for all changes are provided in Appendix A, "2026 Library Operating Budget Adjustments – Explanations & Comments."

A handwritten signature in black ink, appearing to read 'C Biss', is centered on the page. The signature is fluid and cursive.

Catherine Biss
CEO & Secretary-Treasurer

ATTACHMENTS:

- Appendix A: 2026 Library Operating Budget Summary
- Appendix B: 2026 Library Operating Budget Adjustments – Explanations & Comments

AGENDA 5.2

Appendix A: 2026 LIBRARY OPERATING BUDGET SUMMARY

Acct	Description	2026 Budget	2025 Budget	Change
	Library Income - Total	(\$930,589)	(\$918,972)	(\$11,617)
	Operating Expenditures	\$17,294,357	\$17,023,297	\$271,060
	Net Expenditure (City of Markham Grant)	\$16,363,768	\$16,104,325	\$259,443

2026 LIBRARY INCOME – DETAIL

Acct	Description	2026 Budget	2025 Budget	(Increase) / Decrease
8300	Province of Ontario Grant	(\$228,778)	(\$228,778)	-
8800	Program Registration Fees	(\$527,560)	(\$509,819)	(\$17,741)
8801	New Memberships	(\$7,550)	(\$8,894)	\$1,344
8899	Other Service Charges	(\$9,346)	(\$8,497)	(\$849)
8999	Program Room Rentals	(\$19,605)	(\$30,148)	\$10,543
9115	Vending Machines	(\$0)	(\$1,400)	\$1,400
9146	Photocopying	(\$52,250)	(\$45,250)	(\$7,000)
9199	Miscellaneous Sales	(\$85,500)	(\$86,186)	\$686
	TOTAL	(\$930,589)	(\$918,972)	(\$11,617)

2026 LIBRARY OPERATING EXPENDITURES – DETAIL

Acct	Description	2026 Budget	2025 Budget	Increase / (Decrease)
3000	Salaries and Benefits	\$15,101,004	\$14,857,986	\$243,018
4010	Printing & Office Supplies	\$26,900	\$26,282	\$618
4200	Program & Operating Expenses	\$110,994	\$108,415	\$2,579
4290	Other Operating Expenses	\$5,862	\$5,862	\$0
5000	Utilities	\$174,585	\$175,810	(\$1,225)
5100	Communications	\$123,747	\$169,290	(\$45,543)
5200	Conference & Travel Expenses	\$27,675	\$32,320	(\$4,645)
5250	Staff Training & Staff events	\$61,062	\$56,417	\$4,645
5300	Contracts & Service Agreements	\$285,335	\$269,426	\$15,909
5400	Maintenance & Repairs	\$233,531	\$216,292	\$17,239
5510	Rental/Lease (Copiers)	\$19,600	\$13,562	\$6,038
5560	Insurance	\$11,963	\$11,963	\$0
5600	Professional Services	\$110,067	\$83,224	\$26,843
5700	Licenses, Permits, Fees, Service Charges	\$40,618	\$40,618	\$0
5800	Promotion & Advertising	\$35,330	\$35,588	(\$258)
5900	Occupancy Costs (Community Centre Branches)	\$913,308	\$913,308	\$0
6000	Office Equipment & Furnishings	\$3,000	\$3,000	\$0
7800	Miscellaneous Expenses	\$9,776	\$3,934	\$5,842
	TOTAL	\$17,294,357	\$17,023,297	\$271,060

**Appendix B:
2026 Library Operating Budget Adjustments – Explanations & Comments**

AGENDA 5.2

(1) Library Income:

Acct	Description	Change from last year (\$) * (Increase)/Decrease	Explanations / Comments
8800	Program Registration Fees	(17,741)	• Adjustment based on CPI increase
8801	Membership	1,344	• Adjustment in expectation based on review of recent annual actuals.
8899	Other Service Charges	(849)	• Adjustment in expectation based on review of recent annual actuals.
8999	Program Room Rental	10,543	• Adjustment in expectation based on review of recent annual actuals.
9115	Vending Machines	1,400	• Revenue no longer exists. Budget reallocation.
9146	Photocopying	(7,000)	• Adjustment in expectation based on review of recent annual actuals.
9199	Miscellaneous Sales	686	• Adjustment in expectation based on review of recent annual actuals.
	TOTAL	(11,617)	

* - Bracketed numbers indicate budgetary increases / un-bracketed numbers indicate decreases.

(2) Library Operating Expenditures:

Acct	Description	Change from last year (\$) * Increase/(Decrease)	Explanations / Comments
3000	Salaries & Benefits	243,018	• Increase represents less than 1.65% of the total Salaries and Wages budget of \$14.9M.
4010	Printing & office supplies	618	• Adjustment based on 2026 trending
4200	Program & Operating expenses	2,579	• Adjustment based on 2026 trending
5000	Utilities	(1,225)	• Decrease based on budget forecasts for 2026 as determined by Financial Services
5100	Communications	(45,543)	• Adjustment based on recent contracted expenditures

**Appendix B:
2026 Library Operating Budget Adjustments – Explanations & Comments**

AGENDA 5.2

5200	Conference & Travel Expense	(4,645)	• Adjustment based on 2026 trending
5250	Staff Training & events	4,645	• Adjustment based on 2026 trending
5300	Contracts & Service Agreements	15,909	• Adjustment based on recent contracted expenditures
5400	Maintenance & Repairs	17,239	• Inflationary increase & adjustment based on 2026 trending
5510	Rental/Lease (Copiers)	6,038	• Adjustment based on 2026 trending
5600	Professional Services	26,843	• Adjustment based on 2026 trending
5800	Promotion & Advertising	(258)	• Adjustment based on 2026 trending
7800	Miscellaneous Expenses	5,842	• Adjustment based on 2026 trending
	TOTAL	271,060	

* - Un-bracketed numbers indicate budgetary increases / bracketed numbers indicate decreases.

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Deborah Walker, Director Strategy & Planning
DATE OF MEETING: April 27, 2026
SUBJECT: **Strategic Plan Presentation**

RECOMMENDATION:

That the Strategic Plan Presentation be received.

BACKGROUND:

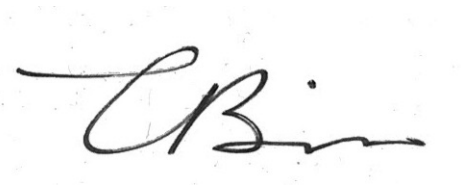
As described in the March Strategic Plan Update Report, we have retained Overlap Associates as our consultant to guide us through Phase 2 of the Strategic Planning Project.

2026 Strategic Planning (Phase 2) Timeline:

STEPS	DESCRIPTION	STATUS
Background Review	Overlap completed a comprehensive review of all materials provided by MPL, including community and staff engagement summaries, survey data, qualitative verbatims, Harwood-style consultation notes, demographic reports, trend analyses, previous strategic plans, and relevant municipal or sector documents.	Complete
Environmental Scan	Drawing on MPL’s existing trend work, Overlap added targeted external insight, including developments in public library service, digital ecosystems, community and social infrastructure, and demographic change. Overlap also brought a futures lens to help MPL explore signals and possibilities over the next three to five years.	Complete
Sense-Making Workshop	Overlap facilitated a workshop with MPL’s leadership team to allow us to reflect on synthesized insights, test what resonates, add nuance, and highlight areas requiring deliberate choice.	Complete
Strategy Retreat	Overlap guided the SP team through a structured and participatory experience that built on the strategic inputs and insights as the foundation for exploring what the data means, articulating what matters most for MPL’s future, and beginning to shape the core	Complete

AGENDA 6.1.1 STATUS

STEPS	DESCRIPTION	STATUS
	elements of the strategic framework.	
Strategy Blueprint Review March 13	Overlap led a session to review a Draft Strategic Framework (Strategy Blueprint), which included a strategy map/visual framework that organizes goals into a small number of clear focus areas for ease of communication and implementation. Also discussed OKRs (Objectives and Key Results).	Complete
Mission, Vision, and Values (MVV) Alignment	Overlap led a session with senior leaders to test the existing MVV statements, explore where they feel strong, where they may need refinement, and how well they reflect MPL's current identity and future aspirations.	Complete
Finalize Board presentation	Staff team will work with the consultant to finalize the slide deck for the Board presentation.	Scheduled for April 24
Board Presentation	Overlap will support MPL's CEO and senior leadership in presenting the draft strategic plan to the Board for its review and feedback.	April 27 th
Strategy Finalization & Implementation Roadmap	Based on Board feedback, Overlap will work with MPL's Project team to finalize the Strategic Priorities and Objectives—ensuring they are clear, meaningful, and grounded in both community insight and organizational realities. Will also finalize Quantitative and Qualitative Metrics.	To be scheduled
Writing	<ol style="list-style-type: none"> 1. Short-form public facing document 2. Long form internal operational plan listing the initiatives that will drive our implementation roadmap for the next 5 years. 	To be scheduled



Catherine Biss
CEO & Secretary-Treasurer

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Michelle Sawh, Director, Administration
DATE OF MEETING: April 27, 2026
SUBJECT: **INTERNAL MONITORING REPORT: 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 report entitled “Internal Monitoring Report: Executive Limitation EL-2e, Asset Protection” be received.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: ASSET PROTECTION (EL-2e)

GLOBAL POLICY LIMITATION:

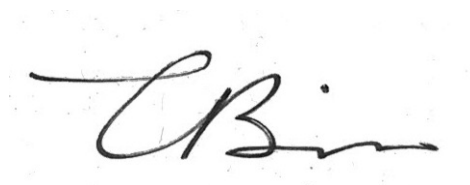
The CEO shall not allow assets to be unprotected, inadequately maintained, unnecessarily risked, or substantially disposed.

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 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 Promise" states that MPL will deliver quality services to all customers on an equitable basis, and that it will provide welcoming public spaces. In return, the Library has the following expectations of its 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 most customers, and only on rare occasions is direct staff intervention required to enforce them.

1.2 Assistance from City Departments:

To maintain and repair facilities and equipment, the Library has agreements with several 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 centers 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 centers – 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, ensuring long-term building integrity.

1.2.2 Community Centre Libraries:

MPL has five community center-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 Sustainability & Asset Management.

Within these facilities, Recreation also provides ongoing maintenance services and manages facility building projects that include or impact 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 2025/2026, various upgrade/replacement projects included the following:

- Various library locations:
 - Award of a new janitorial contract (June 2025), providing cleaning services for three stand-alone library locations
 - Semi-annual interior and exterior window cleaning at Markham Village, Thornhill Village, and Unionville Libraries
 - System-wide high-level cleaning addressing areas excluded from regular cleaning contracts, including steam-cleaning of all carpeted areas (December 2025)
 - Installation of internal security cameras in public areas to enhance safety and serve as a deterrent to theft, vandalism, and indecent exposure
- Markham Village Library / Administration Centre:
 - Refinishing and repairing exterior wood slats
 - Repair of leakage in the elevator pit, including draining of the pit and oil replacement
 - Replacement of optical sensor in the staff elevator
 - Replacement of first-floor carpeting (November 2025)
 - Expansion and upgrade of the Building Automation System (BAS) to enhance HVAC controls and improve temperature management (project underway; expected completion September 2026)
 - Reconfiguration of the staff workroom, including installation of new height-adjustable workstations and layout changes to improve functionality, ergonomics, and staff safety
- Angus Glen Library:
 - Replacement of exterior staff and shipping doors to improve security and durability
 - Completion of skylight replacement project, including installation of new weather-tight skylights to prevent future leaks (October 2025)
- Aaniin Library:
 - Replacement of a cracked second-floor window to address building envelope integrity (August 2025)
 - Repairs to west-side interlock and sidewalk adjacent to the Community Centre and library staff door (August 2025)
 - Repair of automatic door opener at the exterior staff entrance following a brief outage
- Cornell Library:
 - Completion of Hospital Library transition and Makerspace relocation, supported by new furnishings and slatwall installation

AGENDA 6.2.1

- Ongoing parking garage construction (commenced December 2025; anticipated completion April 2026)
- Milliken Mills Library:
 - Replacement of flooring in the library entrance/lobby and staff hallway, matching finishes used throughout the community center
 - Replacement of Program Room flooring with luxury vinyl tile (LVT)
 - Replacement of sidewalk section near the southwest entrance to address slip, trip, and fall hazards caused by uneven pavement and winter icing
 - Replacement of built-in shelving along the west wall in the Teen and Children's areas
 - Repair and replacement of defective LED shelf lighting (September 2025)
 - Enhancements to study bar areas along west and south walls, including:
 - Addition of a new study bar section in the Teen area
 - Two height-adjustable study bar sections to improve accessibility near the newspaper lounge
 - Installation of built-in waste receptacles to improve appearance and functionality
 - Replacement of glass block windows in the Children's Activity Room (west) and Quiet Study Room (east), including removal of stairs in the Activity Room (project underway; anticipated completion May 1, 2026)
 - Electrical upgrades to replace unsecured flexible power bars in adult study areas (May 2025)
- Thornhill Community Library
 - No building-related upgrade or replacement projects to report during this period
- Thornhill Village Library
 - Foundation waterproofing project underway to mitigate basement leakage (anticipated completion Fall 2026)
 - Lighting upgrade project underway on the second floor (common area and two offices), including installation of pot lighting (anticipated completion August 2026)
 - Replacement of ramp at the staff entrance underway to improve accessibility (anticipated completion Fall 2026)
 - Installation of new garden furniture (September 2025)
- Unionville Library:
 - Replacement of carpet in the front vestibule (September 2025)
 - Installation of new gas fireplace units in the Adult Lounge and Staff Room (November 2025)
 - Replacement of automatic door mechanism in the women's washroom
 - Installation of a ramp at the staff entrance to improve accessibility
 - Deep cleaning of washrooms to address ongoing odor and hygiene concerns (April 2025)
 - Refinishing wood grates surrounding interior trees to improve durability and aesthetics

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 the 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 that they will abide by the terms of this document. This agreement was recently reviewed and updated with input from Legal counsel.

The agreement covers situations where employees, while carrying out their responsibilities, have access to network passwords, human resource 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 were originally donated to the Library 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 5, "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. 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 good customer service standards.

5. Naming/Renaming of Board Assets:

The CEO shall not name or rename any Board asset without appropriate authorization.

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, without appropriate authorization.

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 [NIGP] and the Purchasing Management Association of Canada [PMAC] shall apply to all City staff involved in the purchase and disposal of goods and services."

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 several 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 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 using 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 #8 below) reviews financial records as part of the annual audit procedures and conducts substantive testing. All 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 RESPONSIBILITY 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 utilizing 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, 2024" were presented to the Board at its meeting May 26, 2025. The minutes of that meeting record the following discussion and resolution:

Staff introduced Ms. Theresa Ho, Manager, Private Enterprise, KPMG LLP.

Ms. Ho gave a brief, high level overview of the 2024 Financial Statements, citing that some of the numbers were consistent year over year, explained some of the items within the report and noted that it was a clean audit overall.

There was an outstanding request from a Board member for a clarifying statement regarding the term "Due from the City of Markham".

The CEO will confer with KPMG and the City of Markham.

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Winnie Phung

That the report entitled "Financial Statements of the City of Markham Public Library Board, December 31, 2024" be received; and,

That the Board approves the Financial Statements of the City of Markham Public Library Board, December 31,2024; and,

That the Board Chair be authorized to sign the approved 2024 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 31,2024.

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 (April 2025 – March 2026), there were no acts of vandalism that fell within this threshold. However, we do have suspected theft of library collection items whose replacement cost total \$2,356.03. The account has been suspended and referred to the Library's material recovery agency. A police report has also been filed.

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 more than 90% 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).

Idem

(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 several 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 CEO reports to the Board, and she in turn has hiring and firing authority with respect to all other employees. 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 has a unique Joint Health and Safety Committee, functioning under the *Workplace Health and Safety Act*.

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

AGENDA 7.0

TO: Markham Public Library Board
FROM: Catherine Biss, CEO& Secretary-Treasurer
PREPARED BY: Susan Price, Board Secretary
DATE OF MEETING: April 27,2026
SUBJECT: **CONSENT AGENDA**

RECOMMENDATION:

That the Consent Agenda comprising Agenda 7.0 to 7.2.1 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:

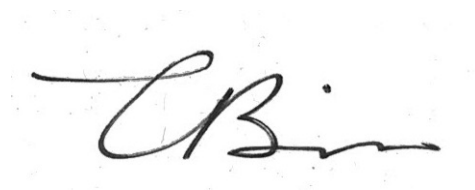
7.0 CONSENT AGENDA:

7.1 Declaration of Due Diligence by the CEO

7.2 Communication and Correspondence:

7.2.1 YorkRegion.com: After a personal struggle, this Markham teen is leading an eating disorder advocacy clinic

https://www.yorkregion.com/news/markham-teen-leads-eating-disorder-advocacy-effort/article_07276f08-3a4e-5bab-8e8a-488251332904.html?source=newsletter&utm_content=a04&utm_source=ml_nl&utm_medium=email&utm_email=3F054A06974FC0C73696953C45ED831F&utm_campaign=yrha_90202&utm_term=latest



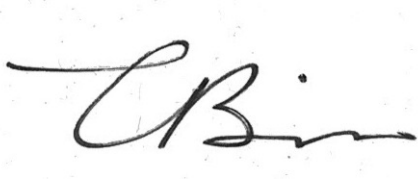
Catherine Biss
CEO & Secretary-Treasurer

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 18, 2026 to April 21,2026.

- 1) All wages owing have been paid to all employees of the Board;
- 2) All payroll remittances, consisting of income tax, CPP, EI premiums and Employers Health Tax relating to employee remuneration have been appropriately calculated and withheld, and promptly remitted;
- 3) 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;
- 5) 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;
- 7) 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

April 21, 2026
Date