



A Regular Meeting of
the Richmond Hill Public Library Board
will be held in the boardroom at Central Branch
on Thursday, January 18, 2024 at 4:00pm

AGENDA

1.0 Call to Order

2.0 Land Acknowledgement read by Board Chair

We are gathering on lands that have been home to First Nations Peoples from time immemorial. We acknowledge that what we now call Richmond Hill is on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the Mississauga and Chippewa Nations of the Williams Treaty. We also recognize that we are on part of the traditional territories of the Haudenosaunee and the Huron Wendat.

We would also like to acknowledge all First Nation, Inuit and Métis peoples from across North America, also known as Turtle Island, who now reside in the City of Richmond Hill. We are committed to rebuilding constructive and cooperative relationships.

3.0 Regrets

4.0 Adoption of Agenda

4.1 Opening Remarks Board Chair

4.2 Adoption of Agenda

5.0 Disclosure of Pecuniary Interest and the General Nature Thereof

6.0 Delegations

None

Approval of Consent Agenda Items

All Consent Agenda Items (*) are considered to be routine, which require no discussion or debate, and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.

7.0 Minutes

7.1 *Library Board Draft Minutes – October 19, 2023

7.2 *Library Board Finance Steering Committee Minutes – December 14, 2023

7.3 *Library Board Governance Steering Committee Draft Minutes – December 14, 2023

7.4 *Library Board Finance Steering Committee Draft Minutes – January 11, 2024

8.0 Resolution to Move Into Closed Session to consider matters relating to:

8.1 The security of the property of the board

9.0 Resolution to Reconvene in Open Session

10.0 Adoption of Recommendations Arising from Closed Session (if any)

11.0 Presentations

None

12.0 Reports

12.1 *2023 Q3 Financial Report SRLIB24.01

12.2 *2023 Q3 Strategic Plan Progress Report SRLIB24.02

12.3 RHPL Fund Development Policy Report SRLIB23.20 (deferred from
October 2023 meeting)

13.0 New Business

13.1 New Motions

13.1.1 Add Board Council member to Board Finance Steering
Committee – S. Nasser

13.1.2 Remove City HR from Board Governance Steering Committee –
M. Shahnazari

13.2 *Correspondence

13.2.1 *Cybersecurity Attack at Toronto Public Library. Vickery Bowles,
TPL City Librarian posted a [year-end public message](#) about the
attack and its impact.

13.2.2 *Press Release RHPL, January 9, 2024 - Re: Richmond Hill Public Library Launches a New Chapter with Dynamic Exhibits: "*Hair Today, Gone Tomorrow*" and 2024 DesignTO Festival's "*Braver than Loneliness*," Marking a Renewed Emphasis on Public Art

13.3 Member Announcements

13.3.1 CEO Updates

13.3.2 Passing of former Board Member/Chair – Shelagh Harris / S. Quinn

13.3.3 Environics Analytics used for direct mail campaign / J. Dyer

13.3.4 Merchandise Sales / J. Dyer

13.3.5 RHPL Exhibits / J. Dyer

14.0 Date of Next Meetings

The next Regular Meeting of the Library Board will be held on:

Thursday, February 15, 2024 @ 4:00 p.m. at Central Branch

15.0 Adjournment

Please advise Darren Solomon and Susan Quinn of regrets for attendance, by noon of the day of the meeting at e-mail: dsolomon@rhpl.ca and squinn@rhpl.ca



The Richmond Hill Public Library Board

Thursday, October 19, 2023

MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, October 19, 2023 at 4:00 p.m. in the boardroom at Central Branch, 1 Atkinson Street, Richmond Hill, Ontario.

Present: Stephen Chait, Chair
Jason Cherniak
Councillor Carol Davidson
Councillor Castro Liu
Sofia Ma
Sadra Nasser
Sugantha Raj, Vice Chair
Mona Shahnazari
Councillor Scott Thompson

Staff: Darren Solomon, Chief Executive Officer
Joshua Dyer, Director, Content and Community Engagement
Robin Fribance, Director, Strategy and Service Innovation

Yunmi Hwang, Director, Branch and Customer Experiences
Elizabeth Hill, Managing Partner, Pesce & Associates Human Resources
Consultants (remotely)
Courtney Beatty, City of RH, HR Business Partner
Andrew Li, City of RH, Supervisor, City Operating Budgets
Shawn Dillon, Finance and Administrative Assistant
Susan Quinn, Executive Assistant and Governance Coordinator

1.0 Call to Order

The Chair called the meeting to order at 4:02 p.m.

2.0 Land Acknowledgement read by Board Member S. Nasser

3.0 Regrets

None

4.0 Adoption of Agenda

Motion:

23:67

Moved by:

S. Nasser

Seconded by:

Councillor C. Liu

THAT the Agenda of October 19, 2023 be adopted.

CARRIED UNANIMOUSLY

5.0 Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

6.0 Approval of Consent Agenda Items

Motion:

23:68

Moved by:

S. Chait

Seconded by:

Councillor C. Davidson

THAT the Richmond Hill Public Library Board approves the consent agenda, as amended by S. Chait to pull items 7.1 and 12.2 for discussion.

CARRIED UNANIMOUSLY

7.0 Minutes

7.1 Library Board Draft Minutes – September 21, 2023

Motion:

23:69

Moved by:

S. Chait

Seconded by:

J. Cherniak

THAT the Minutes of September 21, 2023 be adopted as amended by S. Chait to add Mona Shahnazari as a Member of the Board Governance Steering Committee for Item 9.3 and to remove 'Mayor West' from item 4.0.

CARRIED UNANIMOUSLY

8.0 Resolution to Move Into Closed Session to consider matters relating to:

8.1 Personal matters about an identifiable individual

Motion:

23:70

Moved By:

M. Shahnazari

Seconded by:

S. Ma

THAT the Board move into Closed Session to consider personal matters about an identifiable individual.

CARRIED UNANIMOUSLY

At 4:09 p.m. the Board moved into Closed Session.

9.0 Resolution to Reconvene in Open Session

Motion:

23:71

Moved By:

J. Cherniak

Seconded by:

Councillor C. Liu

That the Board reconvene into Open Session.

CARRIED UNANIMOUSLY

At 4:41 p.m. the Board returned to Open Session

10.0 Adoption of Recommendations Arising from Closed Session (if any)

None

11.0 Presentations

11.1 RHPL 2024 Draft Operating and Capital Budgets

Darren Solomon, CEO

4:57 p.m. S. Ma left the meeting

5:44 p.m. S. Raj left the meeting

12.0 Reports

12.1 RHPL 2024 Draft Operating and Capital Budgets Report SRLIB23.19

Motion:

23:72

Moved by:

S. Nasser

Seconded by:

Councillor C. Liu

That the Richmond Hill Public Library Board:

1. Approve the amended draft RHPL 2024 Operating Budget, to add back \$52,100 into the budget from the deferrals of the part-time Pages, the small business and entrepreneur initiative, and the environmental sustainability strategy, and recommend it to City Council for funding consideration; and
2. Approve the draft RHPL 2024 Capital Budget and recommend it to City Council for funding consideration.

CARRIED

12.2 RHPL Fund Development Policy Report SRLIB23.20

Motion:

23:73

Moved by:

Councillor C. Davidson

Seconded by:

Councillor S. Thompson

That the Richmond Hill Public Library Board defer this report to a future meeting.

CARRIED UNANIMOUSLY

13.0 New Business

13.1 New Motions

None

13.2 *Correspondence (Received by Consent)

- 13.2.1 *Overdue: The Case for Canada's Public Libraries* - new report by Canadian Urban Institute - https://canurb.org/wp-content/uploads/CUI_Overdue_report_10.04.23.pdf

Motion:

23:74

Moved by:

S. Chait

Seconded by:

Councillor C. Davidson

That the Correspondence be received for information.

CARRIED UNANIMOUSLY

13.3 Member Announcements

- 13.3.1 Truth and Reconciliation Day Event (verbal J. Dyer)
- 13.3.2 2022 Annual Report (verbal J. Dyer)
- 13.3.3 Ward 2 Councillor Scott Thompson Free Event On-ice, taking place at National Training Rink, 650 Edward Avenue on Friday, October 27th from 7-10pm (verbal Councillor S. Thompson)
- 13.3.4 Age Friendly Community Strategy (verbal D. Solomon)
- 13.3.5 St. Johns Ambulance Free CPR event at Richvale Community Centre coming in November (verbal Councillor S. Thompson)

6:10 p.m. S. Nasser and Councillor C. Liu

14.0 Date of Next Meetings

The next Regular Meeting of the Library Board will be held on:

Thursday, January 18, 2024 @ 4:00 p.m. at Central Branch.

15.0 Adjournment

Motion:

23:75

Moved by:

S. Chait

Seconded by:

M. Shahnazari

THAT the meeting be adjourned at 6:15 p.m.

CARRIED UNANIMOUSLY

Approved by:

Stephen Chait
Chair

Darren Solomon
Chief Executive Officer



RHPL Board Finance Steering Committee Minutes

Thursday, December 14, 2023 at 1:30pm

Central Branch

Chair: Sadra Nasseri

Members In Attendance:

- Sadra Nasseri, Chair
- Sugantha Raj, Vice-Chair
- Stephen Chait
- Darren Solomon
- Andrew Li, Supervisor, Operating Budgets, City of Richmond Hill
- Shawn Dillon, Finance Administrative Assistant
- Susan Quinn, Secretary

Guests/Presenters:

- None

Member Regrets:

- Daniella Sretenovic, Manager, Fund Development

Agenda

1. Agenda adoption
2. Minutes of last meeting approval
3. 2023 Q3 Financial Report / A. Li & S. Dillon
4. New Business
 - a. Discussion on adding Council Member(s) from Board to Finance Steering Committee
 - b. Update on the Council Budget Committee of the Whole response to the library’s budget presentation
5. Adjournment

1. Agenda Review and Adoption

Motion: FC23.26

That the agenda be adopted.

Moved by: S. Chait

Carried

2. Minutes Approval

Motion: FC23.27

That the draft minutes of September 15, 2023 be approved.

Moved by: S. Dillon

Carried

Next Steps

Action Item	Accountable	Due
Add Minutes to January 2024 Board package	S. Quinn	January 2024

3. 2023 Q3 Financial Report / A. Li & S. Dillon

Motion: FC23.28

That the RHPL Board Finance Steering Committee recommends the Board’s receipt of the *2023 Q3 Financial Reports for the period ending September 30, 2023*.

Moved by: S. Chait

Carried

Next Steps

Action Item	Accountable	Due
Add report to January 2024 Board package	S. Quinn	January 2024

4. New Business

a. Discussion on adding Council Member(s) from Board to Finance Steering Committee

- S. Chait: It would be a healthy practice to have at least one councillor as part of the committee because we value and need their input.

Motion: FC23.29

That the RHPL Board Finance Steering Committee recommends the Board, at its January 2024 meeting, add at least one (1) Council Member from the Board to the Board Finance Steering Committee.

Moved by: S. Raj

Carried

b. Update on the Council Budget Committee of the Whole response to the library’s budget presentation

Key Discussion Points / Options Considered / Criteria Used in Decision-Making

- D. Solomon and S. Nasser: provided recap of library’s budget presentation.
- S. Chait: Public Libraries Act states that Council has the ability to make funding adjustments to the bottom line of the library’s municipal grant or the library’s

high level budget categories, but the spending decisions within those categories is under the authority of the Library Board; in order to maintain good working relations with the City, as we value their contribution to the library, the Board Chair and CEO to go back to the Mayor to address the motion approved by Council BCW on December 5, 2023, which inaccurately gave budget direction at a level of detail that is actually under Library Board purview.

- D. Solomon: staff to report back to the BFSC in early January with options on how to meet BCW’s motion to reduce the library’s 2024 operating budget by an overall \$86,900; BFSC to then make a recommendation to the Library Board.
- S. Chait: Recommends the inclusion of status of capital projects in quarterly reports to track expenditures.
- D. Solomon: notes that library staff will begin providing 3-year operating budget forecasts as part of next budgeting process; will propose to BFSC a 2025 budget planning schedule that aims to provide additional time for review and decision-making confidence.
- **Next Steps**

Action Item	Accountable	Due
Book next meeting for January 11	S. Quinn	December
Options for 2024 Operating Budget adjustments to BFSC	D. Solomon	January
2025 budget planning calendar	D. Solomon	January

5. Adjournment

Motion: FC23.30

That the meeting be adjourned at 1:50 pm.

Moved by: S. Dillon

Carried

Secretary: S. Quinn

Approved by Chair: S. Nasser



RHPL Board Governance Steering Committee **Draft Minutes**

Date: Thursday, December 14, 2023, 2pm at Central Library

Chair: Darren Solomon chaired meeting until Mona Shahnazari was elected Chair

Members in Attendance:

- Stephen Chait
- Jason Cherniak - virtual
- Councillor Carol Davidson - virtual
- Yunmi Hwang, Director, Branch and Customer Experiences
- Sadra Nasser, Vice Chair
- Susan Quinn, Executive Assistant and Governance Coordinator
- Mona Shahnazari, Chair
- Darren Solomon, CEO

Guests/Presenters:

- None

Member Regrets:

- Courtney Beatty, City HR Partner

Agenda

1. Agenda adoption
2. Elect Chair of RHPL Board Governance Steering Committee / D. Solomon
3. Elect Vice Chair of RHPL Board Governance Steering Committee / D. Solomon
4. Elect Secretary of RHPL Board Governance Steering Committee / D. Solomon
5. Documents for information:
 - a. Public Libraries Act
 - b. Board By-Laws
 - c. City of Richmond Hill and RHPL Shared Services MOU
6. New Business:
 - a. Discussion on areas of opportunity / DS
 - b. City HR participation in Board Governance Steering Committee / DS
7. Adjournment

1. Agenda Review and Adoption

Motion: GC23.01

That the agenda, as amended by D. Solomon to add Item 6 b., be adopted.

Moved by: S. Chait

Carried

2. Electing Chair of RHPL Board Governance Steering Committee / D. Solomon

- Councillor C. Davidson volunteered.
- S. Chait nominated M. Shahnazari and requested that only citizen Board members act as Committee Chairs.
- Councillor C. Davidson withdrew her nomination.

Motion: GC23.02

That Mona Shahnazari be the chair of Governance Steering Committee.

Moved by: S. Chait

Carried

3. Electing Vice Chair of RHPL Board Governance Steering Committee / D. Solomon

- S. Nasserri volunteered.
- There were no further volunteers or nominations.

Motion: GC23.03

That Sadra Nasserri be the Vice Chair of Governance Steering Committee.

Moved by: D. Solomon

Carried

4. Electing Secretary of RHPL Board Governance Steering Committee / D. Solomon

- D. Solomon nominated S. Quinn.
- There were no further volunteers or nominations.

Motion: GC23.04

That Susan Quinn be the Secretary of Governance Steering Committee.

Moved by: D. Solomon

Carried

5. Documents for Information- Public Libraries Act, Board By-Laws and City of Richmond Hill and RHPL Shared Service MOU / D. Solomon

- M. Shahnazari: asked to clarify the make-up of the Library Board from the last term to confirm if there were more councillors than community members. D. Solomon clarified that there were 4 councillors and 5 community members, which is in-line with the Public Libraries Act. S. Chait added that in the last term the Library Board Chair was a Councillor.

Motion: GC23.05

That the Board Governance Steering Committee:

Receive the documents for information.

Moved by: S. Nasser

Carried

6. New Business

- a. Discussion on areas of opportunity / DS
 - D. Solomon: presented thought-starters and asked members for ideas on areas of opportunity for the Governance Steering Committee.
 - S. Chait: asked that this Committee be a forum to provide leadership and advise the Board on appropriate timelines on items such as the release of draft minutes, regulatory decisions, and budget decisions.
 - S. Nasser: suggested we look at posting draft minutes on the website as unadopted.
 - S. Chait: suggested the next meeting of this Committee could discuss orienting and educating members on the Code of Conduct and By-laws.
 - J. Cherniak: asked about topics that are included in a Board self-assessment; D. Solomon explained assessments are best practice and will propose options for tools and process.
 - J. Cherniak: asked about CEO annual review process; D. Solomon said that reviews are best practice and that HR will lead process and propose options for process.
 - M. Shahnazari: Next Committee meeting to be held Feb 8th.

Motion: GC23.06

That the RHPL Board Governance Steering Committee:

Receive the presentation for information.

Moved by: S. Nasser

Carried

Next Steps

Action Item	Accountable	Due
Board Code of Conduct Policy review	D. Solomon	Next meeting
Board self-evaluation process options	D. Solomon	Next meeting
CEO evaluation process options	Human Resources	April meeting

b. City HR participation in Board Governance Steering Committee / DS

- D. Solomon: Library’s City HR business partner and her manager have advised that they prefer to be guest subject matter experts when required, rather than participate as a committee member due to potential conflicts of interest in discussions, such as MOU updates.
- J. Cherniak: in relation to MOU between RHPL Board and City of Richmond Hill, asked to clarify library’s corporate structure.

Motion: GC23.07

That the RHPL Board Governance Steering Committee:

Recommend to the Board to remove City Human Resources staff member, as per SRLIB23.16, from the Board Governance Steering Committee.

Moved by: S. Nasser

Carried

Next Steps

Action Item	Accountable	Due
Add motion to January Board agenda	S. Quinn	January 2024

Corporate structure follow-up	D. Solomon	Add to work plan
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7. Adjournment

Motion: GC23.08

That the meeting be adjourned at 2:37 pm.

Moved by:

Carried

Secretary: S. Quinn

Approved by Chair: M. Shahnazari



RHPL Board Finance Steering Committee **Draft Minutes**

Thursday, January 11, 2024 at 12:00pm

Central Branch

Chair: Sadra Nasseri

Members In Attendance:

- Sadra Nasseri, Chair
- Stephen Chait
- Darren Solomon
- Andrew Li, Supervisor, Operating Budgets, City of Richmond Hill
- Shawn Dillon, Finance and Administrative Assistant

Guests/Presenters:

- Joshua Dyer, Director, Content and Community Engagement

Member Regrets:

- Daniella Sretenovic, Manager, Fund Development
- Sugantha Raj, Vice-Chair
- Susan Quinn, Secretary

Agenda

1. Agenda adoption
2. Minutes of last meeting approval
3. Capital Project Tracking / S. Dillon & J. Dyer
4. 2025 Budget Planning Calendar / D. Solomon
5. 2024 Operating Budget Follow-up / D. Solomon
6. New Business
 - a. Fundraising Update / D. Solomon
7. Adjournment

1. Agenda Review and Adoption

Motion: FC24.01

That the agenda be adopted.

Moved by: S. Chait

Carried

2. Minutes Approval

Motion: FC24.02

That the draft minutes of December 14, 2023 be approved.

Moved by: S. Chait

Carried

Next Steps

Action Item	Accountable	Due
Add Minutes to January 2024 Board package	S. Quinn	Jan 2024

3. Capital Project Tracking / S. Dillon & J. Dyer

- S. Dillon: Presented updated Capital Project Tracker with forecasted spending plan. S. Chait: The new format is helpful and asked to include it as part of quarterly financial updates to the Board starting in April, and added that Board members can reach out to staff any time about projects they are interested in.
- J. Dyer: Presented 3-year plan for evolution of the collection as part of the library’s content strategy and in reference to the Collection Development projects. S. Chait: Asked to present to the Board in February.

Motion: FC24.03

That the two presentations from S. Dillon and J. Dyer on Capital Project Tracking be received.

Moved by: S. Chait

Carried

Next Steps

Action Item	Accountable	Due
Present Evolution of Content Strategy to the Board in February	J. Dyer	February 2024
Include Capital Project Tracking sheet as part of quarterly financial updates going forward	S. Dillon	Start April 2024

4. 2025 Budget Planning Calendar / D. Solomon

- D. Solomon: Presented new Governance Calendar that shows all Board and Committee meetings for the year and the agenda content for each. Will present at the January Board meeting, and calendar to be updated regularly and be sent to Board members monthly for planning. Reviewed timeline milestones for 2025 capital and operating budgeting that aims to give more confidence and time for Board members with regards to library budget recommendation to City.

- S. Chait: Allows for more time for board review of draft budget. Confirmed that a special Board meeting in November that is dedicated to budget would help with timelines. D. Solomon: Will continue to work with City Finance on timeline planning and any necessary adjustments once they have their dates set.

Motion: FC24.04

That the 2025 Budget Planning Calendar be received for information.

Moved by: S. Dillon

Carried

Next Steps

Action Item	Accountable	Due
Present calendar to Board at January meeting	D. Solomon	January 2024

5. 2024 Operating Budget Follow-up / D. Solomon

- D. Solomon: As requested by the Finance Committee, presented options to adjust the library’s spending plans within the 2024 Operating Budget to meet Council’s decision to reduce the library’s overall budget by \$86,900.
- S. Chait: Will discuss with the Mayor that, in order to respect each other’s roles and duties, Council’s role in library budgeting is to be at a high level and address bottom line funding, while the operational details of the budget plan regarding how those funds are spent are to be Library Board decisions.

Motion: FC24.05

That the 2024 budget plan options be received as information and consideration.

Moved by: S. Chait

Carried

6. New Business

a. Fundraising Update

- D. Solomon: Personnel change.

Motion: FC24.06

To receive the fundraising update.

Moved by: S. Chait

Carried

6. Adjournment

Motion: FC24.07

That the meeting be adjourned at 1:20 pm.

Moved by: S. Dillon

Carried

Secretary: S. Dillon

Approved by Chair: S. Nasseri



Subject: 2023 Third Quarter (Q3) Financial Report

For: Receipt

Date: January 18, 2024

Report #: SRLIB24.01

To: Richmond Hill Public Library Board

From: Andrew Li, Supervisor, Operating Budgets, City of Richmond Hill and Shawn Dillon, Finance & Administrative Assistant

SUMMARY

Financial updates are provided to the Library Board on a quarterly basis. This Q3 report was received by the RHPL Board Finance Steering Committee at their December 14, 2023 meeting, which recommended it to the Library Board for receipt.

Financial updates are provided to the Library Board on a quarterly basis. The attached Financial Reports, for the period ending Sept 30, 2023, reflect expenditures and revenues to date compared to the annual budget, with a focus on significant variances and contributing operational factors. The year-to-date actuals are also presented alongside the year-to-date budget for comparison purposes. As a general guideline, revenues and expenses are assumed to occur evenly throughout the year. Given that the Q3 reports cover 9 months (January-Sept), the general benchmark for actual spend is 75% of the total annual budget.

Attached documents include the Statement of Operations and Status of Capital Projects.

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Receive the 2023 Q3 Financial Report for information.

RATIONALE

The attached financial reports focuses on the Library Board's Q3 results and position. Additional commentary is provided below for significant and notable variances between the budget and actuals for revenues and expenditures.

Revenue

Library revenue generated approximately 69.6% of total budgeted revenues.

- Library Generated Income is at 26.7% received. Fines, room rentals and used materials sales to date are not as robust as anticipated. In addition, work on fundraising was delayed due to a change in personnel related to Manager, Fund Development role.
- Grants are nearly fully accrued for the year, at 97.6%.
- York Region District School Board funding as budgeted reflects a January to August payment deposited in the second quarter and a September to December payment deposited in the fourth quarter owing to the School Board's September to August financial calendar. Final Revenue is expected to be at \$300,900 or 124% of budget because the budget was underestimated relative to the actual invoiced amount.

Expenditures

Library expenditures are on track with approximately 73.7% spent in the first three quarters.

- **Personnel** expenditures at 75.6% spent is trending on target.
- **Collection Development** expenditures are also at 70.6% spent due to timing of filled and received orders, but the budget is anticipated to be fully spent out by year end.
- **Contracts & Services** expenditures are at 64.5%.
- **Materials & Supplies** are at 91% which is anomalous due to the organizational changes requiring furniture and equipment purchases associated with staff moving departments.

Status of Capital Projects Report

The attached chart provides an overview of the Library's capital projects that remain open on Sept 30, 2023. Capital projects vary in expected delivery time from date of approval owing to their complexity or by staff or resource constraints. Staff continue to work on completing outstanding capital projects.

Projects that are aimed to be closed by year-end:

- 2019 Presentation Equipment CE
- 2020 Collection Development

Richmond Hill Public Library Reserve Activity

Donation and Bequest Reserve Fund

The Richmond Hill Public Library Board Donation and Bequest Reserve Fund is used as a reserve for any monies that are donated to support the library. Q3 saw no changes to this reserve and reflects a balance of \$639,293, broken out as follows.

- \$123,000 for Local History Digitization project (Motion 18:116 December 2018).
- Remaining balance of \$516,293 is unallocated.

Special Purpose Reserve

The Richmond Hill Public Library Board Special Purpose Reserve is a reserve that is used for grant carryovers or library surpluses. Q3 saw no changes to this reserve and reflects a balance of \$1,308,199.

- \$36,000 for 2022 Community Foundations of Canada Grant
- \$100,000 for Space Enhancement Project (Motion 22:04 January 2022)
- \$516,200 as the 2023 Transfer from Reserves budget
- \$655,999 remains, undesignated.

A portion of the undesignated balance may be used to fund potential costs related to the organizational realignment, as per SRLIB22.11 from December 2022.

Q3 Summary

Overall, the budget is currently trending towards a surplus of \$17,460 for year end, or 99.7% of the total budget.

BACKGROUND

The following standing note will serve as background for all 2023 operating reports:

In the personnel expenditures budget, salaries involve incremental costs throughout the year as grade and step rate increases are applied. In addition, RHPL is in the midst of a re-organization of structure and staff, which is now fully in effect. The result of these changes will likely cause month-to-month variances between actuals to budget, however, it is anticipated that final yearend totals will approximate budget.

Collection development includes the cost of acquiring materials, in addition to the costs of processing and cataloguing them. These costs are subject to the timing and volume of major publishing seasons. As well, costs are incurred at the point when an order is filled and received by the Library, which can be a few short weeks or many months after an order has been placed. As a result, collection development costs are often incurred on an irregular basis. However, total annual spend is expected to approach budget.

A third area of expenditure relates to the public-service dominated contracts and services costs. Inventory control, the bulk of which is information technology, includes maintenance fees and service contracts. General contracts are for services provided to the Library by a third-party company needed by the Library year over year. The majority of these costs include IT support and maintenance contracts, which vary in terms of timing and frequency, resulting in irregular or periodic expenditures.

Approximately 50% of the Library collection development costs are self-funded through a transfer to the City's Infrastructure R&R Reserve Fund. The annual total transfer will match the budget, as it is expected that RHPL will fully spend the collection development budget.

The last expenditure category is for materials and supplies. These expenses will occur irregularly throughout the year, on an as needed basis, and will represent more or less the budget by the quarterly reporting period, due to timing of payments.

ATTACHMENTS

1. RHPL Statement of Operations for the period ended Sep 30, 2023
2. RHPL Status of Capital Projects for the period ended Sep 30, 2023



2023 Operating Results
RICHMOND HILL PUBLIC LIBRARY BOARD
Overall Summary

	2023	2023	Variance	Actuals %
	<u>YTD Actuals</u>	<u>Approved BUDGET</u>	<u>Fav/(Unfav)</u>	<u>to Budget</u>
Expenditures				
Personnel	5,637,043	7,454,700	1,817,657	75.6%
Collection Development	822,204	1,164,200	341,996	70.6%
Contracts/Services	993,215	1,540,800	547,585	64.5%
Materials/Supplies	127,817	140,400	12,583	91.0%
Transfer to Reserve	-	-	-	0.0%
Transfer to R&R Reserve Fund	425,775	567,700	141,925	75.0%
Total Expenditures	8,006,054	10,867,800	2,861,746	73.7%
Revenues				
Provincial/Other Grants	(119,235)	(122,200)	(2,965)	(97.6%)
Library Generated Revenue	(95,979)	(359,000)	(263,021)	(26.7%)
YRDSB Funding	(200,600)	(242,800)	(42,200)	(82.6%)
Transfer from Reserve	(387,150)	(516,200)	(129,050)	(75.0%)
Transfer from R&R Reserve Fund	(844,950)	(1,126,600)	(281,650)	(75.0%)
Total Revenues	(1,647,914)	(2,366,800)	(718,886)	(69.6%)
Net Budget	6,358,140	8,501,000	2,142,860	74.8%



YTD Actuals vs YTD Budget				
	2023	2023	Variance	Actuals %
	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>Fav/(Unfav)</u>	<u>to Budget</u>
Expenditures				
Personnel	5,637,043	5,591,000	(46,043)	100.8%
Collection Development	822,204	873,200	50,996	94.2%
Contracts/Services	993,215	1,155,600	162,385	85.9%
Materials/Supplies	127,817	105,300	(22,517)	121.4%
Transfer to Reserve	-	-	-	0.0%
Transfer to R&R Reserve Fund	425,775	425,800	25	100.0%
Total Expenditures	8,006,054	8,150,900	144,846	98.2%
Revenues				
Provincial/Other Grants	(119,235)	(91,700)	27,535	(130.0%)
Library Generated Revenue	(95,979)	(269,300)	(173,321)	(35.6%)
YRDSB Funding	(200,600)	(182,100)	18,500	(110.2%)
Transfer from Reserve	(387,150)	(387,200)	(50)	(100.0%)
Transfer from R&R Reserve Fund	(844,950)	(845,000)	(50)	(100.0%)
Total Revenues	(1,647,914)	(1,775,300)	(127,386)	(92.8%)
Net Budget	6,358,140	6,375,600	17,460	99.7%

Status of Capital Projects to September 30, 2023

APPROVAL YEAR	WBS NO.	WBS DESCRIPTION	APPROVED BUDGET	PTD ACTUAL EXPENSES	NET BUDGET UNDER (OVER) (BUD - PTD)
2019	P/000614.01	2019 Online Payment Module	15,000.00	14,361.65	638.35
2019	P/000615.01	2019 STEAM Tech RV&RG	30,000.00	23,847.18	6,152.82
2019	P/000617.01	2019 Maker Space Equipment CE	25,000.00	5,917.71	19,082.29
2019	P/000625.01	2019 Presentation Equipment CE	25,000.00	14,141.99	10,858.01
2020	P/000783.01	Collection Inventory	141,600.00	14,974.86	126,625.14
2021	P/000620.03	2021 Collection Development	356,000.00	99,298.57	256,701.43
2021	P/000794.01	Cash Registers / POS System	68,600.00	4,415.81	64,184.19
2021	P/000795.01	Website Redesign	300,000.00	187,838.53	112,161.47
2022	P/000620.04	2022 Collection Development	366,700.00	3,043.46	363,656.54
2022	P/000796.03	2022 Strategic Planning Initiatives	100,000.00	25,438.98	74,561.02
2022	P/000911.01	2022 Digital Strategy Support	250,000.00	96,496.52	153,503.48
2022	P/000912.01	2022 Master Plan Study Library	101,200.00	96,543.79	4,656.21
2023	P/000620.05	2023 Collection Development	377,700.00	0	377,700.00
2023	P/001050.01	Data Strategy Execution and Expans	250,000.00	0	250,000.00
2023	P/001051.01	Customer Relationship Mgmt Soluti	250,000.00	0	250,000.00
2023	P/001052.01	New Brand Identity Implementation	150,000.00	58,937.70	91,062.30
2023	P/001053.01	DEI Strategy Execution	50,000.00	203.52	49,796.48
2023	P/001054.01	Innovation Transformation	100,000.00	0	100,000.00
2019	P/000612.01	2019 Auto.MaterialsHandlingSortatic	200,000.00	155,496.38	44,503.62
2023	P/001116.01	RHPL - Business App Evolution 202	200,000.00	81,846.92	118,153.08
2023	P/001118.01	RHPL - People Counter	50,000.00	0	50,000.00
2023	P/001121.01	RHPL - ILS Discovery Layer	210,000.00	94,130.89	115,869.11
2023	P/001113.01	RHPL - IT Infrastructure Replaceme	120,000.00	0	120,000.00
2023	P/001117.01	RHPL - Microsoft O365 Program	131,000.00	0	131,000.00
2019	P/000621.01	2019 Workstations&Peripherals	319,500.00	174,202.75	145,297.25
2020	P/000621.02	2020 Workstations & Peripherals	250,000.00	185,197.55	64,802.45
2023	P/001114.01	RHPL - Public Facing Technology R	180,000.00	61,128.44	118,871.56
2023	P/001115.01	RHPL - Staff Technology Replaceme	40,000.00	17,495.22	22,504.78
2023	P/001122.01	Library - Digital Modernization Progr	250,000.00	0	250,000.00
Total			4,907,300.00	1,414,958.42	3,492,341.58



Subject: 2023 Q3 Strategic Plan Progress Report

For: Receipt

Date: January 18, 2024

Report #: SRLIB24.02

To: Richmond Hill Public Library Board

From: Robin Fribance, Director, Strategy and Service Innovation

SUMMARY

This is the Q3 2023 update to the Richmond Hill Public Library Board on the progress on our Strategic Plan.

Progress on Strategic Plan Priorities is proceeding well. There were no blocked projects in Q3, and only one minor delay, due to heavy project load related to RHPL's ongoing digital transformation.

Progress on Strategic Plan Objectives was strong in Q3 with most KPIs exceeding targets. Those that are below target are on track to exceed last year's performance.

2023 targets are currently under review and may be revised in order to provide a greater level of precision based on prior performance, population trends, and strategic objectives.

This report is meant to provide accessible documentation of the information contained in the charts, which may not be easily read by individuals using screen reader technology.

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Receive the 2023 Q3 Strategic Plan Progress Report for information.

Q3 2023 PROGRESS

Strategic Plan Priorities

Priority 1: Inspiring In-person Experiences

P1.1 Launch New Central Café	Completed
P1.2 Modernize Meeting Room Facilities <i>Proceeding ahead of schedule with Central Boardroom upgrades</i> <i>Expected completion: 2025</i>	On track
P1.3 Develop RHPL Master Plan <i>Expected completion: Q1 2024</i>	On track
P1.3a Explore Branch Specialization <i>Dependency: P1.3 – RHPL Master Plan</i>	On track
P1.3b Access After-hours Model <i>Dependency: P1.3 – RHPL Master Plan</i>	On track
P1.4 Redesign Service Model <i>Dependency: Organization realignment</i> <i>Expected completion: Q4 2024</i>	On track

Priority 2: Accelerated Digital Experiences

P2.1 Redevelop RHPL Website	On track
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*External dependency: CRH IT, Procurement
Phase 1 launched May 15, 2023. Next phase of
implementation to be completed in Q2 2024
(BiblioCommons + program management functionality). Full
site tbd due to procurement related delays*

P2.2 Develop Digital Product Strategy On track
Expected completion: Q1 2024

P2.3 Integrate Personalization Delayed
*Dependency: CRM System procurement & onboarding
Delayed until Q3 2024 due to turnover and backlog in the IT
Project Management Office*

Priority 3: Customer- and Mission-focused Content

P3.1 Develop Future-ready Content Completed
Structure and strategy shifts completed Q3 2023

P3.2 Support Entrepreneurs & Small Business Not started
Expected start 2024

P3.3 Enhance Multilingual Offerings On track
*Being integrated into multiple department plans for
ongoing work. Expanded digital multilingual collection and
storytimes through 2023*

P3.4 Expand Membership in Relevant Organizations On track
*Incremental start: partnership with Soulpepper Theatre,
Black Creek Pioneer Village, Richmond Hill Performing Arts
Centre*

Priority 4: Expanded & Deeper Engagement

P4.1 Develop a Brand Strategy & New Identity <i>Brand launched Q2 2023</i>	Completed
P4.2 Build & Execute a Marketing & Media Plan	Completed
P4.3 Integrate Proof Point of Library Value into Customer Journeys <i>Dependencies: P4.1 – Brand Identity, P4.2 – Marketing Plan</i> <i>Expected start: Q1 2024</i>	Not started
P4.4 Build Librarians into Personalities <i>Dependency: P2.1 – Website</i> <i>TBD depending on website status</i>	Not started
P4.5 Develop a Literacy Initiative <i>Expected start 2024</i>	Not started

Priority 5: Insights & Innovation

P5.1 Create an Innovation & Insights Strategy <i>Expected completion Q1 2024</i>	On track
P5.2 Develop Innovation & Foresight Capabilities <i>Dependency: Organization realignment</i> <i>Ongoing and will be included in the Innovation and Insights strategy</i>	On track

Priority 6: Information & Technology Advancement

P6.1 Application Management Program <i>External dependency: CRH IT</i> <i>Ongoing</i>	On track
P6.2 Expand Collaboration Tools <i>External dependency: CRH IT</i>	On track

Partially complete with Outlook, Teams, Sharepoint in place

P6.3 Develop Data Strategy Completed

Priority 7: Effective Governance

P7.1 Develop Financial Sustainability Strategy On track
Feasibility study completed Q4 2022
Manager Fund Development recruited

P7.2 Conduct Board Governance Review On track
Struck Board Governance Steering Committee in Q3 2023,
which will prioritize and lead ongoing governance work

P7.3 Develop Environmental Sustainability Strategy Not started
Expected start 2024

P7.4 Develop Department Plans On track
Dependency: Organization realignment
Expected completion for all departments Q3 2023-Q1 2024
Annual planning cycle being on-boarded now

Priority 8: Expanded & Deeper Partnerships

P8.1 Participate at Local/Regional Planning Tables On track
Dependency: Organization realignment
Work is ongoing and being embedded into department
plans. Met with York Region Director of Homelessness and
Community Programs to consider libraries as stakeholders
in their action plans

P8.2 Broaden Library Best Practices On track
Ongoing and part of professional and department plans, Q3
2023 activities include:

- Library visits to Vancouver area, Calgary, Seattle, Washington DC, Cambridge, Barrie
- Employee Performance Assessment program
- Governance committee

Other 2023 activities include:

- Leadership on CULC Futures Lab
- Steering Committee for OLS “Valuing Ontario Libraries” initiative (social return on investment)
- Member of ULC Strategic Plan Steering Committee
- Initiated Multicultural Community Advisory Group
- York Region Collaborative Programming Partnership

<p>P8.3 Expand Volunteer Program</p> <p><i>Dependency: Organization realignment and new Collective Agreement</i></p> <p><i>Expected start Q4 2024</i></p>	<p>Not started</p>
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Priority 9: High-performance Organization

<p>P9.1 Develop Culture</p> <p><i>Improvements made and work is ongoing. Next culture survey in Q3 2024</i></p>	<p>On track</p>
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<p>P9.2 Develop Performance Management Program</p> <p><i>External dependency: City of Richmond Hill HR and Organization realignment</i></p> <p><i>Expected start Q3 2024</i></p>	<p>Not started</p>
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<p>P9.3 Align Org Structure to Strat Plan</p> <p><i>Effective as of June 5, 2023</i></p>	<p>Completed</p>
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Strategic Plan Objectives

RHPL has identified three indicators of Library health: Customer Use, Customer Satisfaction, and Customer Retention and Growth.

We are in the process of updating and enhancing the methods of collecting, evaluating and reporting the Strategic KPIs.

- Q3 2023 report results and outputs will vary as enhanced data collection procedures are put in place (estimated completion Q2 2024).
- Where possible, data from previous reporting periods have been updated to match the enhanced and/or new reporting framework(s) in an attempt to standardize the output of the data.
- 2023 targets are currently under review and may be retroactively revised in order to provide a greater level of precision based on prior performance, population trends, and strategic objectives once further research is done.
- The process for collecting membership status (new, renewed and expired members) is under review.
- A new Business Intelligence dashboard and data collection engine will support additional data comparisons. In the Q3 2023 report, where possible, these comparisons were described in the summary/text.
 - Quarter over Quarter
 - Year to Date (YTD) vs. Previous Year YTD
 - Current year progress toward annual target

Customer Use

- Monthly Average Website Users Exceeded target
- Unique Website Visitors Exceeded target
- Daily Unique Catalogue Searches Exceeded target
- Monthly Average Wifi Sessions Exceeded target

Customer Satisfaction

- Customer Satisfaction 4.1 average rating (out of 5)

Customer Retention/Growth

- No. of Active Cardholders by Quarter Above target
- Percentage of Active Cardholders per Capita Above target

- Total Circulation Above target
- Quarterly Physical Circulation Above target
- Annual Physical Circulation Below target
- Quarterly Electronic/Digital Circulation Above target
- Annual Digital Circulated Below target
- Membership Breakdown Above target
- Number of New Members Below target
- Number of Renewed Members Above target
- Number of Lapsed Members Above target
- In Branch Visitor Traffic N/A

RELATED DOCUMENT

1. Strategic Plan Progress Q3 2023 Presentation



Subject: Richmond Hill Public Library Fund Development Policy

For: Approval

Date: January 18, 2024

Report #: SRLIB23.20 (deferred from October 2023 meeting)

To: Richmond Hill Public Library Board

From: Darren Solomon, CEO

SUMMARY

RHPL currently has three independent policies related to gifting: the *Donations Policy*, the *Sponsorship Policy*, and the *Naming Rights Policy*.

As part of the Library's Financial Sustainability Strategy and its new efforts in fundraising, existing policies were reviewed, and it was determined they are interrelated yet disconnected; there are terms in each that require further definition and distinction; and they need to better reflect the laws that govern charities and charitable giving.

We engaged Aird & Berlis LLP to consolidate and update the policies into a single new *Richmond Hill Public Library Fund Development Policy* for completeness, comprehension, and convenience. These updates provide the legal and organizational framework necessary to successfully support our fund development efforts.

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Approve the *RHPL Fund Development Policy*, which includes updates to and consolidation of the *Donations Policy*, *Sponsorship Policy*, and *Naming Rights Policy*.

RATIONALE

The updated and consolidated *RHPL Fund Development Policy* provides consistent and transparent guidelines on how gifts to the Library will be managed, and covers financial and non-financial gifts to the Library, including donations, sponsorships, naming rights and recognition, and gifts-in-kind. Key updates to the policies include:

- More detailed guidelines on what constitutes a gift and how to administer a broad range of gifts, such as securities, real estate and life insurance;
- Clear and distinct definitions for commonly confused terms, such as “naming rights” and “sponsorships”, and adding “naming recognition” as a new term;
- Better alignment with the Canada Revenue Agency and the Income Tax Act to ensure our policies are fairly and accurately applied;
- Details on eligibility for official donation receipts;
- Making clear the Library has no authority to grant naming rights on buildings and other exterior components that belong to the City;
- Added guidelines on how different kinds of gifts are to be approved; and
- Reducing redundancy by having common governing language for all policies.

These changes create a solid policy foundation that will safeguard the Library and donors as the Library pursues fund development opportunities. All policy information will also now be in one single integrated document rather than spread among several

disconnected policies. The updated policy was developed with the advice of Aird & Berlis LLP, a legal firm that has a focus on tax law and charitable work.

ATTACHMENTS

1. *New RHPL Fund Development Policy*
2. Blacklined document that shows policy changes (provided separately)



RICHMOND HILL PUBLIC LIBRARY FUND DEVELOPMENT POLICY

This Policy has been established to consolidate the Richmond Hill Public Library’s policies that govern and guide the acceptance and administration of various types of opportunities that may generate additional funding for the Library, including gifts, naming rights, and sponsorships.

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1.0 Core Principles

The Library's acceptance of opportunities must not undermine the policies, mission, values and priorities of the Library. The Policy is subject to the following core principles:

- (a) Opportunities must not compromise or influence the priorities of the Library, diminish the Library's public image or reputation, or undermine the Library's integrity.
- (b) Opportunities must be in the best interests of the Library.
- (c) Opportunities must not violate federal and/or provincial laws or regulations, the City by-laws or internal policies of the Library.
- (d) Opportunities must not compromise the confidentiality of user records.
- (e) Opportunities undertaken by the Library and any of its sponsors, donors or other partners must respect the Library's commitment to intellectual freedom and equity of access to its programs, services, and collections.
- (f) Opportunities must be considered in accordance with the Library's conflict of interest guidelines.
- (g) The CEO and Board have the right to not pursue, accept or recommend any opportunities in any circumstance and for any reason, including the following reasons:
 - (1) The opportunities promote alcohol, cannabis, tobacco, vaping products or addictive substances;
 - (2) The opportunities promote pornography;
 - (3) The opportunities promote the support or involvement in the production, distribution and sale of weapons and other life-threatening products;
 - (4) The opportunities present demeaning or derogatory portrayals of individuals or groups or contain any message that is likely to cause deep or widespread offence;

- (5) The opportunities promote religious or political messages that might be deemed prejudicial to other religious or political groups; or
 - (6) The opportunities convey a religious or political message; promote a political party or election candidate.
- (h) The acceptance or granting of any opportunities will not entitle any donor or organization to any preferential treatment by the Library beyond the details of any agreements.
- (i) The acceptance or granting of any opportunities will not permit donors, organizations or sponsors to have any undue impact on the policies and practices of the Library or information provided by the Library (e.g. materials selection, purchasing or content) or to influence or alter the basic goals and objectives of Library programs.

2.0 Definitions

- (a) **Agreement** – A legal contract between the Library and an external donor, person, company or organization. Agreements are generally used to outline the terms of value being exchanged or being offered to the Library.
- (b) **Board** – The Richmond Hill Public Library Board.
- (c) **CEO** – The Chief Executive Officer of the Library, appointed by the Library Board to administer these policies, unless otherwise noted within.
- (d) **City** – The City of Richmond Hill.
- (e) **CRA** – The Canada Revenue Agency.
- (f) **Donor** – An individual, business, community service or other organization that donates funds to the Library.
- (g) **Exterior Components** – All exterior components of a Library building that are visibly accessible from the public realm including, but not limited to, building façade, plazas, gardens and courtyards, etc., which are generally owned or managed by the City.
- (h) **Fair market value** – The highest price, expressed in dollars, that property would bring in an open and unrestricted market, between a willing buyer

and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

- (i) **Gift** – A voluntary transfer of property with donative intent. Accepted gifts to the Library may be eligible for an official donation tax receipt.
- (j) **Interior Components** – Individual rooms, spaces, etc. within a Library building, which are physical assets within the building including, but not limited to, meeting rooms, local history rooms, lounge areas, maker spaces, study zones, materials and collections, etc.; or digital structural assets on the Library’s website or other digital channels, such as sections or modules.
- (k) **ITA** – *Income Tax Act* (R.S.C., 1985, c. 1 (5th Supp.)), as amended from time to time.
- (l) **Library** – The operating entity of the Richmond Hill Public Library Board, established by the City of Richmond Hill, and a Canadian registered charity (registration no. 119118982 RR 0001).
- (m) **Naming Entity** – The Prospect to whom Naming Rights are granted pursuant to a naming rights agreement.
- (n) **Naming Rights** – A mutually beneficial agreement between the Library and a Naming Entity wherein the Naming Entity pays funds to the Library in return for the right to name Exterior Components or Interior Components of the Library, along with any negotiated associated elements, or programs, for a specified period of time.
- (o) **Non-Gifts** – Transactions that do not constitute a gift and are not eligible for official donation tax receipts.
- (p) **Person or Company** – Any entity that has the legal capacity to enter into an agreement with the Library and includes any individual, partnership, company or corporation.
- (q) **Policy** – The Fund Development Policies provided for herein, as may be amended from time to time.
- (r) **Proposal** – The opportunity for an agreement or partnership put forward by a designated staff member to a Prospect on behalf of the Library.

- (s) **Prospect** – Any person or company who approaches the Library or is approached by designated Library staff with the objective of securing an agreement or partnership.
- (t) **Sponsorship** – A quid-pro-quo arrangement where a business or organization makes a financial, service or product, or gift-in-kind donation to support the cost or success of a Library activity or event and, in return, the Library advertises or promotes the business’s brand, products or services as part of the arrangement. A sponsorship is of a commercial nature, where a sponsoring organization receives recognition above the minimal recognition received for a donation in the ordinary course, and where the organization is intending to receive a commercial advantage for the arrangement, such as advertising or promotion, more so than offering a gift to the Library.

3.0 Gift Policy

3.1 Purpose

- (a) The Library welcomes and encourages donations and other gifts from individuals, groups, foundations and corporations for the purpose of enhancing the services that the Library provides for the residents of the City.
- (b) This Section has been established to govern the acceptance and administration of various types of gifts.

3.2 Scope

- (a) This Section applies to all donors seeking to support the Library through the provision of gifts.

3.3 Acceptance of Gifts

- (a) To expedite the opportunity for fund development and receipt of gifts from donors, final approval of donations is as follows:
 - (1) The CEO or their delegate may accept gifts which:
 - (i) are valued at \$250,000 or less; and
 - (ii) are compliant with this Policy.
 - (2) The Board must approve all gifts which do not meet the above criteria.

- (3) Once the gift agreement is completed by all parties, the general terms of gifts valued at \$10,000 or more will be included in a Board update, which may be delivered in closed session should the donor wish to not be publicly identified.
- (b) Decisions as to whether a gift will be accepted must be made in the context of the Library’s charitable purpose.
 - (c) The Library reserves the right to decline a gift in any circumstance and for any reason, including the following reasons:
 - (1) The gift has benefits that are directed to a specific individual or individuals related to the donor;
 - (2) The gift is outside of the purposes of the Library;
 - (3) The gift is too narrowly restricted to be effectively used;
 - (4) The gift exposes the Library to liability or unacceptable risk;
 - (5) The gift may create an undesired financial or administrative burden;
 - (6) The gift could compromise the reputation of the Library;
 - (7) The gift is from an individual or organization whose philosophy and values are inconsistent with the purposes of the Library;
 - (8) The gift is perceived to come from illegal or unethical activities;
 - (9) The gift violates federal and/or provincial laws or regulations, the City by-laws or internal policies of the Library; or
 - (10) The gift will be difficult to administer.
 - (d) The Library may accept the types of gifts as set out in Subsection 3.4 and other gifts acceptable to the Library from time to time.
 - (e) The Library will not accept the following Non-Gifts:
 - (1) A donation that does not meet the definition of “gift” as set out in Paragraph 2.0(i);
 - (2) Pledged amounts which are not received by the Library;

- (3) A donation of services;
 - (4) The purchase of an item or service by the Library;
 - (5) The payment of sponsorship fees, which are governed by Section 5.0;
 - (6) A loan to the Library; and
 - (7) The provision of free use of property.
- (f) The Library will encourage undesignated gifts (i.e., gifts for which the donor has made no designation as to the timing or purpose of expenditure). The Library reserves the right to use undesignated gifts in the best interest of the Library, and will make decisions regarding the investment, disposition and/or eventual disposal of undesignated gifts.
- (g) The Library may accept or decline designated gifts (i.e., gifts for which the donor has given specific directions on how or when the gift is to be used). The Library will direct accepted designated gifts to a specific purpose as outlined by the donor. Designated gifts must be compatible with the Library's purposes.
- (h) Where applicable, the Library may require the donor to have their property appraised at their own expense before the Library will make a decision as to whether or not to accept the donor's property as a donation.
- (i) The Library may require a donor to enter into a gift agreement in the following circumstances:
- (1) The fair market value of the gift exceeds \$25,000;
 - (2) The gift is subject to a restriction imposed by the donor;
 - (3) The gift is to be paid over a period of time;
 - (4) The gift is a gift of residual interest, a charitable remainder trust or real estate; or
 - (5) Other circumstances as set out in Subsection 3.4.
- (j) All gift agreements for designated gifts will include an amendment clause and a variation clause so that, in the event that the Library is unable to use

the gift for the specific purpose identified, it is able to redirect the contribution to a purpose that is most similar to that designated, while making every effort to ensure that the donor’s philanthropic objectives are achieved.

- (k) The ownership of all accepted gifts vests in the Library, whether such gifts are designated or undesignated. The Library reserves the right to decide the disposition of all gifts received, including artwork.
- (l) This Policy is designed to comply with current laws and regulations. In cases of inconsistency, federal and provincial laws as well as CRA guidance will supersede this Policy.
- (m) Donors will not be recognized, either internally or publicly, without their consent. Any naming rights of the Library buildings or other Exterior Components and/or significant Interior Components of those buildings will be governed by Section 4.0.

3.4 Types of Gifts

- (a) **Cash and near cash** – Outright gifts of cash, credit card payments, online donations, money orders, electronic transfers, or cheques. The following terms apply to the Library’s acceptance of gifts of cash and near cash:
 - (1) Following receipt of the gift, the Library will issue an official donation tax receipt, if applicable, for the amount of the gift.
 - (2) A gift by credit card is considered to have been made on the date the donor authorized the charge to the credit card.
 - (3) A gift by bank transfer is considered to have been made on the date the Library receives the gift.
 - (4) Gifts received after the end of the calendar year may not be added to the previous year’s donations unless the gift was postmarked in the previous year (for example, a gift made by way of a cheque that was mailed and posted marked in December but not received by the Library until January).
- (b) **Gifts-in-kind** – A gift of property (other than cash or near cash) such as artwork, computer equipment, cultural property, audio visual equipment, furniture and other items as may be used by the Library. The following terms

apply to gifts-in-kind (other than publicly-listed securities, real estate and life insurance):

- (1) Gifts-in-kind may be acceptable as a gift but because of the difficulty of valuation, the Library will generally not provide an official donation tax receipt.
- (2) The Library may accept gifts-in-kind that are in reasonable condition and meet other criteria set out in this Policy. The Library reserves the right to display or store the gifted property, use the property for fundraising purposes, or sell it and apply the proceeds towards the charitable purposes of the Library.
- (3) The ready marketability of the property, utility, and the carrying costs will be considered by the Library before accepting a gift. The Library reserves the right to secure its own appraisal and issue an official donation tax receipt based on it.
- (4) Before accepting a gift-in-kind, the Library will undertake such due diligence steps as it determines necessary.
- (5) Costs such as legal fees and appraisals will be the responsibility of the donor.
- (6) An official donation tax receipt may be issued for the eligible amount of the gift on the date the donation was received, based on the fair market value of the property. Determining fair market value of in-kind donations can be a complex undertaking and will likely require independent valuation appraisals.
- (7) In-kind donations such as gifts of artwork, jewellery, or items of a unique nature, that appear to be valued at greater than \$1,000, must have an independent appraisal of value by a reputable expert if the donor is to be provided with an official donation tax receipt. If the donor does not require an official donation tax receipt, an appraisal is not required. Except in agreed upon circumstances, the in-kind donor is responsible for the professional appraisal fees required to determine the fair market value of the gift. Fair market value does not include amounts payable to others, such as commissions to sales agents or sales taxes such as GST or HST. The Library reserves the right to issue an official donation tax receipt in the amount of the assessed value of the in-kind donation as

determined by a recognized expert in the field chosen by the Library in its sole discretion.

- (c) **Publicly-listed securities** – The securities of a publicly-listed corporation, including shares, stock options, bonds and mutual funds may be accepted as gifts. Donors must donate publicly-listed securities directly to the Library rather than selling them and donating the proceeds in order to receive an exemption for capital gains tax. The following terms apply to the Library’s acceptance of gifts of publicly-listed securities:

- (1) The Library generally accepts gifts of publicly-listed securities that have an active secondary market, are not subject to a volatile market, and can be readily converted into cash within a reasonable period of time after having received the gift. Donors will bear transfer costs when transferring securities to the Library. A gift of publicly-listed securities must be received by the Library before the end of the calendar year if a donor wishes to receive an official donation tax receipt in the calendar year.
- (2) Donations of public securities are normally transferred electronically. Electronic transfers can take several days to complete depending on the procedures used by the brokerages involved. The date of a gift of electronically transferred shares is the date the shares are received in the Library’s account. The fair market value of the shares may have dropped between the date of transfer and the date the shares are received in the Library’s account. Any such loss is borne by the donor.
- (3) A donation of public securities may also be made by transfer of the share certificate. Share certificates should be hand-delivered to the Library or sent by registered mail or courier. The date of the gift will be the date the share certificates are delivered to the Library and accepted by the Library.
- (4) In general, the value of the securities will be the closing bid price of the share on the date of the gift as set out above. The Library reserves the right to obtain an independent appraisal to determine the fair market value. A gift agreement with the donor may be required to set out the method of valuation used, a price adjustment clause should an issue arise with CRA with respect to

the valuation, and that the donor will be responsible for the cost of the appraisal.

- (5) In general, the Library’s policy is to liquidate gifts of securities as soon as possible after receipt unless otherwise restricted from doing so as part of a fund agreement.
 - (6) Upon confirmation of the receipt of a gift of publicly-listed securities, the Library will issue an official donation tax receipt for the eligible amount of the gift based on the fair market value of the securities on the date they were received by the Library. The value of the securities will be the closing bid of the share on that date.
- (d) **Real estate** – Real property including single family dwellings, condominiums, apartment buildings, office buildings, land and farms. The following terms apply to the Library’s acceptance of gifts of real estate:
- (1) The ready marketability of the property and the carrying costs will be considered by the Library before accepting the gift. Various factors, including zoning restrictions, environmental factors, marketability, current use, potential future uses, ongoing maintenance costs, and cash flow will be taken into account to ascertain that acceptance of the offered gift is in the best interests of the Library.
 - (2) Before accepting a gift of real estate, the Library will undertake such due diligence steps as it determines necessary, which may include, but not be limited to, seeking approval from City Council, securing a qualified appraisal of the property from a reputable valuator, determining that the donor has clear title to the property, and environmental assessment.
 - (3) Costs such as legal fees, appraisals, environmental assessments, and real estate fees will be the responsibility of the donor.
 - (4) The Library reserves the right to retain the property or sell it and apply the proceeds towards the charitable purpose of the gift. In general, it is the Library’s policy to sell real estate as soon as possible after having received title.

- (5) An official donation tax receipt may be issued for the eligible amount of the gift based on the appraised fair market value of the property at the date of donation.
- (e) **Life insurance** – A gift of life insurance by way of an absolute and irrevocable transfer of ownership of a life insurance policy and/or a direct designation of the Library as a beneficiary a life insurance policy. The following terms apply to the Library’s acceptance of gifts of life insurance:
- (1) When a life insurance policy is irrevocably and absolutely assigned to the Library, the Library becomes the legal owner of the gifted life insurance policy. All consents required under provincial regulations to be signed to change a beneficiary must also be signed before it is a completed gift.
 - (2) If an assigned policy is not yet fully paid-up, the acceptance of the assigned policy will be conditional upon the Library not having any liability to the insurance company or to the donor with respect to the payment of future premiums, unless otherwise agreed to by the Library in advance.
 - (3) If an assigned policy is not yet fully paid-up, the Library will require written assurance from the donor that the donor will continue to make donations towards paying future premiums (for which the donor would be entitled to official donation tax receipts as provided below), unless otherwise agreed to by the Library in advance.
 - (4) Where the assigned life insurance policy fair market value can be determined, the Library may issue an official donation tax receipt for the eligible amount of the policy’s value based on the fair market value and in accordance with any CRA guidance. If the policy is not yet fully paid-up, the Library may issue an official donation tax receipt for the eligible amount of the premium paid at the time of donation or for premiums paid subsequent to the donation of the policy.
 - (5) Where the Library is named as a beneficiary of a life insurance policy, the Library may issue an official donation tax receipt when the Library receives the insurance proceeds upon the death of the insured. No official donation tax receipt may be issued upon

naming the Library as the beneficiary or for premiums paid for such a policy.

- (f) **Bequests** – A provision in a Will, directing a gift of property from an estate to the Library. Donors are invited and encouraged to provide information to the Library about their bequest and, if they so choose, to send to the Library a copy of the relevant section of their will. Following receipt of the bequest, the Library will issue an official donation tax receipt, if applicable, for the amount of the bequest.
- (g) **Registered retirement plans and tax-free savings accounts** – The direct designation of the Library as a beneficiary to receive the proceeds of registered retirement plans and tax free savings accounts. Following receipt of the funds, the Library will issue an official donation tax receipt, if applicable, for the amount of the gift.
- (h) **Residual interests or charitable remainder trusts** – A gift of a residual interest in a testamentary or *inter vivos* trust. The following terms apply to such gifts:
- (1) Various factors, including marketability, current use, and cash flow will be taken into account to ascertain that acceptance of the offered gift is in the best interests of the Library.
 - (2) The Library’s legal advisor must participate in an examination of the terms of any will, trust, or other document(s).
 - (3) Costs such as legal fees, appraisals and other fees will be the responsibility of the donor.
 - (4) The Library will generally not serve as a trustee for a charitable remainder trust or a residual interest, but may refer the donor to trust institutions that may agree to do so.
 - (5) The Library reserves the right to retain the property or sell it and apply the proceeds towards the charitable purpose of the gift. In general, it is the Library’s policy to sell property as soon as possible after the termination of the donor’s interest in the property in situations involving gifts of residual interest.
 - (6) An official donation tax receipt may be issued for the eligible amount of the gift, based on the fair market value of the property

on the date of donation, taking into consideration the interest retained by the donor and other factors, such as the fair market value of the property itself, the current interest rates, the life expectancy of any life tenants and any other factors relevant to the specific case, in accordance with CRA guidance for such donations.

3.5 Donation Tax Receipts

- (a) Subject to Subsection 3.4, the Library will issue an official donation tax receipt based on the fair market value of the gift for gifts greater than \$20.
- (b) Official donation tax receipts may only be issued in accordance with the ITA and CRA guidelines.

4.0 Naming Rights Policy

4.1 Purpose

- (a) The Library welcomes and encourages the business community, other organizations, and donors to support the Library through naming opportunities that will provide the Library with additional funding to enhance Library services provided to the community.
- (b) The Library may provide donors with naming opportunities in recognition of donations, including gifts-in-kind, to the Library.

4.2 Scope

- (a) This Section provides guidance regarding the naming of Exterior Components and Interior Components of Library branches and the naming of programs.
- (b) The City owns the Library's buildings and its Exterior Components including land, gardens, parking areas, etc. The Library cannot grant Naming Rights on any Exterior Components that are owned and/or managed by the City, and any such proposals require final approvals from the City and must comply with all City by-laws, policies and procedures.

4.3 Acceptance of Naming Rights

- (a) To expedite the opportunity for fund development, prior to the solicitation of or acceptance of interest by a party for a Naming Rights Proposal the

project must receive concept approval from the CEO for Interior Components, or from the CEO and the City Manager or their delegate for Exterior Components.

- (b) A Proposal for Interior Components will be evaluated by the CEO using the following criteria, where applicable:
 - (1) The compatibility of the Prospect’s brand, values, products, customers and promotional goals with those of the Library’s;
 - (2) The record of involvement in community and/or other charitable projects, events and activities;
 - (3) The timeliness or readiness to make an agreement;
 - (4) The actual value in cash of the Proposal and all related costs associated with the naming rights agreement;
 - (5) The proposed term of the naming rights agreement; and
 - (6) The impact of changing existing signage, rebuilding community recognition, updating records and ongoing maintenance.
- (c) A Proposal for Exterior Components will be considered using the criteria in this Section in addition to those in City By-laws and policies.
- (d) The CEO must present any approved Naming Rights Proposals to the Board. The final approval of Naming Rights is as follows:
 - (1) The Board must approve Naming Rights of Interior Components; and
 - (2) The Board must recommend Naming Rights of Exterior Components to City Council for approval.
- (e) While in proposal or negotiation stages, any updates to the Board may be delivered in closed session to not identify the Prospect.
- (f) The CEO and Board have the right to refuse any Naming Rights Proposal in any circumstance and for any reason.
- (g) Any approved Naming Entity will be required to enter into a Naming Rights Agreement with the City for Exterior Components or with the Library for

Interior Components or programs, to set out the roles and responsibilities of the parties, the applicable fees, the duration of the arrangement, and any other negotiated terms and conditions. All Naming Rights Agreements for Interior Components will contain language that allows for early termination by the Library without penalty in cases where warranted.

- (h) Once a Naming Rights Agreement is completed by all parties, the general terms of the agreement will be included in a Board update and made available for public information at the appropriate time.
- (i) The Library staff who manage the assets that are part of the Naming Rights Agreement will ensure that any Naming Entity and the Library are adhering to the terms of a Naming Rights Agreement.
- (j) The Naming Entity will:
 - (1) Undertake due diligence to ensure all Proposals meet the spirit, intent, guidelines and procedures outlined in this Section;
 - (2) Provide designated staff with the necessary documentation as outlined in this Section;
 - (3) Execute a Naming Rights Agreement as outlined in this Section;
 - (4) Maintain regular communication with designated Library staff throughout the process; and
 - (5) Assume any costs associated with the Naming Rights, as negotiated.
- (k) Where Naming Rights include physical components, the following will apply in addition to other requirements as outlined in this Section:
 - (1) Where applicable, display of Naming Rights on any Exterior and/or Interior Components must not incur any safety risk.
 - (2) The manner in which Naming Rights of Exterior Components and/or Interior Components are displayed will be determined through each Proposal process. All efforts will be made to create standardization in branding and, in any case, the execution of a Naming Rights Agreement will maintain or enhance the functional purpose of the Library's signage and be consistent with the Library's brand identity.

- (3) Where possible, Naming Rights recognition will endeavour to be complementary to the purpose or attributes of the Exterior Components, Interior Components or programs to be named.
- (4) The costs incurred with Naming Rights signage and other associated items will be the responsibility of the Naming Entity, as negotiated in each Naming Rights Agreement; and
- (5) Signage, logos and other forms of acknowledgment associated with Naming Rights must comply with all applicable laws and by-laws, policies and procedures.

4.4 Donation Tax Receipts

- (a) An official donation tax receipt may be issued for the eligible amount of the Naming Rights. It is the Library's responsibility to identify the eligible amount of the Naming Rights, if any. The eligible amount, if any, will be determined as follows:
 - (1) The eligible amount of the Naming Rights is the amount by which the fair market value of the gift exceeds the amount of the advantage, if any, in respect of the gift.
 - (2) If there is no prospective economic benefit associated with the Naming Rights, the amount of the advantage is nil. For example, the amount of the advantage may be nil where the donor is not associated with a business or corporation. For clarity, where there is no advantage, such as a simple naming recognition, the value is considered the full amount of the gift.
 - (3) If there is a prospective economic benefit associated with the Naming Rights, the fair market value of such advantage would reduce the eligible amount of the gift. For example, if the donor pays or transfers property to the Library for the purpose of gaining or producing income from a business or property rather than as a gift to the Library, such amount will reduce the eligible amount of the gift.
- (b) The Library reserves the right to refuse to issue an official donation tax receipt if the value of the advantage of the Naming Rights cannot reasonably be determined.

- (c) Official donation tax receipts may only be issued in accordance with the ITA and CRA guidelines.

5.0 Sponsorship Policy

5.1 Purpose

- (a) The Library welcomes and encourages the business community and other organizations to support the Library through the establishment of Sponsorships that will provide the Library with resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services provided to the community.
- (b) The Board endorses the Canadian Library Associations *Position Statement on Corporate Sponsorship Agreement in Libraries* approved in June, 1997. (Appendix A)

5.2 Scope

- (a) This Section applies to all arrangements whereby an organization sponsors or contributes to Library programs, events, activities, and services, as defined in Paragraph 1.0(t). For clarity, a sponsorship applies where a business or organization is receiving a commercial advantage in return, other than their name on the sponsored asset or event (for example, advertising and promotion are commercial advantages).
- (b) This Section does not apply to:
 - (1) Philanthropic gifts or donations;
 - (2) Grants or funds obtained from other levels of government;
 - (3) Arrangements where the Library sponsors or contributes to external projects of other organizations; or
 - (4) Naming Rights.
- (c) The partner organization has marketing rights to promote their involvement with the Library for the duration of the Sponsorship Agreement subject to the provisions of this Section and the applicable Sponsorship Agreement.

5.3 Acceptance of Sponsorships

- (a) Prior to the solicitation of or acceptance of interest by sponsors for a Library project, the sponsorship component of the project must receive concept approval from the CEO. To expedite the opportunity for fund development, final approval of Sponsorships is as follows:
 - (1) The CEO may approve Sponsorships which:
 - (i) are valued individually, or cumulatively by the same sponsor, at \$250,000 or less per year;
 - (ii) have a term of three years or less; and
 - (iii) are compliant with this Policy.
 - (2) The Board must approve all Sponsorships which do not meet all of the above criteria, or which involve the naming of a Library program or service, in accordance with Section 4.3.
 - (3) Once a Sponsorship is accepted and all parties have executed a Sponsorship Agreement in accordance with Subsection 5.3(c), the general terms of Sponsorships valued at \$10,000 or more will be included in a Board update and will be made available for public information at the appropriate time.
- (b) The CEO and Board have the right to refuse any Sponsorships in any circumstance and for any reason.
- (c) Any approved sponsor will be required to enter into a Sponsorship Agreement with the Library to set out the responsibilities and deliverables for all parties involved including the terms of the Sponsorship, a set time period, any recognition to be provided to the sponsor, the Library's right to terminate the agreement and any other negotiated terms and conditions.
- (d) All obligations on the part of the Library and the sponsor will end upon termination of the Sponsorship Agreement, unless otherwise specified in the agreement.
- (e) The Library will not:
 - (1) Allow corporate names and/or logos to have prominence over the Library name and/or logo, unless with CEO or Board approval;

- (2) Seek or accept Sponsorships for programs, events, services or activities involving or targeted to children from companies whose products cannot legally be sold or distributed to children or from companies whose products are inappropriate for use by children; or
- (3) Allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs.

5.4 Donation Tax Receipt

- (a) The Library will not issue an official donation tax receipt for the value of any Sponsorship.
- (b) If a sponsor makes a gift to the Library in addition to the Sponsorship, the gift may be eligible for a donation tax receipt if the eligible amount of the gift can be determined by the Library. The eligible amount of the gift is the amount by which the fair market value of the gift exceeds the amount of the advantage, if any, in respect of the gift. For example, a donation tax receipt may be issued by the Library for the eligible amount of a participation fee paid by a sponsor in a fundraising event.
- (c) The Library reserves the right to refuse to issue an official donation tax receipt if the value of the advantage of the gift cannot reasonably be determined.
- (d) Official donation tax receipts may only be issued in accordance with the ITA and CRA guidelines.

Approval Date: January 18, 2024	Motion # 24:XX
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APPENDIX A

Canadian Library Association Statement on Corporate Sponsorship Agreement in Libraries

Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship -- public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service.

To ensure that partnerships enhance the library's image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.
2. safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, or staff advice and recommendations about library materials, nor require endorsement of products or services.
4. ensure the confidentiality of user records by not selling or providing access to library records.
5. be sensitive to the local political and social climate and select partners who will enhance the library's image in the community.

Approved by the Canadian
Library Association June 21, 1997

Endorsed by the Richmond Hill Public
Library Board March 20, 2014

APPENDIX B

CRA Guidance

Given the nuances between sponsorships and naming rights, examples of application may be found in CRA guidelines at:

- <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/receiving-gifts/sponsorship.html>
- <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/split-receipting.html>

Richmond Hill Public Library Launches a New Chapter with Dynamic Exhibits: *"Hair Today, Gone Tomorrow"* and *2024 DesignTO Festival's "Braver than Loneliness,"* Marking a Renewed Emphasis on Public Art *Jan. 9, 2024*

FOR IMMEDIATE RELEASE

Dynamic art exhibits in Richmond Hill? Yes, at the Library! Richmond Hill Public Library (RHPL) proudly unveils a vibrant artistic display with two striking exhibits - "Hair Today, Gone Tomorrow" and "Braver than Loneliness." These exhibits underscore RHPL's commitment to fostering a creative community and mark the beginning of a renewed focus on public art in Richmond Hill, including the prestigious inclusion of the only 2024 DesignTO Festival exhibit in the city.

Hair Today, Gone Tomorrow Exhibit

RHPL presents "Hair Today, Gone Tomorrow," an immersive art exhibition by Nigerian Canadian artist Ehiko Odeh. Aligned with Black History Month, this exhibit explores symbols of memory and healing within Black communities, transforming the library into a space for diverse artistic expression. RHPL is also offering the community the opportunity to connect directly with the artist over Zoom on Feb. 5, to explore the themes of social identity through her art.

Artist: Ehiko Odeh

Curator: Tamunoibifiri "Firi" Fombo

Theme: Symbols of memory and healing in Black communities

Location: Central Branch; Glass Case Gallery

Duration: Until Feb. 24

Virtual Artist Event: Feb. 5 via Zoom for school-aged kids and teachers. Registration required.

Collage Workshop delivered by Ehiko Odeh: Feb. 10 for kids (9-15). Registration required.

"Art is an experience that tells stories and provokes questions, conversations, and self-reflection, so our library is a perfect place to showcase these amazing works. With 'Hair Today, Gone Tomorrow,' we aim to enrich the library as a dynamic space where art seamlessly intertwines with culture and perspectives. We believe art can bring our community together and encourage exploration, learning, and dialogue on important cultural and societal issues," says Darren Solomon, CEO of RHPL.

"By creating the Glass Case Gallery and opening our space to professional contemporary art exhibitions, we aim to enrich the artistic culture in our community and provide access to quality art exhibits," adds Anete Ivsina, Community Engagement Librarian, RHPL.

DesignTO Festival Feature - Braver than Loneliness Exhibit

Yes, at the library.

RHPL is also proud to host the only 2024 DesignTO Festival exhibit in Richmond Hill – "Braver than Loneliness." This collaborative effort by Stephanie Reimer and team, explores the complexities of human social interactions, shedding light on the alarming prevalence of loneliness, an epidemic affecting communities across Canada. Through thought-provoking art, the exhibit raises awareness and provides various coping mechanisms to address this pressing issue.

Designers: Lead designer Stephanie Reimer, in collaboration with Claudia Spengler, Heera Sen, Morgan Henwood, Victor Tsang, Piper Treadwell.

Theme: History and effects of loneliness, coping mechanisms

Location: Central Branch; Events Room

Duration: Jan. 19-31

Meet the Artist Event: Meet lead designer Stephanie Reimer on Jan. 20, 1:00 pm - 2:00 pm

"We are so proud to be the only site in Richmond Hill where our community can engage in the DesignTO Festival. This recognition reinforces Richmond Hill Public Library's role as a canvas where creative expression can foster inspiration, education, sharing, and debate on different issues and points of view," emphasizes Darren Solomon, CEO of RHPL. *"We invite artists to connect with us to share their work at future exhibits and contribute to our commitment to bringing consistent, quality public art to Richmond Hill."*

"DesignTO Festival is Canada's leading and largest annual design festival that celebrates design as a multidisciplinary form of creative thinking and making. It is truly exciting to bring this prestigious festival to Richmond Hill," says Anete Ivsina, Community Engagement Librarian, RHPL.

At Richmond Hill Public Library, art is just one facet of the diverse ideas and cultural richness we bring to the community, along with literature, cultural programs, and creative technologies. Art also brings community together and enriches the tapestry of our lived and shared experiences.

For more information on these captivating exhibits and RHPL's commitment to cultural exploration, artistic expression, and community engagement throughout the coming year, learn more at rhpl.ca/exhibits or follow us on social media.

As we open our doors to these dynamic exhibits, we also extend an invitation to artists and the community. We envision expanding opportunities for artists and including community-driven exhibits in the future, fostering a collaborative spirit that resonates within our walls and beyond. Join us on this journey of artistic exploration and community connection.

Richmond Hill Public Library is committed to improving people's lives. We aim to provide everyone in Richmond Hill with free, world-class experiences that help them thrive in a world of constant change. For more than 170 years, the Library has been a cornerstone of our community. Whether you prefer a physical or digital library experience, we offer a rich and relevant collection of resources, programs, and hands-

Yes, at the library.

on experiences across four modern branches, our website, and through community outreach. RHPL is a safe, welcoming space for residents and businesses to connect with each other and to discover and explore innovative ideas and perspectives that support their wellbeing. An RHPL card is free to anyone who lives, works, or goes to school in York Region. Learn more at www.rhpl.ca.

For more information, please contact:

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