

1. Meeting Called to Order

Chair

2. Land Acknowledgement

D. Sharma

3. Public Delegations

Members of the public looking to provide a verbal delegation to the Board are required to register by completing a [Delegation Request form](#). For more information please email board@pickeringlibrary.ca or refer to the Delegations Section of the [PPL Board Bylaws](#).

Please be advised that your name will appear in the public record and will be posted on the Library's website as part of the meeting minutes.

**4. Approval of Agenda
Conflict of Interest Disclosure**

Chair

**MOTION
to Approve**

Presentations

5.1 Leigh Anne Palmer, Executive Director, Public Library InterLINK & Deb Hutchison Koep, Chief Librarian, North Vancouver City Library
Re: Board Training – Mis/Disinformation

5.2 Sabrina Yung, Manager Marketing & Community Relations
Re: Marketing & Philanthropy

6. Consent Agenda

Chair

**MOTION
to Approve**

6.1 Minutes of the Previous Board Meeting – [Pg 4-9](#)
October 23, 2025

6.2 Library Information Update – November [Pg 10-14](#)
2025

7. Correspondence

7.1 None.

8. Ends Discussion

8.1 None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update Verbal S. Oza
[Minutes of the October 8, 2025 ABRWG Update
meeting attached - [Pg 15-17](#)]

The City of Pickering Public Library Board Meeting Agenda

9.2	Report 05-25 10 Year Facilities Plan Vendor Recommendation	<u>Pg 18</u>	C. Moore	MOTION to Approve
9.3	City Property Naming of the Pickering Public Library Branch in Dorsay Community & Heritage Centre	Verbal Update	J. Flowers	
9.4	2026 Operating Budget Review	Verbal Update	C. Moore	
9.5	Report 06-25 Xerox Contract	<u>Pg 19-20</u>	C. Moore	MOTION to Approve
10.	Monitoring Reports – Executive Limitations			
10.1	EL 07 Emergency Executive Succession	<u>Pg 21</u>	S. Sheehy	MOTION to Receive / Adopt
11.	Board Committee Reports			
11.1	Report of the Board Building Committee	Verbal Update	Committee Chair	
11.2	Report of the Community Linkage Committee	Verbal Update	Committee Chair	
11.3	Report of the CEO Evaluation Committee	Verbal Update	Committee Chair	
12.	Governance			
12.1	None.			
13.	Board Policy Review			
13.1	None.			
14.	New & Unfinished Business			
14.1	Member Community Reports			
15.	Confidential Matter			
15.1	None.			
16.	Board Meeting Evaluation			
16.1	Review of Previous Meeting Results	Verbal Update	Chair	
16.2	Completion of Evaluation for Current Meeting			
17.	Adjournment		Chair	MOTION to Adjourn

Next Meeting:

To be Held: Thursday, December 11, 2025 (In-Camera)

Location: The Social Bar & Lounge

Preliminary List of Motions

Item # Motion

- 4.** THAT the items in the Agenda be approved by the Board as presented.
- 6.** THAT the items in the Consent Agenda be approved by the Board as presented.
- 9.2** THAT the Board approve report 05-25 Procurement of Consulting Services for Development of Pickering Public Library Facilities 10-Year Plan
- 9.5** THAT the Board approve report 06-25 Procurement for Photocopying and Printing Services (5-Year Term)
- 10.1** THAT the Board has received the monitoring report for policy EL 07 Emergency Executive Succession and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 07 Emergency Executive Succession as presented, the policy being complete, sound, and effective.
- 17.** THAT the meeting be adjourned.

Location: Central Library

Attendees: Councillor M. Brenner; Councillor S. Butt; K. Danylak; B. Kenworthy; A. Maginley (Chair); F. Mahjabeen; A. Mir; D. Sharma; S. Sheehy; K. Smuk

Absent: Councillor L. Cook; S. Sheehy

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; L. Wallis, (Acting) Executive Assistant

1. Meeting Called to Order

A. Maginley called the meeting to order at 7:04 pm

2. Land Acknowledgement

A. Mir read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #25.14

Moved by D. Sharma, Seconded by K. Danylak **Motion THAT** the Agenda be adopted.
Carried.

5. Presentations

5.1 Anti- Black Racism Working Group 2025 Update

Samantha Adebiyi

S. Adebiyi, member of the Pickering Public Library Anti-Black Racism Working Group ("ABRWG") opened the presentation by introducing Co-Chair Romina Diaz-Matus who was also in attendance.

S. Adebiyi emphasized that the work of the ABRWG has been a deeply collaborative effort with the Library. She expressed gratitude for the opportunity to contribute and acknowledged the Library and Board's openness to new ideas, particularly in applying an anti-Black racism lens to services and initiatives. Special attention was given to the Makerspace and Local History Room as hubs for innovation and community engagement.

She shared appreciation for opportunities to visit all branches to gain insights into physical space design and service delivery. She highlighted the importance of atmosphere, lighting, culture, and dynamic displays in creating welcoming environments, as well as the need for inclusive hiring practices and diverse representation in leadership roles.

S. Adebiyi noted the group's ongoing participation in monthly meetings and volunteer opportunities, and highlighted ABRWG's involvement in community events such as Region of Durham Emancipation Day, Community Celebration and Movie Night.

A. Adebiyi reaffirmed ABRWG's commitment to its founding vision through collaboration and outreach. The group has grown with new members, expanding its capacity for impact through shared knowledge and dedication.

Results from the community survey that was conducted in 2025 was provided, along with a comparison to the survey last done in 2020.

Survey results:

- 2020: 102 responses
- 2025: 220 responses
- 67% of 2025 respondents identified as Black (46% increase from 2020)
- 63% of participants attended City or Library-hosted events.
- Increased awareness of job opportunities within the library.
- Desire for more diverse and culturally representative events.

Next steps to continue fostering collaboration between the ABRWG and the Library include exploring strategies to enhance representation, communication, and community engagement events, as well as follow-up on survey insights.

When asked by the Board "What is one critical area for improvement?"

S. Adebiyi identified representation and community trust. She stressed that representation goes beyond physical presence—it requires cultural understanding and clear communication, especially regarding service changes. Transparency is essential to maintaining trust.

The Board expressed appreciation for ABRWG's meaningful contributions and acknowledged the group's positive impact on the community. The group, in turn, shared their gratitude for the opportunity to engage in meaningful dialogue and thanked the Board for its creativity, openness, and commitment to relationship-building.

S. Adebiyi, R. Diaz-Matus, and S. Yung departed at 7:39pm

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – September 25, 2025

6.2 Library Information Update – October 2025

6.3 Update of Tariff Impacts

6.4 2025 Q3 Stats Review (KPIs)

6.5 2025 Q3 Financial Review

6.6 Naming Report

Motion #25.15

Moved by M. Brenner, Seconded by B. Kenworthy **Motion THAT** the items on the Consent Agenda be adopted as presented.

Carried.

7. Correspondence

There was no correspondence.

8. Ends Discussion

There was no Ends discussion held.

9. Staff Reports

9.1 Anti-Black Racism Working Group Summary Updates

S. Oza reported that the most recent ABRWG meeting focused on reviewing the results of the community survey. As the group had already presented its findings earlier in the meeting, there were no additional updates to share at this time.

9.2 Virtual Tour of Library Branch at Dorsay Heritage & Community Centre

J. Flowers shared that there are 180 days remaining until the anticipated opening of the Dorsay Heritage & Community Centre, which will include the first new library branch in 25 years.

The Board was presented with a virtual tour of the Dorsay Community & Heritage Centre through a PowerPoint presentation. The presentation featured architectural renderings and walk-through videos showcasing the construction progress to date.

J. Flowers highlighted the unique design and layout of the new branch, which embraces the surrounding natural environment. Key features include expansive floor-to-ceiling windows, an outdoor courtyard, and nature-inspired public art installations that support the branch's identity.

Historical collections, currently housed in four separate storage locations, will be consolidated into the new Local History Experience Centre (LHEC), creating a centralized hub for heritage materials.

A tour of the facility for Library Board members is being planned prior to the official opening.

Comments were made encouraging outdoor programming, such as reading gardens and nature-based activities as well as collaboration with the adjacent Pickering Museum Village to create immersive library exhibits that offer a "step back in time" experience, enriching both visual and educational engagement.

J. Flowers shared plans for "short story walks" and school visits as part of efforts to actively engage the community and foster connections with visitors.

Questions were asked about the "holds lockers" and their anticipated benefits for library clients. J. Flowers advised that the holds lockers provide a self-service system that allows clients to pick up their reserved items at their convenience.

In response to concerns about potential noise levels due to the open design, J. Flowers acknowledged the importance of managing expectations. Louder activities will be concentrated near the lobby, while quieter programming will be situated closer to the LHEC.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 02 Treatment of Clients

D. Sharma met with J. Flowers to discuss the policy and monitoring report. The discussion centered on a broad interpretation of responsibilities, including information collection, accessibility, and overall conduct.

D. Sharma expressed his confidence that the library was in compliance with EL 02.

Suggestion was made to review the library's five-year Accessibility Plan to ensure alignment with the Accessibility for Ontarians with Disabilities Act (AODA) requirements, which came into effect on January 1, 2025.

C. Moore shared the Facilities Plan, developed through the Building Committee in 2023, is being updated this year with the support of an external consultant. This plan will inform updates to the library's accessibility strategy.

M. Brenner suggested involving a member of the Accessibility Advisory Committee to assess Library facilities for compliance, especially in light of the Environmental Bill of Rights and other legislation enacted after the AODA. He emphasized the importance of evaluating both code requirements and practical accessibility standards.

The Board requested a report back on whether accessibility considerations have been fully addressed in the design of the new branch. J. Flowers confirmed that both physical and digital accessibility have been reviewed, including elements such as shelving height, hold locker access, and adequate aisle widths.

J. Flowers shared that there are currently no unresolved items under this policy.

Motion #25.16

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** Board has received the monitoring report for policy EL 02 Treatment of Clients as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 02 Treatment of Clients as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 07 Emergency Executive Succession will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to S. Sheehy.

11. Board Committee Reports

11.1 Report of the Building Ad Hoc Committee

S. Butt shared the next scheduled meeting for November.

11.2 Report of the CEO Evaluation Committee

No update. Next meeting will take place at the end of November.

11.3 Report of the Linkage Committee

No update. Next meeting will take place in November.

12. Governance

12.1 Mis/Disinformation Ad Hoc Committee

J. Flowers asked for 4–5 Board members to participate in shaping a new committee focused on the library's role in addressing mis/disinformation and exploring its potential impacts on the library. This working group will involve a short-term commitment of approximately 3–4 months.

Volunteers for the initial working group include:

A. Mir, K. Danylak, S. Sheeny, B. Kenworthy, and M. Brenner.

As part of this initiative, the Library Board is encouraged to engage in broader conversations with other library boards during the upcoming Ontario Library Association Super Conference. In attendance will be keynote speaker James Turk, leading expert on freedom of expression and Freedom of Information.

The November Board meeting will feature Board Education on the topic of mis/disinformation.

Motion #25.17

Moved by D. Sharma, Seconded by F. Mahjabeen **Motion THAT** the Board confirm the establishment of the Advisory Ad Hoc Committee on Mis/Disinformation for 2025.

Motion #25.18

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** the Board confirms the selection of as members of the Advisory Ad Hoc Committee on Mis/Disinformation for 2025.

13. Board Policy Review

13.1 Member Community Reports

A. Mir advised the Children's Area Reno looks great.

A. Maginley attended CreatorCon, and OVEE's 1 year Birthday Special.
Great community engagement and attendance.

13.2 Claremont Library – Temporary Closure & Holiday Hours

- Claremont Library will be closed on Christmas Eve (December 24) and New Year's Eve (December 31).
- On these dates, Central Library and George Ashe Library will operate on a reduced schedule, closing at 1:00 PM.
- All library locations will be closed on December 25, December 26, and January 1 in observance of the holidays.

These closures and adjusted hours will be communicated to the public in advance to ensure awareness and minimize disruption to services.

Motion #25.19

Moved by A. Maginley, Seconded by K. Danylak **Motion THAT** Claremont Library will be closed on Christmas Eve (December 24) and New Year's Eve (December 31). On these dates, both the Central Library and George Ashe Library will be open for a half day, closing at 1:00 PM. All library locations will be closed on December 25, December 26, and January 1 in observance of the holidays.

14. New & Unfinished Business

J. Flowers shared highlights from her recent visit to the Canadian Urban Libraries Council (CULC) meeting in Winnipeg, where discussions focused on the evolving role of public libraries in the age of artificial intelligence (AI).

According to recent data, Canada ranks 44th out of 47 countries in AI literacy. She shared that the Federal Government is conducting a public consultation on AI. Efforts are underway to encourage public libraries across Canada—over 600 in total—to participate in the survey and recommend how libraries can support AI literacy.

J. Flowers is collaborating with CULC colleagues on an advocacy project aimed at strengthening the role of libraries in the AI landscape. The initiative seeks to build greater awareness, preparedness, and public trust in AI, while enhancing libraries' capacity to adopt and support emerging technologies.

15. Confidential Matter

There were no confidential matters discussed.

16. Board Meeting Evaluation

Chair Maginley shared the results of the previous month's Board meeting self-evaluation. Board members were asked to complete the evaluation for the current Board meeting.

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, November 27 at 7:00 pm.

Motion #25.19

Moved by A. Mir, Seconded by B. Kenworthy **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:40 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place for Everyone to Learn



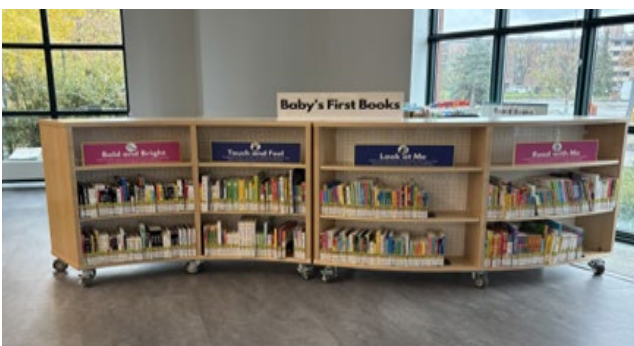
Spelling Bee Competition

The Library partnered with Pangea Inclusive Support to host the Library's first-ever Spelling Bee for kids ages 7–12. After months of preparation with study word lists, 22 enthusiastic young spellers stepped up to the challenge, making the event a fun and memorable celebration.

Maple Leaf Sewing Project

The Library teamed up with local artist Sally Baubles to host a fall-themed sewing workshop where participants learned how to stitch their own maple leaf. Since the Maker Space redesign made sewing machines more visible, interest in sewing programs has surged.

Baby's First Books



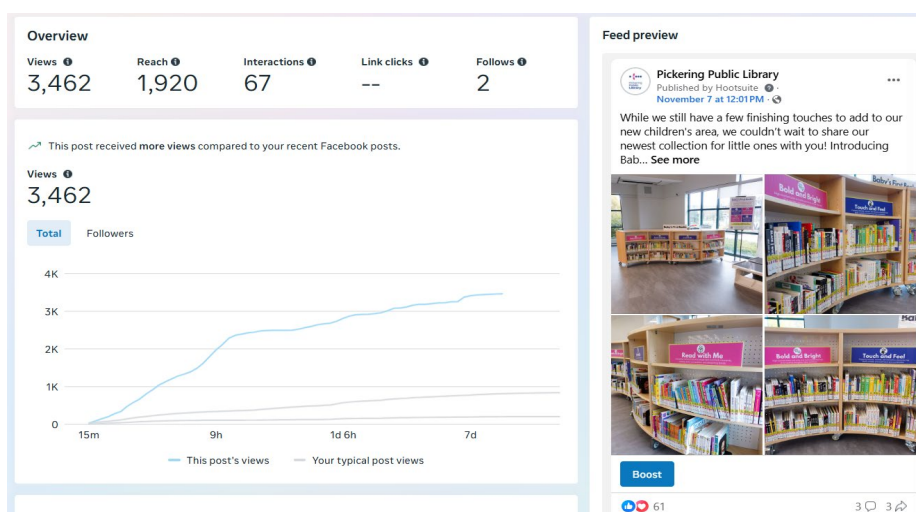
The Library has launched a new board book collection at the Central Branch: Baby's First Books. The collection was inspired by parent and caregiver feedback about wanting support on selecting books for their babies. The collection has 4 different categories, each supporting early literacy development.

- **Bold and Bright:** High-contrast black and white and vivid colours, that help strengthen vision and focus.
- **Touch and Feel:** Engaging textures, sounds, and interactive elements that spark curiosity and build hand-eye coordination.
- **Look at Me:** Books with baby faces that fascinate little ones while teaching social cues, emotions, and vocabulary.

- **Read with Me:** Interactive stories that encourage back-and-forth moments, building brain connections, and deepening bonds.

The launch of the Baby's First Book Collection generated a strong response across our online channels.. On Facebook, the post organically gained more than 3,400 views and 67 reactions, performing above average in reach and response.

This level of engagement reflects the community's interest in early learning resources. Because this collection was created in direct response to input from parents and caregivers, sharing its creation helps continue the dialogue and demonstrate how clients can influence enhancements at their library. The online response suggests families are eager to learn about new offerings and can stay connected in continuous efforts to make Pickering Public Library the best place for everyone to learn.



2 Committed To Care, Inclusion And Belonging

Monster Bash: Halloween Costume Party

For the second year, the library hosted the Teen Monster Bash: a Halloween Costume Party that gave teens a fun space to hang out after trick-or-treating. With signed permission forms, teens enjoyed an after-hours library experience filled with board games, spooky treats, and a lively costume contest. They voted in three categories, and winners took home a unique prize—a 3D-printed coffin trick box crafted in the library's Maker Space.





ArQuives Trivia: 2SLGBTQ+ History and Culture

The ArQuives, the world's largest independent LGBTQ2+ archives, was invited to host a trivia event for 2SLGBTQ+ History Month. Teens and adults enjoyed a fun, interactive evening while learning about 2SLGBTQ+ history in Durham Region and across North America. This marked the first time The ArQuives brought their trivia program to Durham Region, making it a truly special event.

Festival of Lights and Smiles

Pickering EarlyON brought the Festival of Lights to life with a vibrant Diwali celebration at the library. Families enjoyed festive craft stations, a themed photo booth, and a special circle time filled with songs, stories, and traditions. The event welcomed 140 children and parents, creating a warm and joyful community gathering.



Blue Jays Buttons Activity

To celebrate the Toronto Blue Jays' World Series run, the Library hosted a pop-up button-making workshop where community members designed their own custom Blue Jays buttons using the library's button maker. Despite less than 24 hours of promotion, the event drew 55 enthusiastic participants!



Books for Refugees

In partnership with the "Durham Humanitarian Response Project" run by the Canadian Development Council Durham (CDCD), Ovee staff have been providing library services monthly for refugee families who are temporarily housed locally in Pickering. Recently, Ovee staff have further enhanced this service by providing a small standing collection of children's and teen books to be available for kids and teens to browse and read throughout the month in addition to the titles they borrow from Ovee. Every month, fresh titles will be swapped in. Ovee staff report that the families were overjoyed to have this standing collection available.

3 A Connected Community

Intellectual Freedom with Professor James L. Turk

The Library will be welcoming Professor James L. Turk from the Centre for Free Expression at Toronto Metropolitan University for a virtual presentation on what intellectual freedom means and how it relates to libraries, social justice, and democracy. Clients have been invited to submit their questions ahead of the event, to guide this engaging and informative conversation. The event is provided in partnership with Vaughan Public Libraries, Richmond Hill Public Library, and Whitchurch-Stouffville Public Library.

Book Sale

The Fall Book Sale at Central Library was a great success, bringing in record-setting funds and strong engagement across promotional efforts. A mix of boosted and organic posts helped build steady momentum leading up to the sale. The top Instagram post ahead of the event earned 32 shares, and the initial Facebook post reached more than 6,400 people.

This year the Library offered a First Pick Pass. This pass was available to clients who wished to make an additional donation to have early access to the sale. More than 30 people signed up for a First Pick Pass, selling out the most desirable time slot on the first day. The First Pick Pass donations and donations received throughout the weekend totaled over \$8,000.



4 Building for the Future

Design & Make your own Business Cards

A hands-on workshop introduced clients to creating their own business cards using Canva, a free, web-based design tool for digital and print projects. Participants learned to design cards in Canva, format them for printing in Microsoft Word, and finish them using the Maker Space's business card cutter. This cost-effective alternative to bulk orders supports local entrepreneurs in crafting professional cards for their ventures. Based on positive feedback, a general Canva workshop is planned for the new year.

Organizational Excellence

Community-Led Groups Room Booking Procedure

A new procedure is underway to standardize how free meeting space is offered to community-led groups like book clubs and knitting circles. This streamlined approach will make it easier for clients to connect with others who share their interests and foster stronger community ties.

Inclusive Hiring Training

Leadership team members attended an Inclusive Hiring training to increase capacity to incorporate inclusive practices in recruiting and hiring new staff.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, October 8, 2025, 6:30 pm

Location: Online via Teams

Attendees: Charmain Brown (Notetaker), Nicole Facey, Romina Diaz-Matus, Samantha Adebiyi, Scerena Officer, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung

Absent: Salome Odeny

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and RDM.
2. Conflict of Interest Declaration
 - No, conflicts declared.
3. Review Meeting Minutes
 - August meeting minutes were reviewed
 - No edits or changes were expressed.
4. Anti-Black Racism Community Preliminary Summary Review
 - SY shared an overview of the ABRWG survey results, including general information about 'who participated' and focused results. Staff are working on a deeper analysis, so the information shared is only a high-level summary of the preliminary analysis.
 - Overall, participation wise:
 - Total surveys completed: 220 (up from 109 in 2020)
 - 102 out of 220 (46%) respondents self-identified as Black (up from 34% in 2020)
 - 40 out of 220 respondents were in the 'high school student' age group (up from 1 in 2020)
 - 79% of all respondents are current library card holders
 - Respondents identified from across the whole age spectrum and we saw respondents from across the spectrum of new users to clients who have been active users with PPL for 10+ years.
 - Focused insights: looking at results from the 102 respondents who self-identify as Black across the 4 main themes evaluated:
 - Client Experience
 - Most common reason for visiting:
 - Borrowing and reading Materials (40%)

- Technology use (30%)
- Studying, schoolwork and research 20%)
- Programs, events and clubs (15%)
- Social and community engagement (10%)
- Overall – positive sentiments (and improved responses when compared to 2020 results. Respondents often used words such as helpful, friendly, and welcoming to describe staff and services. In recent visits, respondents felt calm, peaceful, relaxed, comfortable, and had positive staff interactions.
- There were some comments noting discomfort or safety concerns with certain clients, the maintenance of the building/spaces, and inconsistent experiences with front line staff.
- People and Culture
 - Respondents reported a strongly positive sentiment, when asked if they viewed Pickering Public Library as a good place to work. Frequent keywords: welcoming, quiet, friendly, community, helpful staff, comfortable, positive environment.
 - There remains (when comparing to the 2020 results) sentiments that the library’s workforce lacks diversity and representation, and limited access to access job opportunities.
- Collections
 - Compared to 2020 results, there is a visible shift to a more positive response, however opportunities for enhancement remain in improving representation across the collections (stories and authors). We also saw a desire for more French and other world-language books.
- Events
 - Compared to 2020 results, there is a shift to a more positive response. Opportunities for growth remain in the areas of representation and belonging, when it comes to the topics/experiences offered and the promotions of events.
- Discussion took place throughout the review regarding the survey results.
 - Overall, the survey noted some areas of growth including noise control, programming and events that reflect the Black experience, diverse representation in front facing staff along with library decision-making.
 - Reach of the survey was improved. Several initiatives implemented (e.g., a booth at the PABRT International Day for People of African Descent, online and paper versions of survey) were successful in gaining more completed surveys than ever before.
- Each department will be working on reviewing the results in greater detail to further refine the current recommendations and work plans.

5. September In-Library Visits Debrief

- Members shared their personal experiences with Pickering Library services over the last few months.
- Members shared their experiences using online room bookings, accessing Ovee, bookable study spaces, placing books on hold, CreatorCon, etc.
- Discussion took place regarding members experiences.

6. Board Presentation – Determining ABRWG Representation to Speak at the October 23 Meeting
 - SY invited ABRWG members to attend the upcoming Board meeting to share highlights from group's work and impact over the last year along with the coming year's plans.
 - SA and RDM will confirm with SY their availability to attend on behalf of ABRWG
7. PABRT International Day for People of African Descent
 - SY and TD shared about the community event and the strong response to completing the ABRWG survey.
 - SY shared that many in attendance were interested in the work of the ABRWG based on the resources available and then conversation with TD and library staff. Printed copies of the ABRWG overview and progress reports were available for community and well received.
8. Prepare for ABRWG Year End Self-Evaluations
 - SY will send a copy of the 2024 evaluation form for everyone to review.
 - Edits and changes will be completed via email.
 - Pending no major changes, SY will send the updated form link for everyone to complete prior to the November meeting. Results will be shared and discussed at the November meeting to inform 2026 planning.

Next Meeting: Wednesday, November 12, 6:30 pm (in-person at the Central Library)

From: Chris Moore
Director, Corporate Services and Collections

Subject: Procurement of Consulting Services for Development of Pickering Public Library
10-Year Facilities Plan

Recommendation:

That the Board approve the recommendation that Monteith Brown Planning Consultants Ltd. be selected as the successful proponent to provide consulting services for development of the Pickering Public Library 10-Year Facilities Plan.

Executive Summary:

Board approval is requested for the awarding of a contract to Monteith Brown Planning Consultants Ltd. as the top-ranked proponent.

Financial Implications:

The budget for this project spans 2025 and 2026 and the winning proponent bid of \$58,000.00 plus HST is within the allocated budget.

Discussion:

In conjunction with the City of Pickering's Supply and Services Department, Library staff issued RFP 2025-20 for consulting services for development of Pickering Public Library 10-Year Facilities Plan. Three responses were received and scored by library staff. The Library's Purchasing Policy requires Library Board approval for this consulting procurement as the total exceeds \$50,000.

From: Chris Moore
Director, Corporate Services and Collections

Subject: Procurement for Photocopying and Printing Services

Recommendation:

THAT the Library Board authorize the Chief Executive Officer to enter into a five-year contract with Xerox Canada Ltd. (Red X Inc.) for photocopying and printing services, including public printing and payment management software, through OECM, at a total upset limit of \$225,000 over the contract term.

Executive Summary:

The Library's current printing and photocopying equipment is approaching end of life and no longer supports reliable service delivery or modern printing workflows. To ensure consistent, accessible, and cost-effective printing services across all branches, staff recommend entering into a five-year agreement with Xerox Canada Ltd. (Red X Inc.) under the Ontario Education Collaborative Marketplace (OECM) vendor-of-record arrangement. This contract will provide upgraded devices, enhanced public printing capabilities, and integrated payment software that support both cash and card payments. The upset limit for the five-year term is \$225,000.

Financial Implications:

The total cost for hardware, maintenance, servicing, and print management software over five years will not exceed \$225,000, secured through OECM's pre-negotiated pricing. All costs will be managed within the Library's existing operating budget.

Leveraging OECM pricing provides cost stability and competitive rates, reducing the financial risk associated with ad hoc procurement and unplanned equipment failures. Newer equipment is also expected to decrease service disruptions and continue to offer affordable printing services..

Discussion:

The Library's current fleet of printers and multifunction devices is outdated, increasingly unreliable, and lacking in features that support modern public printing expectations. Frequent service issues have created inefficiencies for staff and reduced the quality of service for patrons. In addition, the existing software environment limits the Library's ability to offer seamless public printing workflows, mobile printing, secure release, and card payment options, all of which are now standard in comparable library systems.


Xerox Canada Ltd. (Red X Inc.), procured through the OEMC vendor-of-record arrangement, offers a comprehensive solution that replaces the Library's existing equipment with a consistent suite of devices across all locations. The vendor's service package includes ongoing maintenance and technical support, as well as modern print management software that will streamline user experience, reduce staff intervention, and improve overall reliability. Administrative reporting tools will help staff monitor usage trends and manage costs more effectively.

OEMC's procurement framework ensures compliance with public-sector purchasing requirements and allows the Library to access competitive pricing and proven service standards without undertaking a separate formal tendering process. The proposed contract will position the Library to deliver dependable, accessible, and efficient printing services for both the public and staff over the next five years.

Policy Type: Executive Limitations

Policy Title: [EL 07 Emergency Executive Succession](#)

I hereby present my monitoring report on your Executive Limitations policy “Treatment of Clients” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (CEO/Director of Public Libraries)

November 20, 2025

Date

Policy Element: Header Paragraph

In order to protect the Board from sudden loss of CEO services, the CEO may not have fewer than two other executives familiar with Board and CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

I interpret this as follows:

1. “executives”: leadership staff holding senior positions such as that of Director.
2. “CEO issues and processes”: those practices and issues which are the sole responsibility of the CEO.
3. “reasonable proficiency”: the ability to ensure the organization continues to function and operate at the current level.

Compliance will be demonstrated when:

All library services continue to operate efficiently during CEO absences. At least two individuals are accountable for continuing operations in the CEO’s absence.

Evidence:

- The Director of Engagement and Client Experience and the Director of Corporate Services and Collections can act as interim CEO in any absence and discharge all duties related to Board administration, City of Pickering matters/liaison role, and appropriate operational decisions.
- During any recent temporary absences of the CEO (e.g. vacation), there have been no service interruptions at the Board, City, or operational levels.