



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held in the boardroom at Central Branch  
on Thursday, April 24, 2025 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 – March 6, 2025**

## **8.0 Presentations**

None

## **9.0 Reports**

9.1 Richmond Hill Public Library 2024 Financial Close Report  
SRLIB25.07

9.2 DRAFT Richmond Hill Public Library Board Committees – Terms of  
Reference Update Report SRLIB25.08

9.3 Richmond Hill Public Library 2024 Customer Satisfaction (CSAT)  
Survey Results SRLIB25.09

9.4 Richmond Hill Public Library Tariff Impact Report SRLIB25.10

## **10.0 New Business**

### **10.1 New Motions**

10.1.1 – Richmond Hill Public Library Board Committees Member  
Assignment

### **10.2 \*Correspondence**

## **11.0 CEO Updates – B. Gorman**

## **12.0 Media**

### **12.1 \*Media Updates**

12.1.1 Tariffs Could Cost Ottawa Public Library 33,000 New Items

12.1.2 Books Escape New Tariffs For Now

12.1.3 The Impact of Counter-Tariffs on Libraries

<https://www.youtube.com/watch?v=pFDW4Zr9zp0>

### **13.0 Date of Next Meetings**

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

**Thursday, May 15, 2025 @ 4:00 p.m.** at Central Branch

### **14.0 Adjournment**

Please advise Bruce Gorman and Shawn Dillon of regrets for attendance, by noon of the day of the meeting at e-mail: [bgorman@rhpl.ca](mailto:bgorman@rhpl.ca) and [sdillon@rhpl.ca](mailto:sdillon@rhpl.ca)



The Richmond Hill Public Library Board

Thursday, March 6, 2025

## MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, March 6, 2025 at 4:00 p.m. in Meeting Room 2 at Oak Ridges Branch, Richmond Hill, Ontario.

### **Present:**

Mona Shahnazari, Chair

Stephen Chait

Jason Cherniak

Councillor Carol Davidson

Sadra Nasser

Councillor Scott Thompson

Shelly Wu

**Staff:**

Bruce Gorman, CEO

Joshua Dyer, Director, Collections & Community Engagement

Robin Fribance, Director, Strategy & Service Innovation

Yunmi Hwang, Director, Customer & Branch Experiences

Shawn Dillon, Finance & Administrative Assistant

**1.0 Call To Order**

The Chair called the meeting to order at 4:00 p.m.

**2.0 Land Acknowledgement read by Board Chair**

**3.0 Regrets**

Councillor Castro Liu

Jennifer Paige

**4.0 Adoption of Agenda**

**Motion:**

25:13

**Moved by:**

Councillor Carol Davidson

**Seconded by:**

Stephen Chait

**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:**

25:14

### **Moved by:**

Sadra Nasserli

### **Seconded by:**

Stephen Chait

**THAT** the Richmond Hill Public Library Board approves the consent agenda.

**CARRIED UNANIMOUSLY**

## **7.0 Minutes**

### **7.1 Library Board Draft Minutes – Jan 16, 2025 (Adopted by Consent)**

### **Motion:**

25:15

### **Moved by:**

Sadra Nasserli

### **Seconded by:**

Stephen Chait

**THAT** the Draft Minutes of January 16, 2025 be adopted.

**CARRIED UNANIMOUSLY**

## **8.0    Presentation**

None

## **9.0    Reports**

### **9.1    Richmond Hill Public Library Q4 Strategic Plan Project Report SRLIB25.05**

#### **Motion:**

25:16

#### **Moved by:**

Carol Davidson

#### **Seconded by:**

Stephen Chait

**THAT** the That the Richmond Hill Public Library Board:

1. Receive the *Richmond Hill Public Library Q4 Strategic Plan Project* report

**CARRIED UNANIMOUSLY**

### **9.2    Richmond Hill Public Library New Unattended Children Policy Report SRLIB25.06**

#### **Motion:**

25:17

#### **Moved by:**

Sadra Nasseri



**Seconded by:**

Stephen Chait

**THAT** the That the Richmond Hill Public Library Board:

1. Receive the *Library New Unattended Children Policy Update* report; and
2. Adopt the attached *Draft Richmond Hill Public Library Unattended Children Policy*

**10.0 New Business**

**10.1 New Motions**

**10.2 Correspondence (Consent)**

10.2.1 Express Branch Launch

- [https://www.yorkregion.com/news/no-library-branch-no-problem-richmond-hill-kiosks-will-bring-books-to-these-community-centres/article\\_89d525d0-9122-550b-b1be-b0581c90ba5a.html](https://www.yorkregion.com/news/no-library-branch-no-problem-richmond-hill-kiosks-will-bring-books-to-these-community-centres/article_89d525d0-9122-550b-b1be-b0581c90ba5a.html)
- <https://www.newmarkettoday.ca/local-news/richmond-hill-library-expanding-reach-with-on-the-go-kiosks-10220527>
- <https://www.onrichmondhill.com/?q=articles/rhpl-go-express-kiosks>

**11.0 CEO Update – B. Gorman**

### **13.0 Date of Next Meeting**

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

**Thursday, April 24, 2025 @ 4:00 p.m.** at Central Branch.

### **14.0 Adjournment**

**Motion:**

25:18

**Moved by:**

Jason Cherniak

**Seconded by:**

Sadra Nasseri

**THAT** the meeting be adjourned at 5:02 p.m.

**CARRIED UNANIMOUSLY**

Approved by:

Mona Shahnazari  
Chair

Bruce Gorman  
CEO



**Report Subject:** 2024 Financial Close

**Report For:** Approval

**Meeting Date:** April 24, 2025

**Staff Report #:** SRLIB25.07

**To:** Richmond Hill Public Library Board

**From:** Bruce Gorman, CEO

### **SUMMARY**

As part of the 2024 year-end financial process, the Richmond Hill Public Library (RHPL or “Library”) closed the year with a deficit of \$136,566 in the operating fund. Pending Council approval, this shortfall is recommended by the City to be funded through a one-time supplementary Municipal Grant in 2024.

This information is being provided to ensure transparency in financial reporting and to support the City’s audit and year-end closing activities.

Attached documents include the Status of Capital Projects, Interim Statement of Operations, Statement of Reserve Activity and Non-Competitive Procurement Acquisitions.

### **RECOMMENDATION**

That the Richmond Hill Public Library Board:

1. Receive for information the 2024 financial close report and approve the position for year-ended December 2024
2. Approve a \$136,566 transfer from the Special Purpose Reserve, to fund the \$136,566 operating deficit incurred in 2024, in the event City Council does not approve City staff's recommendation to increase the Municipal Grant transfer to the Library from \$8,864,200 to \$9,000,766.

## **RATIONALE**

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

## **2024 Operating Results**

The 2024 Operating Results, for the period ending December 31, 2024, are attached. The fiscal year saw continued momentum following the organizational realignment of 2023, with stable operations. Notable accomplishments include:

- Introduced a new digital public-facing catalogue for improved user experience and better discovery of library content and services
- Implemented a new, improved mobile app
- Introduced modern, innovative collections including experience passes and a "Library of Things"
- Created a multicultural community advisory group to advise on collection and program development and initiated programs in Chinese and Farsi
- Introduced program initiatives for entrepreneurs and small businesses
- Increased website visitors by 195%
- Welcomed close to 700,000 in-person visitors

- Increased the average program attendance rate by 14% between the end of 2023 and the end 2024.
- Increased newsletter subscribers by 26.7% between the end of 2023 and the end 2024.

From the 2024 year-end results, the Operating Fund ended the year with an overall net unfavourable variance of **\$136,566**. Despite this minor overage (1.5% over budget), RHPL maintained overall fiscal discipline and demonstrated effective mitigation strategies through strategic under-expenditures in several categories.

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## **Revenue**

Total actual operating revenues closed at **95.3% of budget**, reflecting both positive grant performance and ongoing challenges in self-generated revenue streams.

- **Library-Generated Revenues** totaled \$155,100, well below the budgeted amount of \$322,800, achieving just 48.0% of the target. The budget shortfall is related to the new revenue-generating initiatives under the Manager of Fund Development, but the position was not filled for 2024. This was largely due to the vacancy in the CEO role, which created uncertainty around whether fundraising would remain a strategic priority. Without clear leadership direction, the position was left vacant for the duration of the year, and hence delaying the implementation of alternative revenue strategies.
- **Provincial and Other Grants** significantly outperformed expectations, with RHPL receiving \$179,671 against a budget of \$122,200, a 47% surplus. This was driven by the successful acquisition of targeted one-time grants, for staff initiatives. This

increase helped partially offset the underperformance in self-generated revenues.

- **York Region District School Board (YRDSB) funding** remained stable at **\$316,200**, in line with the budget. This continues to reflect the strong and consistent cost-sharing model in place at the Richmond Green Library.
- **Transfers from reserves**, including \$516,200 from the Special Purpose Reserve and \$1,071,300 from the R&R Reserve Fund, were executed as planned and supported key operational and capital priorities throughout the year.

### **Expenditures**

Total expenditures reached **\$11,239,237**, or **100.2%** of the approved budget. While generally well-managed, some expenditure categories faced unavoidable increases due to external factors.

- **Personnel** costs ended the year at \$8,006,836, or 101.9% of budget, reflecting a \$147,536 overage. This overage stemmed from the renewal of the CUPE collective agreement, which includes 2024 cost of living allowance adjustments for unionized staff and the wage adjustment for Page positions. The cost of living adjustments were over the original estimate that was included in the budget and the wage adjustment for Page positions was not part of the 2024 Operating Budget either. Furthermore, increased in vacation payout for part time staff is also included as part of the CUPE renewal agreement. While the vacancy in the CEO position for most of the year provided some temporary savings (referred to as gapping), these savings were offset by salary continuance agreements, salary paid to the interim CEO, and additional costs incurred when the new CEO was appointed in September. As a result, the executive transition period placed a net

upward pressure on personnel spending, despite some initial gapping opportunities earlier in the year.

- **Collection Development** spending closed exactly at budget (\$1,119,277 spent vs. \$1,119,300 budgeted). Staff maintained a disciplined and deliberate acquisitions process, ensuring that funds were used strategically to address identified gaps in the collection and support organizational goals.
- **Contracts & Services expenditures** came in at 93.7% of budget, or \$99,855 under budget. RHPL continued to exercise prudent control over discretionary service expenditures such as professional development and consulting. The vacant CEO position also delayed some professional service spending. This underspend was a deliberate measure to compensate for rising personnel costs and the shortfall in library-generated revenues.
- **Materials & Supplies** were underspent by \$21,321, or 18% of budget. Following the realignment and workspace reorganization in 2023, fewer minor furniture purchases and IT peripheral upgrades were needed in 2024. Office supply usage also remained low, reflecting a conscious effort by staff to reduce discretionary spending in anticipation of projected overages in personnel costs.

## **RHPL 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. Some of these funds have designated uses by the donors, while some are assigned by the Library Board and staff. Currently, there are no projects where funds are set aside in the reserve, noted below.

The Reserve has a year-end balance of \$703,943 (that includes \$39,021 interest for 2024), broken out as follows:

- Remaining balance of \$703,943 is unallocated.

#### Special Purpose Reserve

The Richmond Hill Public Library Board Special Purpose Reserve is used for grant carryovers and library surpluses. There were no significant transactions outside of the budgeted draw of \$516,200 to support the operating budget.

This results in a year-end closing balance of \$331,347.58, which is allocated as follows:

- \$36,000 for 2022 Community Foundations of Canada Grant
- \$295,347.58 balance remains and is unallocated and undesignated

#### **Capital**

The attached RHPL Status of Capital Projects presents the Library Board with information on the status of capital projects through December 31, 2024.

#### **Non-Competitive Procurement**

As per the Procurement Policy, non-competitive procurement takes place in situations where open competition for contract awards is not always possible or practical.

Attachment #4 summarizes the sole and single source acquisitions for the period of January 1 – December 31, 2024. For this period, sole and single source acquisitions were awarded for a cumulative value of \$210,005.

#### **ATTACHMENTS**

1. RHPL Status of Capital Projects for the period ending December 31, 2024



2. RHPL Interim Statement of Operations for the period ending December 31, 2024
3. RHPL Statement of Reserve Activity for the period ending December 31, 2024
4. RHPL Non-Competitive Procurement Acquisitions for the period ending  
December 31, 2024



## Richmond Hill Public Library Status of Capital Projects Year Ended December 31, 2024

COSTCENTER NO	COSTCENTER DESCRIPTION	BUDGET APPROVAL YEAR	WBS NO.	WBS DESCRIPTION	APPROVED BUDGET	PTD ACTUAL EXPENSES	% completed	PROJECT MANAGER	Status	Estimated Time of Completion
2101000	Library Administration	2019	P/000615.01	2019 STEAM Tech RV&RG	30,000.00	23,847.18	79.49%	Jordan Graham	In progress	Q4 2025
2101000	Library Administration	2019	P/000617.01	2019 Maker Space Equipment CE	25,000.00	5,917.71	23.67%	Robin Fribance	In progress	Q2 2025
2101000	Library Administration	2021	P/000794.01	Cash Registers / POS System	68,600.00	20,477.90	29.85%	Yunmi Hwang	In progress	Q2 2025
2101000	Library Administration	2021	P/000795.01	Website Redesign	300,000.00	197,989.09	66.00%	Robin Fribance	In progress	Q4 2025
2101000	Library Administration	2022	P/000796.03	2022 Strategic Planning Initiatives	100,000.00	67,821.00	67.82%	Robin Fribance	In progress	Q4 2025
2101000	Library Administration	2023	P/001053.01	DEI Strategy Execution	50,000.00	8,560.56	17.12%	Robin Fribance	In progress	2026 Onwards
2101000	Library Administration	2023	P/001054.01	Innovation Transformation	100,000.00	10,021.76	10.02%	Robin Fribance	In progress	2026 Onwards
2101200	Library Marketing	2023	P/001052.01	New Brand Identity Implementation	150,000.00	116,515.11	77.68%	Marcia Vona	In progress	Q3 2025
2101400	Strategy & Service Innovation	2023	P/001050.01	Data Strategy Execution and Expansion	250,000.00	198,194.44	79.28%	Robin Fribance	In progress	Q2 2025
2101400	Strategy & Service Innovation	2023	P/001051.01	Customer Relationship Mgmt Solution	250,000.00	0		Robin Fribance	Study Phase	2026 Onwards
2101400	Strategy & Service Innovation	2024	P/001197.01	Digital Strategy Pilots and Implement.	175,000.00	56,815.19	32.47%	Mirza Mehdi	In progress	2026 Onwards
2101400	Strategy & Service Innovation	2024	P/001219.01	RHPL Strategic Planning	100,000.00	0	0.00%	Robin Fribance	Procurement Phase	2026 Onwards
2102400	Branch Experiences	2024	P/001198.01	Express Branch Pilot	150,000.00	17,638.40	11.76%	Greg Patterson	In progress	2026 Onwards
2102400	Branch Experiences	2024	P/001199.01	Oak Ridges Library Public Furniture	80,000.00	7,629.96	9.54%	Greg Patterson	In progress	Q4 2025
2104100	IT - Application Services	2023	P/001118.01	RHPL - People Counter	50,000.00	30,159.21	60.32%	Calin Armeanian	Complete	2026 Onwards
2104100	IT - Application Services	2023	P/001121.01	RHPL - ILS Discovery Layer	210,000.00	175,638.98	83.64%	Calin Armeanian	Contingency	Q4 2025
2104100	IT - Application Services	2024	P/001116.02	RHPL Business Application Evolution 2024	320,000.00	204,157.87	63.80%	Matthew Leung	In progress	Q4 2025
2104200	IT - Infrastructure	2023	P/001117.01	RHPL - Microsoft O365 Program	131,000.00	0		Davis Kwan	In progress	2026 Onwards
2104300	IT - Client Support	2019	P/000621.01	2019 Workstations&Peripherals	319,500.00	313,537.80	98.13%	Paul Waddell	In progress	Q4 2025
2104300	IT - Client Support	2023	P/001114.01	RHPL - Public Facing Technology Repl.	180,000.00	140,632.64	78.13%	Paul Waddell	In progress	Q4 2025
2104300	IT - Client Support	2023	P/001115.01	RHPL - Staff Technology Replacements	40,000.00	17,495.22	43.74%	Paul Waddell	In progress	Q4 2025
2104300	IT - Client Support	2023	P/001122.01	Library - Digital Modernization Program	250,000.00	47,729.08	19.09%	Kristin Dent	In progress	Q4 2025
2104300	IT - Client Support	2024	P/001148.01	RHPL - IT Foundational Program 2024	130,000.00	124,123.58	95.48%	Warren Quan	In progress	Q4 2025
2105110	Content	2020	P/000783.01	Collection Inventory	141,600.00	78,263.56	55.27%	Jordan Graham	In progress	Q4 2025
2105110	Content	2021	P/000620.03	2021 Collection Development	356,000.00	240,082.43	67.44%	Jordan Graham	In progress	Q4 2025
2105110	Content	2022	P/000620.04	2022 Collection Development	366,700.00	213,130.76	58.12%	Jordan Graham	In progress	Q4 2025
2105110	Content	2023	P/000620.05	2023 Collection Development	377,700.00	28,206.92	7.47%	Jordan Graham	In progress	Q4 2025
2105110	Content	2024	P/000620.06	2024 Collection Development	389,000.00	5,107.60	1.31%	Jordan Graham	In progress	2026 Onwards
				<b>Sum:</b>	<b>5,090,100.00</b>	<b>2,349,693.95</b>				



**2024 Operating Results**  
**RICHMOND HILL PUBLIC LIBRARY BOARD**  
**Overall Summary**

	<b>2023</b>	<b>2024</b>	<b>2024</b>	<b>Variance</b>	<b>Actuals %</b>
	<b><u>Actuals</u></b>	<b><u>YTD Actuals</u></b>	<b><u>Approved BUDGET</u></b>	<b><u>Fav/(Unfav)</u></b>	<b><u>to Budget</u></b>
<b>Expenditures</b>					
Personnel	7,562,116	8,006,836	7,859,300	(147,536)	101.9%
Collection Development	1,092,974	1,119,277	1,119,300	23	100.0%
Contracts/Services	1,270,980	1,480,345	1,580,200	99,855	93.7%
Materials/Supplies	154,783	97,179	118,500	21,321	82.0%
Transfer to Reserve	55,553	-	-	-	0.0%
Transfer to R&R Reserve Fund	567,700	535,600	535,600	-	100.0%
<b>Total Expenditures</b>	<b>10,704,105</b>	<b>11,239,237</b>	<b>11,212,900</b>	<b>(26,337)</b>	<b>100.2%</b>
<b>Revenues</b>					
Provincial/Other Grants	(122,934)	(179,671)	(122,200)	57,471	147.0%
Library Generated Revenue	(136,471)	(155,100)	(322,800)	(167,700)	48.0%
YRDSB Funding	(300,900)	(316,200)	(316,200)	-	100.0%
Transfer from Reserve	(516,200)	(516,200)	(516,200)	-	100.0%
Transfer from R&R Reserve Fund	(1,126,600)	(1,071,300)	(1,071,300)	-	100.0%
<b>Total Revenues</b>	<b>(2,203,105)</b>	<b>(2,238,470)</b>	<b>(2,348,700)</b>	<b>(110,230)</b>	<b>95.3%</b>
<b>Net Budget</b>	<b>8,501,000</b>	<b>9,000,766</b>	<b>8,864,200</b>	<b>(136,566)</b>	<b>101.5%</b>



**Richmond Hill Public Library Board  
Statement of Reserve Activity - Preliminary  
For the period ending: December 31, 2024**

	<u>31-Dec-24</u>	<u>31-Dec-23</u>	<u>Variance</u>
<b>DONATIONS AND BEQUESTS RESERVE FUND</b>			
Beginning Balance (Jan 1)	\$664,922	\$639,292	\$25,630
Transfer from Current Operations	-	-	\$0
Transfer to Current Operations	-	-	\$0
January to December Interest Earned *	39,021	25,630	\$13,391
Closing Balance	<u><b>\$703,943</b></u>	<u><b>\$664,922</b></u>	<u><b>\$39,021</b></u>
<b>SPECIAL PURPOSE RESERVE</b>			
Beginning Balance (Jan 1)	\$847,550	\$1,308,197	(\$460,647)
Transfer from Current Operations	-	55,553	(55,553)
Transfer to Current Operations	(516,200)	(516,200)	\$0
Closing Balance	<u><b>\$331,350</b></u>	<u><b>\$847,550</b></u>	<u><b>(\$516,200)</b></u>

\*2024 Actual interest rate is 5.94%  
2023 Actual interest rate is 4.06%



## Richmond Hill Public Library

### 2024 - Non-Competitive Procurement Acquisitions

<u>Supplier</u>	<u>Goods/ Services Acquired</u>	<u>Department</u>	<u>PO Amount</u> (exclusive of taxes)	<u>Sole / Single Source</u>
LIBRARY IDEAS LLC	USD-Freegal	Collections	\$ 32,368	sole source
SIRSIDYNIX (CANADA) INC	Express Branch Mini-Library Kiosks	Branch Experience	\$ 99,756	sole source
			<b>\$ 132,124</b>	



**Subject:** DRAFT RHPL Board Committees – Terms of Reference Update

**For:** Approve / Adopt

**Date:** April 24, 2025

**Report #:** SRLIB25.08

**To:** Richmond Hill Public Library Board

**From:** Bruce Gorman

### **SUMMARY**

The Terms of Reference for the Library Board's committees serve as guiding documents that define each committee's mandate. These terms ensure that the committee's function effectively, remain aligned with the library's strategic objectives, and operate within an appropriate governance framework. Regular updates to these Terms of Reference occur as necessary to reflect organizational changes, best practices, and evolving needs of the Library and the Board.

Committees are appointed by the Board for ad hoc or special purposes. Committees are limited in responsibility and power to advising the full Board, unless specifically authorized to act on behalf of the Board. Committees will provide advice in the form of a report to the Board for its consideration.

## **RECOMMENDATION**

That the Library Board approve and adopt the revised Terms of Reference

## **RATIONALE**

The updated Terms of Reference ensure that each committee's mandate accurately reflects its intended role. These refinements clarify expectations, eliminate inconsistencies, and align committee work with the Board's governance needs. The updates provide a more accurate representation of each committee.

By adopting these revisions, the Board ensures that its committees remain focused, effective, and well-positioned to support the library's strategic priorities.

## **Addendum**

1. Current RHPL Board Committees Terms of Reference

# **Richmond Hill Public Library Board**

## **Terms of Reference - Finance Committee**

### **Mandate**

The Finance Committee (the Committee) provides financial oversight to ensure the long-term economic health and sustainability of Richmond Hill Public Library.

The Committee provides advice, input and recommendations to the Richmond Hill Public Library Board with respect to the annual Operating Budget and Capital Budget.

Recommendations made by the Committee are not binding until approved by the Library Board.

### **Mission**

To fulfill the mandate the Committee will:

- Participate with the Management Team in developing and reviewing draft budgets prior to their presentation to the Library Board;
- Provide input, advice and recommendations on ad-hoc financial matters as they arise.

### **Membership**

- Voting membership will include a maximum of three people elected by the Library Board as well as the Library Board Chair who will be an ex officio member of the Committee
- Committee membership will be reviewed by the Library Board on an annual basis.
  - Elections will be held annually at the April Library Board meeting
- The Library CEO (or designate) and the Finance and Administrative Assistant will be non-voting members of the Committee



## **Roles and Responsibilities**

- Identify a Committee Chair and other positions as the Committee may deem necessary
- Conduct meetings as needed, at the call of the Chair
- Review meeting materials in advance of the meetings and arrive prepared to provide input on the issues under consideration
- Keep notes of all meetings
- Provide timely reporting on Committee recommendations and rationale to the Board as needed
- Review the Terms of Reference annually at the February meeting.

## **Quorum**

- Three members will constitute a quorum.

## **Meetings**

- A minimum of two meetings a year will be scheduled at the call of the Chair or CEO.

## **Record Keeping and Reporting**

- The Executive Assistant will act as Recording Secretary and shall record minutes of the proceedings and decisions taken at all meetings of the Committee, including recording the names of those in attendance.
- All documents (agendas, draft minutes, etc.) will be circulated a minimum of three (3) business days prior to the meeting within the constraints of established privacy and confidentiality policies.
- The Committee Chair or designate will report to the Board when Board approval is required and/or to present progress reports as appropriate.

## **Staff Support**

The Library CEO (or designate) will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes, and arrange meeting space
- Provide draft budget materials and related background to the Committee for discussion
- Provide background material or research as needed on financial matters under consideration
- Provide input, advice and recommendations to the Committee on all financial matters under consideration

Date of Last Revision: April 24, 2025

Approved by the Richmond Hill Public Library Board:

Motion #:

Date:

# **Richmond Hill Public Library Board**

## **Terms of Reference – Governance Committee**

### **Mandate**

To ensure the library adheres to the highest standards of governance, maintaining transparency, accountability, and integrity in its operations and decision-making processes.

The Committee provides advice, input and recommendations to the Richmond Hill Public Library Board.

Recommendations made by the Committee are not binding until approved by the Library Board.

### **Mission**

To fulfill the mandate the Committee will:

- Serve as main resource on governance for the board
- Ensure the board and organization espouse governance principles
- Review related library policies and bylaws for compliance
- Review municipal, provincial and federal regulatory requirements for compliance
- Lead recruitment and undertake annual performance evaluation of CEO

### **Membership**

- Voting membership will include a maximum of two people elected by the Library Board as well as the Library Board Chair.
- Committee membership will be reviewed by the Library Board on an annual basis.
  - Elections will be held annually at the April Library Board meeting
- The Library CEO (or designate) and the Director, Customer and Branch Services will be non-voting members of the Committee.

## **Roles and Responsibilities**

- Identify a Committee Chair and other positions as the Committee may deem necessary
- Conduct meetings as needed, at the call of the Chair
- Review meeting materials in advance of the meetings and arrive prepared to provide input on the issues under consideration
- Keep notes of all meetings
- Provide timely reporting on Committee recommendations and rationale to the Board as needed
- Review the Terms of Reference annually at the February meeting.

## **Quorum**

- Three members will constitute a quorum.

## **Meetings**

- A minimum of two meetings a year will be scheduled at the call of the Chair or CEO.

## **Record Keeping and Reporting**

- The Executive Assistant will act as Recording Secretary and shall record minutes of the proceedings and decisions taken at all meetings of the Committee, including recording the names of those in attendance.
- All documents (agendas, draft minutes, etc.) will be circulated a minimum of three (3) business days prior to the meeting within the constraints of established privacy and confidentiality policies.
- The Committee Chair or designate will report to the Board when Board approval is required and/or to present progress reports as appropriate.

## **Staff Support**

The Library CEO (or designate) will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes, and arrange meeting space
- Provide draft budget materials and related background to the Committee for discussion
- Provide background material or research as needed on financial matters under consideration
- Provide input, advice and recommendations to the Committee on all financial matters under consideration

Date of Last Revision: April 24, 2025

Approved by the Richmond Hill Public Library Board:

Motion #:

Date:

# **Richmond Hill Public Library Board**

## **Terms of Reference – Intellectual Freedom Committee**

### **Mandate**

The Intellectual Freedom Committee (the Committee) provides oversight to ensure freedom of thought, belief and expression are in the best interest of the diverse Richmond Hill community. The Committee will uphold Canadian law and values of the library.

The Committee provides advice, input and recommendations to the Richmond Hill Public Library Board.

Recommendations made by the Committee are not binding until approved by the Library Board.

### **Mission**

To fulfill the mandate the Committee will:

- Provide input, advice and recommendations on ad-hoc intellectual freedom matters as they arise.
- Review related library policies for compliance.
- Provide insight to the Intellectual Freedom Working Group.

### **Membership**

- Voting membership will include a maximum of three people elected by the Library Board as well as the Library Board Chair who will be an ex officio member of the Committee
- Committee membership will be reviewed by the Library Board on an annual basis.
  - Elections will be held annually at the April Library Board meeting
- The Library CEO (or designate) and the Director, Content and Engagement will be non-voting members of the Committee

## **Roles and Responsibilities**

- Identify a Committee Chair and other positions as the Committee may deem necessary
- Conduct meetings as needed, at the call of the Chair
- Review meeting materials in advance of the meetings and arrive prepared to provide input on the issues under consideration
- Keep notes of all meetings
- Provide timely reporting on Committee recommendations and rationale to the Board as needed
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- Provide input, advice and recommendations to the Committee on all financial matters under consideration

Date of Last Revision: April 24, 2025

Approved by the Richmond Hill Public Library Board:

Motion #:

Date:



## **Current RHPL Board Committees**

### ***Finance Steering Committee SRLIB23.01***

Type: Standing Committee

Purpose: To provide oversight and accountability for the Library finances, and ensure its financial position is secure and sustainable to support its future plans and the community's needs. Scope of work includes budgets and financial oversight, internal controls, investment strategies, reserve funds, and procurement.

Responsibilities:

- a) Review and provide guidance on annual budget estimates;
- b) Review of quarterly statements of revenue and expenditures;
- c) Review of the annual auditor's report;
- d) Review of financial planning activities;
- e) Evaluate existing relevant policies, and research, draft and recommend new policies or policy revisions;
- f) Review of service levels and practices provided by the City's relevant shared services, and draft and provide recommendations for improvements;
- g) Support with presentations of related reports and recommendations to the Board and to the City;

Members: The Committee will be made up of two Board members, the Board Chair as ex-officio, the CEO, the Manager, Fund Development, the Finance Administration Assistant and the CEO's Administrative Coordinator.

Duration: The group will meet ongoing as needed.

**Governance Committee SRLIB23.16**

Type: Standing Committee

Purpose: To develop and recommend RHPL's approach to transparent and trustworthy Board governance, and to advise the Board on any areas of concern, best practices, and recommended changes.

Responsibilities:

- a) Evaluate and recommend opportunities to strengthen governing processes and practices;
- b) Review and recommend amendments to RHPL's Board By-laws and Memorandums with the City of Richmond Hill;
- c) Monitor the effectiveness of Board meetings and, when necessary, make recommendations to improve them;
- d) Develop and maintain a Board Competency Matrix for recruitment;
- e) Support and oversee the recruitment and orientation of Board Members and the Chief Executive Officer (CEO);
- f) Conduct annual performance evaluation of the CEO; and
- g) Recommend opportunities for ongoing Board professional development.

Members: The Committee will be composed of the Board Chair, two Board members, the CEO, the Director of Branch and Customer Experiences, the Executive Assistant & Governance Coordinator. The CEO will not attend any discussions where there is a conflict of interest.

Duration: The group will meet ongoing as needed.

***Intellectual Freedom Steering Committee SRLIB23.01***

Type: Ad Hoc Committee

Purpose: To ensure the Library's approach to intellectual freedom and freedom of thought, belief and expression are in the best interests of our diverse community by reflecting and upholding Canadian law and the Library's values and policies.

Responsibilities:

- a) Review existing relevant policies and provide guidance on new policies or policy revisions;
- b) Provide guidance and recommendations to the Intellectual Freedom Working Group on frameworks that the working group will use to make decisions on challenges to intellectual freedom;
- c) Provide guidance and recommendations to the Intellectual Freedom Working Group on how to respond to challenges;
- d) Ongoing learning and review of internal and external case studies.

Members: The Committee will be made up of three Board members, the Board Chair as ex-officio, the CEO, Director of Content, Director of Branch Services, Director Experience & Strategy.

Duration: The group will meet until all policies and working group recommendations are finalized, and then on an as-needed basis.

***Discharge-Master Plan Steering Committee SRLIB23.01***

Type: Standing Committee

Purpose: To ensure the new RHPL Master Plan reflects the community's needs, supports the City of Richmond Hill's long term vision, and that its roadmap is executed according to plans.

Responsibilities:

- a) Review and provide guidance to the Master Plan Working Group on directions and key decision points;
- b) Provide final Master Plan recommendations to the Board;
- c) Support with presentations and recommendations to the City;
- d) Oversee the progress of capital projects that are on the final Master Plan roadmap and help clear roadblocks.

Members: The Committee will be made up of two Board members, the Board Chair as ex-officio, the CEO, Director of Branch Services, Director Experience & Strategy, and Director of Content.

Duration: The group will meet ongoing as needed.



**Report Subject:** Richmond Hill Public Library (RHPL) 2024 Customer Satisfaction Survey (CSAT) Results

**Report For:** Information

**Meeting Date:** Thursday, April 24, 2025

**Staff Report #:** SRLIB25.09

**To:** Richmond Hill Public Library Board

**From:** Robin Fribance, Director, Strategy & Service Innovation

## **SUMMARY**

In October-November 2024 RHPL conducted its second annual Customer Satisfaction Survey. An overview of the key findings show that, compared to the previous year, RHPL has made incremental improvements in areas where there is leverage to do so, namely in building awareness of Library content and services, as well as in making services increasingly available. Conversely, satisfaction with the amount of Library space and seating is a growing pain point for customers. There are a range of corrective actions in flight or planned for 2025 to address customer pain points, although additional resources would be required to tackle challenges related to buildings and staff complement.

## **RECOMMENDATION**

That the Richmond Hill Public Library Board receive the Report on the RHPL 2024 CSAT Results for information.

## **RATIONALE**

RHPL customers were invited to participate in the 2024 CSAT survey from October 21-November 11, 2024. The survey received 5,129 responses, resulting in 5,035 valid responses after data cleaning.

2024's CSAT survey showed three primary areas of opportunity, which are consistent with 2023's survey, making it possible to compare progress from one year to the next. Based on the survey, three areas for improvement stood out. They are (1) building customer awareness of our content and service, which improved considerably in the last year (including an 11% improvement in awareness of the e-newsletter), but remains an area requiring attention; (2) the amount of space and seating, which was a source of decreased customer satisfaction on 2024 and receives twice the level of dissatisfaction than any other in-branch metric; and (3) the availability and accessibility of content and services, which has improved incrementally in the last year.

### **Opportunity Area #1: Awareness**

Awareness of RHPL's promotional communication channels has grown across all channels and, relatedly, awareness of RHPL services has also grown. In some cases these gains have been considerable, for example an 11% increase in awareness of the e-newsletter, 13.75% increase in awareness of the items in the collection, and 10.5% increase in awareness of Library programs. These gains notwithstanding, lack of awareness remains a key barrier to engagement with the website, the collection, RHPL programs, and the mobile app, being either the first or second highest reported reason for not utilizing the respective services.

Recent corrective actions include the addition of in-branch marketing touch points (posters, shelf-talkers, signage), a focus on newsletter subscription conversions, and multiple advertising campaigns, including high-profile campaigns in partnership with GO Transit. Additionally, in 2025, digital screens to promote Library services will be installed in all RHPL branches.

## **Opportunity Area #2: Space and Seating**

Inadequate space and seating is reported to be less satisfactory in 2024 than it was in 2023. 12.5% of customers (an increase of 1.5% since 2023) said that RHPL does not have adequate space and/or seating to meet their needs. Similar to 2023, there is twice the level of dissatisfaction with the lack of space and seating than with any other in-branch metric.

In order to address RHPL's lack of space and seating, some modest enhancements have been made or are in the works, including removing the "castle" structure in Central Branch's Kids Corner to free up programming and play space; minor renovations to Oak Ridges Kids Corner; and a larger re-envisioning of space use for Central's third floor, which will add seating and increase its flexibility to meet a larger variety of customer needs. Additionally, the RHPL Facilities Master Plan may be retooled to focus on realizing new facilities in a shorter time frame and where there are significant un- or under-served portions of the community.

## **Opportunity Area #3: Availability and Accessibility of Services**

While modest gains have been made to increase the availability of programs that meet the needs and interests of customers, physical and digital collection items remain a challenge, with satisfaction essentially unchanged since 2023. Specifically, customers cite the lack availability of the items that they want to borrow when they want to borrow them as a pain point.

To counter customer dissatisfaction with collection availability, RHPL is focusing on augmenting the collection in three specific ways. For the Library of

Things, for which the dissatisfaction with availability is relatively high (while the satisfaction with the items themselves is high), there is a focus on adding multiples of popular items to decrease the hold wait times and get items into customers' hands sooner. For other popular collections, such as Vox Books, the Library is increasing the overall size of the collection. Thirdly, Chinese collection development is underway to increase its quality and, therefore, circulation. Additionally, RHPL will be undertaking some major customer research to better understand consumption patterns, motivations, objectives, and interests as related to the collection.

### **Survey Insights**

RHPL has been successful at making incremental improvements to customer satisfaction using existing staff and budget resources, and much of the corrective actions that are planned or in-flight leverage current staff expertise and make the most of existing budgets. Addressing the more structural challenges, such as adding space, is highly dependent on an infusion of resources aimed at meeting the needs of a growing community.





**Subject:** Tariff Impact Report

**For:** Information

**Date:** April 24, 2025

**Report #:** SRLIB25.10

**To:** Richmond Hill Public Library Board

**From:** Joshua Dyer, Director, Content & Engagement

## **1. SUMMARY**

Richmond Hill Public Library (RHPL) faces potential cost pressures stemming from international tariffs, currency volatility, and inflation. While many printed materials remain exempt from direct tariffs, upstream inputs like pulp and paper are vulnerable to global price shifts, indirectly affecting RHPL's collection costs. In 2025, RHPL plans to invest \$650,000 in physical materials; however, scenarios involving a 10–25% tariff could reduce the number of items acquired by 9% to 26%, requiring up to \$231,415 in additional funding to maintain current service levels. These impacts are compounded by a weakening Canadian dollar and rising inflation, both of which further erode purchasing power. While macroeconomic indicators help model risk, they cannot fully account for the localized and sector-specific realities of library procurement. Nevertheless, they highlight the importance of proactive financial planning to preserve RHPL's ability to deliver timely, high-quality materials to its community.

## **2. RECOMMENDATION**

That the Richmond Hill Public Library Board receive the Tariff Impact Report for information.

### **3. RATIONALE**

Recent developments in international trade policy have renewed concerns within the library sector about the potential financial impacts of tariffs on collection development. While there are currently no tariffs on books or other information materials, uncertainty remains.

For Richmond Hill Public Library (RHPL), the implications of these tariffs are complex. RHPL sources the majority of its print materials through Library Bound Inc. (LBI), a major Canadian library wholesaler. In 2024, over 90% of RHPL's purchases through LBI were from Canadian distributors. However, the origin of the distributors' inventories—and the production inputs involved—are not always transparent. Even if finished books remain exempt from direct tariffs, upstream components such as pulp and paper may still be subject to import duties or global price volatility. These commodity-based tariffs can raise production costs for publishers, which are often passed down through the supply chain, ultimately impacting the Library's cost per item. As a result, RHPL remains exposed to indirect price fluctuations stemming from international trade policy, even when sourcing through domestic channels.

That said, tariffs represent only one dimension of the economic landscape. Broader macroeconomic indicators—particularly currency valuation and inflation—are closely tied to and often influenced by trade policy. For example, when tariffs are imposed, they can trigger fluctuations in currency markets, affect consumer prices, and drive inflation upward. These secondary effects may ultimately have just as much impact on the Library's collection budget as the tariffs themselves. This uncertain landscape underscores the importance of ongoing monitoring and proactive budget planning to safeguard the sustainability of RHPL's collections in the face of potential cost pressures related to tariffs.

#### **Tariff Implications**

Richmond Hill Public Library plans to allocate approximately \$650,000 in 2025 for the acquisition of print and physical media materials (e.g., books, CDs, DVDs), with an average per-item cost of \$17.50. Given ongoing uncertainty around international trade and tariffs, two planning scenarios have been developed to assess potential impacts on purchasing power.

In the event of a 10% tariff on books and other information materials, the cost per item acquired by Richmond Hill Public Library would rise from \$17.50 to approximately \$19.25. At this rate, the existing \$650,000 budget would yield around 33,766 items—representing a reduction of roughly 3,377 items, or 9% fewer than current levels. To maintain the Library’s existing purchasing volume of approximately 37,143 items, an additional \$61,007 in funding would be required..

In a more severe scenario, where a 25% tariff were imposed, the cost per item would rise to approximately \$21.88. With no increase in budget, RHPL would only be able to acquire around 29,701 items—a reduction of over 7,400 items, or nearly 20% fewer materials. To maintain the Library’s current level of service and acquisition volume, an additional \$162,831 in funding would be needed. This elevated pressure on the collection budget could significantly constrain RHPL’s ability to respond to community demand, maintain a balanced and up-to-date collection, and support programming and literacy initiatives that rely on timely access to new materials.

Scenario	Cost per Item (CAD)	Items Acquired with Current Budget	Reduction in Items	Percentage Reduction	Additional Funding Required (CAD)
Baseline (No Tariff)	\$17.50	37,143	0	0%	0
10% Tariff	\$19.25	33,766	3,377	9%	\$61,007
25% Tariff	\$21.88	29,701	7,442	20%	\$162,831

## 1. **Compounding Macroeconomic Indicators**

Tariffs do not operate in isolation. Their impact is often magnified by associated economic pressures, particularly currency devaluation and inflation. For RHPL, the cost of acquiring print materials in 2025 will be shaped not only by the direct effect of any imposed tariffs but also by the broader macroeconomic environment they influence. Trade tensions, for example, can drive down the value of the Canadian dollar (CAD), especially against the U.S. dollar (USD)—a trend reflected in RBC Capital Markets' forecast of a USD/CAD range between 1.40 and 1.47 in the coming months. Simultaneously, while the Bank of Canada continues to target a 2% inflation rate for 2025, growing economic uncertainty has led the OECD to revise its headline inflation forecast for Canada upward to 3.1%. These factors—tariffs, currency weakness, and inflation—are interrelated and cumulative. Together, they create a compounding effect that could significantly erode RHPL's purchasing power, reducing the volume of materials the Library can acquire within its existing budget.

With a 10% tariff applied and the Canadian dollar weakening from its 2024 baseline of 1.3698 to a current exchange rate of 1.40 USD/CAD, the effective cost per item rises to approximately \$19.67. Based on RHPL's \$650,000 collection budget, this would reduce the number of items the Library could purchase from about 37,143 to 33,045, representing a reduction of roughly 4,098 items. To maintain current purchasing levels, RHPL would require an additional \$80,607 in funding.

In a slightly more elevated scenario, the economic environment becomes more challenging. A 10% tariff is introduced, the USD/CAD exchange rate weakens to 1.44, and inflation rises to 3.1%. Together, these pressures increase the effective cost per item to approximately \$20.46—a nearly 15% increase over the baseline. With RHPL's existing \$650,000 budget, this would reduce the number of items the Library could purchase to around 31,769, a decline of over 5,000 items. This shortfall could necessitate difficult decisions about deferring lower-priority acquisitions, scaling back replacement schedules, or limiting purchases of non-essential formats unless supplemental funding is secured.

In the most severe impact scenario, tariffs on information materials rise to 25%, the Canadian dollar further depreciates to USD/CAD 1.47, and inflation remains at 3.1%. Under these compounded pressures, the average cost per item rises to approximately \$23.73. At this rate, RHPL's current budget would yield only 27,391 items, representing a reduction of nearly 10,000 items, or 26% fewer than under baseline conditions. Such a substantial contraction in purchasing power would require RHPL to implement significant budgetary adjustments—potentially shifting more resources to digital collections although this has its own drawbacks, pursuing new vendor arrangements, or exploring collaborative acquisitions through consortial arrangements.

Tariff Rate	FX Rate (USD/CAD)	Inflation	Effective Cost/Item (CAD)	Items Acquired	Reduction in Items	Additional Funding Required (CAD)
0%	1.4	2.00%	\$19.67	33,045	4,098	\$80,607
10%	1.44	3.10%	\$20.46	31,769	5,374	\$117,318
25%	1.47	3.10%	\$23.73	27,391	9,752	\$231,415

## Next Steps

While macroeconomic indicators such as inflation rates, exchange rates, and tariff forecasts provide valuable context for financial planning, they are inherently broad and often lack the granularity needed for budgeting at the library level. These indicators do not fully account for sector-specific variables such as vendor agreements, local purchasing patterns, or the unique pricing structures of library materials. As such, while they offer a useful lens for scenario modeling, they must be interpreted with caution when applied to RHPL's collection strategy.

In response, RHPL will continue to monitor developments closely and prepare adaptive strategies to safeguard service levels. These may include deferring lower-priority acquisitions, scaling back replacement schedules, or limiting purchases of non-essential formats.. We'll also consider new vendor arrangements, explore collaborative acquisitions through consortial partnerships, and prioritize sourcing Canadian materials whenever possible. These actions aim to ensure the Library remains responsive to community needs despite a shifting economic landscape.

## 4. **RELATED DOCUMENTS**

1. [OECD Economic Outlook, Interim Report March 2025](#)
2. [RBC Capital Markets Currency Report March 2025](#)

# Tariffs could cost Ottawa Public Library 33,000 new items

*Retaliatory tariffs on U.S. books would mean nearly a million dollars in lost materials for the OPL, even when buying from Canadian publishers.*

Author of the article:

By **Sofia Misenheimer**

Published Apr 03, 2025

Last updated Apr 03, 2025

3 minute read



Sarah Macintyre, Ottawa Public Library division manager for client services, at the Cumberland branch. Photo by Tony Caldwell /Postmedia

The Ottawa Public Library could lose purchasing power for tens of thousands of items if Canada imposes retaliatory tariffs on print books from the United States.

The counter-tariffs would come into effect if the U.S. follows through on additional trade measures. On April 2, President Donald Trump announced the United States would begin imposing reciprocal tariffs on a country-by-country basis at a new baseline of 10 per cent. Canada was not mentioned by name at the time but falls within the scope of the policy.

On April 3, Canada introduced a 25 per cent levy on U.S.-made vehicle imports not covered by free trade deals. If it follows through on more of the retaliatory measures proposed on March 12, the response could include print materials often found in libraries, such as newspapers, journals, periodicals, and children's picture books.

Sarah Macintyre, the Ottawa library's Division Manager for Client Services, said it was preparing for the possibility that these tariffs would be triggered. "If we assume that there could be a potential impact for our collections, that could be up to \$950,000," Macintyre said. The estimate is based on current spending through Canadian wholesalers, who often supply titles printed in the U.S., including works by Canadian authors and publishers. "An impact of that amount of money could mean a reduction in purchasing power of almost 33,000 items," Macintyre said. "It could potentially mean that we're going to have to purchase fewer new titles, fewer replacement copies (and) fewer copies of individual titles.

"It could result in longer hold queues for our clients," she added. "If we choose to buy 25 copies of a book instead of 30, it'll take longer for clients to get their holds."

Ottawa Public Library runs a centralized collection shared across all 33 branches. Readers request titles from anywhere in the system and receive them at their preferred locations.

"We don't approach our collections at a branch level," Macintyre said. "Our collections at the library represent a shared service for all Ottawans."

The federal government has said its tariffs are designed to pressure U.S. lawmakers to reverse trade measures and to make American products “less desirable for Canadian consumers to purchase” while encouraging Canadians to buy domestically produced goods.

“We’re limited to the places that we can procure and the people, the groups that are publishing the materials that we want to buy,” Macintyre said.

“Because so much of our content is printed in the United States, to be able to keep sharing Canadian stories we’re going to have to keep procuring books that are published there.”

The Ottawa Public Library is part of national organizations like the Canadian Urban Libraries Council and the Canadian Federation of Library Associations, which have submitted formal responses to the Department of Finance opposing proposed counter-tariffs on printed materials. Macintyre said the sector was also calling on provinces to increase grant funding to help offset potential losses.

“People might be buying fewer books for themselves, which means they rely on us more,” she said. “It’s a hard time for this to happen.”

The library doesn’t rely on fundraising to cover core acquisitions, but Macintyre encourages residents to continue supporting groups like the Friends of the Ottawa Public Library Association, which fundraises for programming and services.

“We’re going to continue to be there for our residents,” she said. “We provide access to information sources and diverse points of views and ideas. That has never been more important.”



# Books Escape New Tariffs, At Least for Now

By Jim Milliot | Apr 07, 2025



*Photo: Flickr/Stewart Butterfield*

The Trump Administration has imposed a range of tariffs on different countries and goods—but at least for now, books have fared well. Since Trump's executive order implementing the new tariffs was issued under the Cold War–era International Economic Emergency Powers Act (IEEPA), numerous categories were eligible for exemptions, including books.

[A recently released federal document](#) shows the many categories that are not subject to tariffs, a list that includes “printed matter, nesoi,” which translates to “not elsewhere specified or included.” Other items that are specifically mentioned include printed books and children's picture, drawing, and coloring books. In addition, the United States-Mexico-Canada Agreement (USMCA) remains intact, meaning that goods considered “compliant”—among them books and paper—will not face new tariffs.

While no new tariffs on books are imminent, the existing 7.5% tariffs on books printed in China implemented by the first Trump administration, which were kept in place under President Biden, remain in force. Bibles and other religion books also remain exempted from the new tariffs. While paper from Canada is exempt from the tariffs for the moment, it is unclear whether paper, pulp, and ink imported from other countries will be subject to higher duties. If so, that could raise prices for American printers.

Publishers and printers have been [preparing for months](#) about how to [handle new tariffs](#), but continue to be met with frequent changes that raise new questions. With the tariff situation remaining extremely fluid, the Association of American Publishers continues to monitor events. "Because trade policy is incremental, we are focused on working with the president's team and Congress as they consider long-term strategies to strengthen the international economic position of American businesses and workers," said Lui Simpson, EVP of global policy for the AAP.