

LIBRARY BOARD
Regular Meeting
Monday, February 27, 2023 – 5:00 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – Read at AGM
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Chair's Report
5. Consent Agenda*
 - 5.1 Approval of the Minutes
 - 5.1.1 January 30, 2023 Regular Board Meeting Minutes
 - 5.2 Correspondence
 - 5.2.1 In-coming: NONE
 - 5.2.2 Out-going: NONE
 - 5.3 Financials
 - 5.3.1 Financial Committee Report
 - 5.3.1.1 February Financial Committee Report
 - 5.3.1.2 Terms of Reference
 - 5.3.2 Monthly Expenditure Report
 - 5.3.2.1 November 2022
 - 5.3.2.2 December 2023
 - 5.3.2.2 January 2023
 - 5.3.3 November 2022 Financial Reports
 - 5.3.4 Friends Report – January 2023
 - 5.4 Facilities
 - 5.4.1 Facilities Committee Report - NONE
 - 5.5 Policy Committee
 - 5.5.1 November Policy Committee Report - NONE
 - 5.6 Information Items
 - 5.6.1 Chamber of Commerce Award Nominations
 - 5.6.2 Canadian Bushplane Heritage Centre Passes
 - 5.6.3 CBC Jam Squad
 - 5.6.4 LASH March Break Passes
 - 5.6.5 VLS Resumes
 - 5.6.6 CMHA Algoma
 - 5.7 Summary of Motions
6. Items Removed from Consent
7. Board Development
 - 7.1 Open and Transparent Meetings
 - 7.2 OLA Super Conference Reports

8. Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, R. Chan, A. Aaltonen
9. Report of the Closed Session
10. New Business
 - 10.1
11. Board meetings
 - 11.1 Regular Meeting March 27, 2023
12. Adjournment

***All matters listed under "Consent Agenda" are considered to be routine, and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #6.**

February 2023 Chair's Report

City Finance seeks budget input until February 6

<http://www.publicinput.com/ssmbudgetconsultation>

Friends AGM

Sales of over \$34K plus donations to various community organizations.
Board memberships for only \$5. Outstanding leadership from Susan Hall and all the volunteers that support Friends

Niche Academy: Board Orientation

OLS: Governance 101

Committees:

Finance

Policies: NA

CEO: NA

Facilities: NA

FOPL Board Meeting: attachments:

*Executive Director's Report

*2023 Pre Budget Submission

Superconference 2023 @ Toronto Convention Centre

Attached

Executive Director's Report

Report to: The FOPL Board
Prepared by: Dina Stevens, Executive Director
Prepared on: January 26, 2023

Recommendation

1. THAT the FOPL board receive this report as information.

Report

December and January have been exceptionally busy months for advocacy and there is much to discuss! We have kept in touch with Hannah Andersen, Policy Advisor for the MTCS, and she feels that the Ontario Public Library Week event in October has had a very positive effect with Minister Lumsden. She has since had conversations with the Minister about how libraries fit into the larger picture at the ministry and has given us positive encouragement for our priorities. At the same time, FOPL and OLA continue to have conversations with Ministry staff and answer any questions they may have about the ODPL and the funding issues with public libraries on reserve, which have also been of great interest. We hope to meet again formally next month with a concrete plan. Our next step in this venture will be to reach out to the Ministry of Indigenous Affairs to try to work together to immediately increase the First Nations Salary Supplement.

We have also continued to monitor developments with *Bill 3, Strong Mayors, Building Homes Act, 2022* and have sent a letter to the Toronto and Ottawa municipalities as the province proposes to expand the bill to other regions. These letters, sent as correspondence to the municipal Clerks, will hopefully make it to council agenda for review. I have attached these letters for you to read as well.

The Minister of Finance and The Standing Committee of Economic Affairs and Finance have convened in January to accept deputations. FOPL has rallied a variety of public libraries CEOs across the province to apply for deputations to both. I was fortunate enough to be accepted to speak to the Minister of Finance during his budget consultation session in Brampton on January 11th. I spoke to our provincial priorities, emphasizing the frozen Public Libraries Operating Grant, the serious concern for public libraries on reserves and the province-wide benefits of creating the Ontario Digital Public Library. Kitty Pope from Windsor Public Library and Monika



Machacek from Clarington Public Library also gave deputations to Minister Bethlenfalvy as the committee moved across the province, strengthening our message. Deputations for the Standing Committee on Economic Affairs and Finance are coming up and we have heard back from at least two CEOs that they have been accepted for deputations; Brian Harding from Sudbury Public Library and Christina Blazecka from Cochrane Public Library. We wait to hear back regarding applications to speak to the committee in Sault St. Marie, Timmins, Ottawa, Kingston, Barrie and Queen's Park. Our membership has certainly come together to champion our public libraries these past couple months! We have also submitted our formal 2023 Pre-Budget Consultation document to the Ministry of Finance just two weeks ago (also attached).

FOPL also attended the Rural Ontario Municipal Association (ROMA) Conference at the Sheraton Centre in Toronto from January 22-24. I was able to engage with over 250 councilors, mayors and CAOs from across the province about a variety of issues. Many of the councilors I spoke to indicated that they were newly appointed to the library board and were interested in learning more about our sector, our priorities, and any foreseeable problems I could share with them. This was a fantastic opportunity to lay the foundation for library champions across the province! Another hot topic was the Public Libraries Operating Grant and why the provincial funding has been frozen for so long. I'm very happy with the discussions at the conference and have a lot of follow up with councilors, board chairs and otherwise interested persons as a result.

Just before the conference, I was contacted by CBC Sudbury for a very brief interview in response to Sudbury Public Library asking for a 7.4% increase to their budget. The interview was featured as part of a larger web story by CBC about library funding and the impact of our provincial grants. FOPL is mentioned in two small snippets of the story and focuses on the frozen PLOG and the lessened impact of those funds due to inflation. You can read the [web story here](#).

Lastly, I would like to welcome Mark Pagliaroli who we have contracted to be our Digital Marketer. Mark will be taking care of our social media accounts and other digital marketing needs to be sure to follow us on Twitter, Instagram, Facebook and LinkedIn. Welcome Mark!

As always, I'm happy to discuss any of the above (or anything not mentioned above) in more detail. Please feel free to call or email.



Kind Regards,

Dina Stevens, MLIS
Executive Director

Federation of Ontario Public Libraries
c/o Toronto Reference Library
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Toronto, ON M4W 2G8
Cell: 416-873-8139
Email: dinastevens@fopl.ca

January 6, 2023

Wendy Stephanson
Chief Administrative Officer
City of Ottawa
110 Laurier Avenue West
Ottawa, ON K1P 1J1

Submitted via email to: Wendy.Stephanson@ottawa.ca

RE: Strong Mayors, Building Homes Act, 2022 and Ottawa Public Library

On behalf of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL), we are submitting the following correspondence to the attention of the City of Ottawa.

It is our understanding that the Ontario Government has extended to Ottawa a series of expanded Head of Council authorities as set out in the *Strong Mayors, Building Homes Act*, which enacted corresponding legislative and regulatory-making authorities to the *Municipal Act* and the *City of Toronto Act*. This correspondence is intended to bring to your attention important information about the relationship between the exercise of these authorities and the broader statutory framework governing Ontario's public libraries.

The changes introduced through the *Strong Mayors, Building Homes Act* permit the Head of Council (mayor) of designated municipalities to "hire, dismiss or exercise any other employment powers with respect to the head of any division." The legislation also includes a list of specific persons to whom this power does not apply, including a general provision that this includes any "other officers or heads of divisions required to be appointed under this or any other Act."

Public libraries in Ontario are administered under the legislative and regulatory framework set out in the *Public Libraries Act*. Under this Act, public libraries are established through municipal by-law and governed by an independent public library board.

Per statute, the public library board is solely responsible for the operation of the public library system, according to the legislative mandate and responsibilities set out in the *Public Libraries Act*. As such, it is not a board/committee under the direction of the municipal government, and there are statutory limitations on the number of municipal council representatives permitted to serve on a public library board.

In addition, the *Public Libraries Act* states the public library board is also solely responsible for the appointment of a CEO, "who shall have general supervision over and direction of the operations of the public library and its staff." The Ministry of Tourism, Culture and Sport, in its

document “Understanding the Public Libraries Act” (enclosed with this correspondence), furthermore states:

“The CEO is a library board employee and not a municipal employee. The CEO reports to the board and not to the municipality. The CEO does not report in a dual relationship to both the board and the municipality.”

We are providing this information as clear reference to the fact that per the legislation, neither the public library board nor the public library CEO fall within the definition of a “head of division” as articulated by the changes to the *Municipal Act* and the *City of Toronto Act*.

Above all, we recognize the critical role that the public library fulfills for residents of all ages and backgrounds in Ottawa. We strongly believe that effective public library governance is best achieved when the municipal government and public library boards work in cooperation to achieve common goals and shared objectives. It is our understanding that the Ottawa Public Library Board has built a highly effective relationship with the City of Ottawa, as expressed through the service of Councillor Matthew Luloff, Councillor Riley Brockington, Councillor Rawlson King, and Councillor Catherine Kitts as serving members of the public library board.

We look forward to supporting the continued relationship between the Ottawa Public Library Board and the City of Ottawa and are available at your discretion to address any further questions or clarifications you may require.

Sincerely,



Shelagh Paterson
Executive Director, Ontario Library
Association
spaterson@accessola.com
416-363-3388 ext. 224



Dina-Marie Stevens
Executive Director, Federation
of Ontario Libraries
dinastevens@fopl.ca
416-873-8139

Cc: Rick O'Connor, Clerk, City of Ottawa, rick.oconnor@ottawa.ca

Attachment: “Understanding the Public Libraries Act”, Ontario Ministry of Tourism, Culture and Sport

Understanding Ontario's Public Libraries Act

Some Key Aspects



“A library outranks any one thing a community can do to benefit its people. It is a never failing spring in the desert.” – Andrew Carnegie (1835-1919)



Libraries and a Prosperous Community

A strong library system is a cornerstone of a strong community. It contributes to education, literacy and life-long learning for Ontario residents.

Achieving Equality and Universal Access

Ontario's Public Libraries Act (PLA) is the key piece of legislation governing Ontario's public libraries. It supports the provision of equal and universal access to information and establishes free public library services in Ontario through governance and regulations.

Library Boards

Under the PLA, public libraries in Ontario must be operated under the management and control of a public library board. The board has the authority to formulate policies concerning the operations and services of the public library.

Once established by municipal by-law, a public library board is responsible for the operation of its library system. Boards and municipalities should work in cooperation toward common goals.

Under the PLA municipalities can:

- appoint members of the library board for the same term as Council
- give or withhold consent regarding real estate property
- annually approve the board's estimates of all sums required by the board
- make a grant in money, lands or buildings to a library board

Public, Union and County Library Boards

Public library boards are composed of at least five members. The number of municipal councillors on the board may not exceed one less than a majority.

Union public library boards are established when two or more municipalities agree on creating a union library. Once again, councillors on a union board must not exceed one less than a majority.

County public library boards are established when at least two-thirds of a county's municipalities request that the county establish a county library. The appointing council cannot appoint more of its own members to a board than the number that is a bare majority of the board.

Boards: Powers and Duties

Boards provide:

- a comprehensive and efficient public library service that reflects the unique needs of the community they serve, in co-operation with other boards;
- French language and special services as appropriate; and
- services in accordance with the PLA.

Boards are required to:

- fix times and places for board meetings, call and conduct them and ensure full and correct minutes are kept; and
- supply an annual report to the Minister of Tourism, Culture and Sport, along with any other reports and any other information required by the PLA or by the Minister from time to time.

Board Member Eligibility

A board member must be:

- a member of the appointing council; or
- a Canadian citizen;
- at least eighteen years old;
- a resident of the municipality where the board is established or – in the case of a county library cooperative board – the area served by the board, as long they are not an employee of the board or the municipality ;
- a resident of a municipality or a local services board area that contracts with the library board for service;
- a member of an Indian Band that has a contract with the library board for service; or
- a person who is a member of a second board that has entered into a contract with the board to purchase library services for the residents of the second board.

CEO Appointments

A public library board has the power to appoint a library chief executive officer (CEO). The CEO is a library board employee and not a municipal employee. The CEO reports to the board and not to the municipality. The CEO does not report in a dual relationship to both the board and the municipality.

Library Finances

The PLA requires public library boards to appoint a treasurer who:

- receives and accounts for all the board’s money;
- opens an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;
- deposit s all monies received by the board to the credit of the board’s account; and
- disburses the money as the board directs.

The municipality has the right to administer board finances. For example, a municipality can periodically transfer funds from the public library bank account to a municipal bank account to pay public library board bills. In such cases, the library board remains responsible for public library operations and services – including finances – but delegates day-to-day financial administration to the municipality.

Fees

Under the PLA a board cannot charge for:

- admission to a public library
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- reserving and borrowing circulating materials and the use of reference and information services the board considers practicable.
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Fees cannot be imposed for the use or borrowing of:

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| • books | • video discs |
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- the use of the parts of a building that are not being used for public library purposes; and
- the use of library services by persons who do not reside in the area of the board’s jurisdiction.

First Nation Public Libraries

First Nation bands can establish their own public library. They may also contract for public library services with a public library board, union board or county library board. Library services are provided according to the terms and conditions set out in the agreement.

Disclaimer

This pamphlet is intended to help Ontario’s public library stakeholder understand the general principles behind the establishment, administration and funding of public libraries as set out in the Act. The information contained in this pamphlet is not legal advice. For further questions relating to the PLA or your particular circumstances, you must consult with your own legal advisors.

For further information

Visit the ministry’s website: www.ontario.ca/libraries
Visit Ontario’s e-Laws website: ontario.ca/g018

Contact:

Rod Sawyer
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E-mail: rod.sawyer@ontario.ca

Adam Haviaras
Phone: (416) 314-7158
E-mail: adam.haviaras@ontario.ca

January 6, 2023

Paul Johnson
Chief Administrative Officer
City of Toronto
4th Floor, East Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2

Submitted via email to: Paul.R.Johnson@toronto.ca

RE: Strong Mayors, Building Homes Act, 2022 and Toronto Public Libraries

On behalf of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL), we are submitting the following correspondence to the attention of the City of Toronto.

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Cc: John Elvidge, Clerk, City of Toronto
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For further information

Visit the ministry’s website: www.ontario.ca/libraries
Visit Ontario’s e-Laws website: ontario.ca/q018

Contact:

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E-mail: rod.sawyer@ontario.ca

Adam Haviaras
Phone: (416) 314-7158
E-mail: adam.haviaras@ontario.ca

Protecting Local Public Libraries Across Ontario

2023 Pre-Budget Submission

Public libraries are an essential part of communities across Ontario – but many who depend on them are still falling through the gaps.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.
- Public libraries continue to provide access to important digital and in-person resources, including:
 - **Job training** – and re-training – programs and resources
 - **Small business support** and community economic development
 - **Equitable, reliable access to broadband** internet in underserved areas
 - **Frontline access and support for digital government services** through ServiceOntario
 - **Affordable, high-quality children's programs** for young families
 - **Community and residence-based** seniors programming
 - **Direct supports and partnerships with service agencies** to support vulnerable populations, including connecting to support services, food banks, and space for group programs
- Despite these essential supports, many individuals and families across the province are struggling and unable to access the local public library resources they need.
- Many of these challenges existed prior to the pandemic, but the impact of the pandemic health emergency brought them to a critical point for many communities across Ontario.
- The situation for public libraries located on First Nations Reserves in Ontario is even more challenging, as these libraries do not receive funding from municipal taxes. This has overburdened an unsustainable local funding model that has left many public libraries on reserve closed or with severely reduced access.

Investing in public libraries will directly support people, their communities and local economy.

Through carefully targeted investments, the Ontario Government can make sure that all Ontarians – no matter where they live or learn – will continue to have access to modern, cost-effective resources and services through their local public libraries.

- Maintain critical provincial funding for Ontario's public libraries at current levels and work with municipalities and the Federal government to prevent unsustainable cuts to public library funding.
- Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes enhancing the existing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

Priorities

1. Maintain critical provincial funding for Ontario's public libraries at current levels and work with municipalities and the Federal government to prevent unsustainable cuts to public library funding.

- Unlike most sectors in Ontario, provincial funding for public libraries has been frozen for over 25 years.
- Despite no net increase in provincial or municipal funding over this period, public libraries have effectively managed their resources, evolved to meet the needs of their communities and embraced major leaps in technology.
- The Ontario government's 2022/23 Budget maintained funding support for Ontario's public libraries sector at \$25.2 million.
- While the majority of public library budgets are municipally supported, the provincial portion (the Public Library Operating Grant) of funding is critical to support operations, shared resources, broadband connectivity and pay equity.
- Continuing to maintain this critical provincial funding at existing levels is vital to supporting the sustainability of local public libraries and the services they provide.
- OLA and FOPL strongly urge the Ontario government to work with the Federal government and municipalities to ensure that our communities have the funding they need to protect jobs and the vital importance of local public libraries.
- *Projected cost:* no change to present annual provincial funding.

2. Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes enhancing the existing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community and to minimizing social isolation in these communities, many of which are remote or face systemic social and economic challenges.
- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving community photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities. Provincial funding through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS) provides on average \$15,000/year to each of the existing public libraries on reserve. Band Councils must therefore allocate essential funding support such as rent, hydro, internet, fax and telephone services.
- There is little to no funding available for collections, programming and technology resources.
- Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.
- Many public libraries on reserve operate with only one staff person who is expected to perform many functions – librarian, archivist, community liaison, fundraiser, administrator, tech support, and more. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 39 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.

Recommended Priority:

- As an immediate first step, the First Nations Salary Supplement must be increased to ensure that all existing staff of public libraries on reserve are fairly compensated for the work they perform.
- *Projected cost:* \$2 million / annually (First Nation Salary Supplement increase for existing public libraries on reserve).

3. Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

- Ontario's Public Libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has recognized the crucial importance of public libraries to broadband internet access, making a \$4.8 million investment to install or upgrade broadband connectivity at over 100 public libraries across the province.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness.
- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis.
- Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than half the e-books and less than a third of the online databases as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.
- Creating an Ontario Digital Public Library through a targeted provincial investment would leverage the province's significant purchasing power to give all Ontarians – no matter where they live – access to a common set of high-quality digital resources and more e-books through their public library.
- *Projected cost: \$9.4 million / annually.*

Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

Superconference 2023

Theme: Walking in Two Worlds

Indigenous history, questioning truths and reconciliation; importance of the role of libraries. "Knowing and not knowing, old and new, equity and diversity, truth and reconciliation is where we find ourselves as we embrace our next steps together." Dr. Sabrina Saunders, OLA President 2022

Exhibitor Expos and Author Events

Wed, Feb 1

MTCC 6:30-8-30

Welcome Reception

Toronto vs Boston @ 7:30

Thurs. Feb 2

9-10 Keynote Vivek Shraya

Musician, writer and visual artist; speaks to 'walking in two worlds' and breaking boundaries presented by traditional roles.

10:30 - 12:00 Exhibit Hall featuring 100's of trade show presentations as well as numerous authors and book signings, professional headshots.

The Library Marketplace

1-2 Working Together-Post, Pre and Future

Partnership between Victoria Native Friendship Centre and Greater Victoria Public Library Documentary: The Witness Blanket)

2:45-3:45 Indigenous Stream-Duncan Mccue

CBC Podcast: Kuper Island residential school

5-8 Public Library Awards Gala: Recognizing Excellence in Public Libraries

8-10:30 Mirvish production: Pressure @ The Royal Alex

Friday, Feb 3

7:30 FOPL AGM

9-10 Empowering People and Community Through Partnerships

10:30-11:30 A Call to Action: Decolonization and Library Archives

1-2 Advocacy with Attitude

2:45-3:45 Indigenous Relations: The Journey from Reconciliation to a Rights Based Approach

4-5 Closing Report: Elamin Abdelmahmoud

5:15-6 Closing Reception

Sat, Feb 4

Virtual Sessions

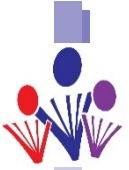
9:45-10:30 Governance

10:45-11:30 Public Library Act

1:15-2 Advocacy

2-3 Library Boards

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, January 30, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Kevin Harrison	Paolo Bruni
Wayne Greco	Hannah Caicco	Steve Murray
Erin Ferlaine	Lisa Dubrovnik	

Absent: Mike Olejnik

Library: Matthew MacDonald, Kaitrin Aaltonen, Rosanne Chan, Sharon Wigney, Elise Schofield

Public Attendance: One

1. Call to Order

W. Greco called the meeting to order at 4:31 p.m.

1.1 Welcome Board Members (Roundtable)

New Board members introduced themselves and their backgrounds. The Board consists of six returning members, and three new members.

1.2 Excused Absence

MOTION:

Resolved that the following Board Member(s) be excused from the November 28, 2022 regular meeting: Mike Olejnik.

Moved: S. Murray

Seconded: P. Bruno

CARRIED

1.3 Introduction to the Management Team

Members of the Management Team introduced themselves, and gave a brief overview of their role at the library.

E. Schofield and S. Wigney exited the meeting at 4:47 p.m.

1.4 Land Recognition

M. MacDonald read the Land Acknowledgement Statement.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the January 30, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: S. Murray

CARRIED

4. Chair's Report

The Chair welcomed new board members, and discussed the activities and the role of the Board of Trustees. He provided a brief overview of the different committees, when they meet, and their responsibilities. The expectation is that each trustee will join two committees for their time on the Board.

The Strategic Plan is halfway done, and all Board Members are strongly encouraged to join the next Strategic Planning meeting to provide input and familiarize themselves with the ongoing vision for the library.

Board members are appointed for 4 years, and act as a collective voice for the library. The Board discussed the responsibilities and importance of clear communication when acting as a representative of the Library.

4.1 FOPL Advocacy Primer Video

The Board viewed a YouTube video provided by the Federation of Ontario Public Libraries, titled "Advocacy Primer for New Board Members & Councils". The video provided facts about Ontario's public libraries, and a review of the acts which govern libraries in Ontario, as well as the roles of Public Library Boards and Councils.

www.youtube.com/watch?v=KpQ0wN2MFxQ

Board members are free to join Board and Committee meetings via Zoom. Members are expected to attend meetings whenever possible. The Chair asked that all members consider which committees they would like to join, and submit their responses to him within the next few days. Committees will be confirmed at the Annual General Meeting in February.

MOTION:

The Sault Ste. Marie Public Library Board approves the Chair's Report of the January 30, 2023 meeting as presented.

5. Consent Agenda

5.1 Approval of the Minutes

5.1.1 November 28, 2022 Regular Board Meeting Minutes

5.2 Correspondence

5.2.1 In-coming: Courier Work from Delmer Weber

5.2.2 In-coming: Children's Drag Themed Event from Brandi Cowtan

5.2.3 In-coming: Story Hour from Sarah Reinke & Jessica Emiry

5.2.4 Out-going: The Library and Story Time to Councilor Lisa Vezeau Allen and Councilor Angela Caputo

5.3 Financials

5.3.1 Financial Committee Report - NONE

5.3.2 Monthly Expenditure Report

5.3.2.1 November 2022 – Deferred

5.3.2.2 December 2023 – Deferred

5.3.3 Friends Report – December 2022

5.3.4 Budget Presentation

5.4 Facilities

5.4.1 December Facilities Committee Report - NONE

5.5 Policy Committee

5.5.1 December Policy Committee Report - NONE

5.6 Information Items

5.6.1 NONE

5.7 Summary of Motions

MOTION

The Sault Ste. Marie Public Library Board approves the minutes of the January 30, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 30, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

6. Items Removed from Consent

NONE

7. Freedom to Read Challenge

The Board discussed the Freedom to Read challenge and the media coverage of the event. CTV published an interview with Library staff regarding the program, and K. Meraglia is handling the publication for the program. This is a nation-wide program that acts as the Canadian counterpart to the American Library Association's Annual Banned Book Week.

8. Board Development

8.1 Niche Academy Board Training

The CEO provided an overview of the courses assigned to Board members on Niche Academy. All new Board Members are required to take the AODA course linked on Niche Academy and forward their certificates to the CEO. Board members are trusted to complete additional online training at their own pace.

8.2 LearnHQ

OLS's LearnHQ platform was introduced to the Board. LearnHQ is the primary portal for training provided by the Ontario Library Service.

8.3 Introduction to the Governance Hub

A review of OLS Governance Hub was provided by the CEO. The Governance Hub is an online portal for Ontario's Public Library Board Members and provides resources to assist with Board Orientation and Governance. Governance 101, a program by the Governance Hub, will be held virtually on March 8th, and in-person on May 13th at the North Branch. The Board deferred a vote on making attendance at the session mandatory to February's meeting.

8.4 Open and Transparent Meetings

The Board discussed changes to the current delivery method of the SSMPL Board's Regular meetings. Currently, meetings are open to the public, and agendas are posted on the SSMPL website. The Annual General Meeting is livestreamed over Zoom, but not recorded. A vote was held, and the Board agreed to defer the

matter to the following month. The Chair asked that the CEO provide ideas and options for increasing public accessibility at the February meeting.

9. OLA Superconference

The CEO and Chair will attend the OLA Superconference in person this year, and logins to the digital experience platform have been e-mailed to all staff and Board Members. All are encouraged to watch and participate in sessions throughout the conference.

10. 2023 Board Calendar

MOTION

The Sault Ste. Marie Public Library Board approves the 2023 Board Calendar as presented.

Moved: E. Ferlaino

Seconded: L. Dobrovnik

CARRIED

11. New Business

11.1 Friends of the Library AGM

The Chair and CEO presented a brief summary of the Friends of the Library, including their history, activities, and achievements. The Friends Annual General Meeting will be held on February 6th, 2023 in the Board Room at the Centennial Library.

12. Board Meetings

12.1 Annual General Meeting February 27, 2023

13. Adjournment – Followed by Library Tour

Chairperson, Library Board



Sault Ste. Marie Public Library

Finance Committee

REGULAR MEETING

Thursday, February 16, 2023 – 4:30 P.M.

Board Room & Virtual Via Zoom

Minutes

Attendees: Wayne Greco, Kevin Harrison (Chair) Jami van Haaften (Secretary), Steve Murray, Hanna Caicco, Matthew MacDonald and Rosanne Chan

1. Meeting called to order at 4:34

Kevin agreed to be chair.

Jami agreed to be secretary.

2. Declaration of Conflict of Interest - none

3. Approval of agenda – no changes

4. Approval of the Minutes

4.1 November 17, 2022 Finance Committee Meeting Minutes: approved

4.2 Matters arising from November 17, 2022 Meeting Minutes

Letter - City Funding for Asbestos Abatement

- The CEO communicated with City Finance via email regarding the Board's concerns about funding for asbestos abatement project. City finance determined the source of the funds will come from the Library expansion reserve fund.



5. Finance Committee Terms of Reference Review

5.1 Library Finance Committee Terms of Reference January 2023-2027
Reviewed and revised.
Board for approval required.

5.2 Information Item: City "Finance Committee Terms of Reference Review"
Council Report November 21, 2022. Guide for Committee consideration.

6. Monthly Expenditure Reports

6.1 November and December 2022

6.2 January 2023

7. Financial Results as at November 30, 2022

Reviewed line items in revenue and expenses.

8. 2023 Library Budget Discussion

8.1 Information Items:

8.1.1 2023 Library Budget Presentation

8.1.2 SooToday "City Council Approves 2023 Budget" Article

8.1.3 City 2023 Capital Budget Summary for Corporate/Outside Agencies

Capital Budget – library got \$10,000 for replacement of a humidifier, and money to be spent on asbestos abatement from library capital reserve fund.

8.2 2023 Library Budget Supplemental Letter Update

Revised budget will be forthcoming.

9. City Request for Proposal for Banking Services Update



9.1 Information Item: City “Banking Services Agreement Extension” Council

City issued a RFP for banking services.

10. Information Items:

10.1 Library Accounting Cycle

The cycle reflects how we are integrated with city’s finance. There are projects we would like to do to become more independent and to update our procedures.

10.2 City “Memorandum of Settlement for CUPE Local 3 Public Works”.

Recommended Motions:

Approval of minutes from Nov. 21 meeting.

Approval of Terms of Reference document, as revised.

The expenditures for the month of November 2022, which include wages, benefits and RBC Visa in the amount of \$179,049.74 be confirmed paid.

The expenditures for the month of December 2022, which include wages, benefits and RBC Visa in the amount of \$304,246.35 be confirmed paid.

The expenditures for the month of January 2023, which include wages, benefits and RBC Visa in the amount of \$299,351.38 be confirmed paid.

Approve Financial Results as at November 30, 2022

11. Adjournment



Finance Committee Terms of Reference

Revised February 2023

Membership

The Finance Committee shall be composed of three to five voting Board members. The Library Board Chairperson or designate, shall serve as an ex-officio member of the Finance Committee per Sault Ste. Marie Public Library Board By-law 10.1.4. Staff supports will be appointed by the CEO. A majority of the members appointed to the committee shall constitute quorum.

Committee Officials

Per Part Eight of the By-laws, the Finance Committee must select a Chairperson from among its members at its first meeting.

Meetings

The Finance Committee shall meet no less than three times per year. Additional meetings may be authorized by the Chair at the request of Committee members, the Board, the CEO or the Library's auditor. The committee will establish an annual work plan and meeting schedule. Meetings may be either in person or electronically. Agendas and minutes shall be prepared and provided in advance of the meeting.

Role and Mandate

The Finance Committee will review and advise the SSMPL Board of Directors on matters relating to financial reporting and assurance that an effective control and governance framework is in place, including but not limited to, hearing presentations, delegations and receiving correspondence, capital and operating budgets and other financial matters.

Functions of the Finance Committee

1. External Audit

- Review control and reporting issues identified in the prior year's audit and review management's steps to address said issues.
- Review the external auditor's Audit Findings Report and Management Letter for identified weaknesses.
- Perform follow-up inquiries related to the Audit Findings Report and Management Letter
- Assess that there is appropriate communication and assistance between the external auditor and staff
- Evaluate performance of the external auditor upon completion of the financial statement audit.

2. Financial Reporting

- Review accounting and reporting practices and issues, complex or unusual transactions, and material accounting estimates.
- Review management's periodic financial reports, including budget variances.
- Review any financial correspondence or similar from funding agencies and regulators.

3. Internal Controls

- Review effectiveness of internal controls.
- Review any internal controls findings and recommendations and staff's responses to those recommendations.
- Discuss with Library management any significant financial risks and the steps taken to monitor and manage these risks.

4. Budgeting

- Review the timetable and methodology for the preparation of the Library budget and budget submission to City Council.

5. Recommendations from Committees

- Review recommendations on capital projects from the facilities committee and the board in general.

6. Any other matters referred to it by the Board.

Reporting

The Chair of the Finance Committee shall prepare a written or verbal report to the Board of Directors of activities taken at the most recent meeting.



Monthly Expenditure Report for November 2022

Cheque Register

November 3, 2022	14,877.93
November 10, 2022	24,618.92
November 17, 2022	12,042.45
November 24, 2022	13,967.68

Subtotal	<u>\$65,506.98</u>
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EFT from Bank Statements

Wages	107,428.03
RBC Visa 11/18/2022	5,909.10
Service Fees	205.63
Subtotal	<u>\$113,542.76</u>

Total	<u>\$179,049.74</u>
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Recommendation:

The expenditures for the month of November 2022, which include wages, benefits and RBC Visa in the amount of \$179,049.74 be confirmed paid.



Monthly Expenditure Report for December 2022

Cheque Register

December 1, 2022	23,325.16
December 8, 2022	64,569.88
December 15, 2022	30,888.27
December 22, 2022	10,153.66
December 29, 2022	62,997.99
Subtotal	<u>\$191,934.96</u>

EFT from Bank Statements

Wages	105,818.62
RBC Visa 12/20/2022	6,427.53
Service Fees	65.24
Subtotal	<u>\$112,311.39</u>
Total	<u>\$304,246.35</u>

Recommendation:

The expenditures for the month of December 2022, which include wages, benefits and RBC Visa in the amount of \$304,246.35 be confirmed paid.



Monthly Expenditure Report for January 2023

Cheque Register

January 5, 2023	33,891.89
January 12, 2023	29,918.84
January 19, 2023	15,972.10
January 26, 2023	111,102.12

Subtotal	<u>\$190,884.95</u>
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EFT from Bank Statements

Wages	102,830.45
RBC Visa 1/19/2023	5,263.96
Service Fees	372.02
Subtotal	<u>\$108,466.43</u>

Total	<u>\$299,351.38</u>
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Recommendation:

The expenditures for the month of January 2023, which include wages, benefits and RBC Visa in the amount of \$299,351.38 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Eleven Months Ending Wednesday, November 30, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,262,678.00)	(\$3,271,354.00)	100%
Fines	(3,205.46)	(\$4,500.00)	71%
Concessions	(791.19)	(\$1,500.00)	53%
Sales	(40,097.83)	(\$26,750.00)	150%
Donations	(18,733.19)	(\$45,875.00)	41%
Other income	(20,989.03)	(\$399,035.00)	5%
Change in future employee benefits			0%
Surplus, prior year		(\$239,890.00)	0%
	<u>(3,346,494.70)</u>	<u>(\$3,988,904.00)</u>	<u>84%</u>
EXPENDITURES			
Salaries and benefits	2,188,694.05	\$2,544,392.04	86%
Future employee benefits			0%
Books and periodicals	152,844.37	\$202,902.00	75%
Utilities	71,789.86	\$86,000.00	83%
Office expenditures	100,235.82	\$148,768.00	67%
Operating expenditures	376,336.09	\$919,627.00	41%
Equipment purchases	58,005.28	\$87,215.00	67%
Depreciation			0%
Default			0%
	<u>2,947,905.47</u>	<u>\$3,988,904.04</u>	<u>74%</u>
(Surplus)/Deficit	(398,589.23)	\$0.04	(996,473,075%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Eleven Months Ending Wednesday, November 30, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,262,678.00)	(\$3,271,354.00)	100%
Fines			
Concessions			
Sales	(31,851.83)	(\$22,000.00)	145%
Donations	(18,733.19)	(\$34,435.00)	54%
Other income	(19,534.75)	(\$399,035.00)	5%
Change in future employee benefits		(\$239,890.00)	0%
Surplus, prior year			
	<u>(3,332,797.77)</u>	<u>(\$3,966,714.00)</u>	<u>84%</u>
EXPENDITURES			
Salaries and benefits	633,024.45	\$780,595.06	81%
Future employee benefits			
Books and periodicals	4,891.24	\$1,000.00	489%
Utilities			
Office expenditures	52,088.43	\$78,268.00	67%
Operating expenditures	3,555.39	\$24,135.00	15%
Equipment purchases	48,454.15	\$70,215.00	69%
Depreciation			
Default			
	<u>742,013.66</u>	<u>\$954,213.06</u>	<u>78%</u>
(Surplus)/Deficit	(2,590,784.11)	(\$3,012,500.94)	86%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Eleven Months Ending Wednesday, November 30, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(2,698.01)	(\$4,000.00)	67%
Concessions			
Sales	(6,837.49)	(\$4,350.00)	157%
Donations			
Other income	(25.00)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(9,560.50)</u>	<u>(\$8,350.00)</u>	<u>114%</u>
EXPENDITURES			
Salaries and benefits	1,241,712.91	\$1,474,383.77	84%
Future employee benefits			
Books and periodicals	120,489.04	\$149,105.00	81%
Utilities	71,789.86	\$86,000.00	83%
Office expenditures	37,704.90	\$59,300.00	64%
Operating expenditures	159,241.50	\$672,800.00	24%
Equipment purchases	2,600.94	\$9,000.00	29%
Depreciation			
Default			
	<u>1,633,539.15</u>	<u>\$2,450,588.77</u>	<u>67%</u>
(Surplus)/Deficit	1,623,978.65	\$2,442,238.77	66%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Eleven Months Ending Wednesday, November 30, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(507.45)	(\$500.00)	101%
Concessions			
Sales	(1,408.51)	(\$400.00)	352%
Donations		(\$11,440.00)	0%
Other income	(1,429.28)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(3,345.24)</u>	<u>(\$12,340.00)</u>	<u>27%</u>
EXPENDITURES			
Salaries and benefits	313,956.69	\$289,413.21	108%
Future employee benefits			
Books and periodicals	27,464.09	\$52,797.00	52%
Utilities			
Office expenditures	10,442.49	\$11,200.00	93%
Operating expenditures	212,441.39	\$221,692.00	96%
Equipment purchases	6,950.19	\$8,000.00	87%
Depreciation			
Default			
	<u>571,254.85</u>	<u>\$583,102.21</u>	<u>98%</u>
(Surplus)/Deficit	567,909.61	\$570,762.21	100%

SSM LIBRARY
LIBRARY CONCESSION
For the Eleven Months Ending Wednesday, November 30, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(791.19)	(\$1,500.00)	53%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(791.19)</u>	<u>(\$1,500.00)</u>	<u>53%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	1,097.81	\$1,000.00	110%
Equipment purchases			
Depreciation			
Default			
	<u>1,097.81</u>	<u>\$1,000.00</u>	<u>110%</u>
(Surplus)/Deficit	306.62	(\$500.00)	(61%)

2023 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 386.00	\$ 3,091.64	-	\$ 3,477.64
FEBRUARY	\$ -	\$ -	-	\$ -
MARCH	\$ -	\$ -	-	\$ -
1st Quarter Totals	\$ 386.00	\$ 3,091.64	-	\$ 3,477.64
APRIL	\$ -	\$ -	-	\$ -
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ -	\$ -	-	\$ -
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	-	\$ -
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -
TOTALS Year To Date	\$ 386.00	\$ 3,091.64	\$ -	\$ 3,477.64
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 386.00	\$ 3,091.64	\$ 3,477.64
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 386.00	\$ 3,091.64	\$ 3,477.64
				\$ -
Grand Total		\$ 3,477.64	\$ -	\$ 3,477.64

NOTES:



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO, ELISE SCHOFIELD, MANAGER OF COMMUNITY ENGAGEMENT, SHARON WIGNEY, MANAGER OF PUBLIC SERVICES
SUBJECT: INFORMATION ITEMS
DATE: FEBRUARY 27, 2023

5.6.1 CHAMBER OF COMMERCE AWARD NOMINATIONS

The Library has been nominated for several awards from the Chamber of Commerce this year. These include nominations in the following categories:

The Difference Makers in the Community Investment Award

The Difference Makers in the Community Non Profit Business of the Year Award

And

The Difference Makers in the Leader in Accessibility Award



The Library won the 2019 Chamber of Commerce Leader in Accessibility Award after opening the North Branch.

5.6.2 CANADIAN BUSHPLANE HERITAGE CENTRE PASSES

On February 10, 2023 the Canadian Bushplane Heritage Centre donated two passes for free entry into the museum for up to five (5) household members to use at one time. The passes allow free entry to the Heritage Centre which contains Science North and Entomica as well but passes will be restricted from entering special events hosted at the Centre. Passes will be made available to the public February 21, 2023 with a 1-week loan period. This is a pilot project after the successful launch of the Sault YMCA pass.

5.6.3 CBC JAM SQUAD

On Saturday March 18th CBC Music will be providing a series of 1-hour workshops at the North Branch for ages 8-13 to learn GarageBand on a tablet. GarageBand is an app that allows users to create their own music. By the end of the workshop, all participants will have confidence using the app and will have created their own song. This is a free registered event where tablets will be provided, all the participants need is their imagination.

Register here: <https://form.jotform.com/jamsquad/registration>

5.6.4 LASH MARCH BREAK PASSES

LASH (Literacy, Arts, Science, History) brings together the Library, Art Gallery of Algoma, Entomica, Bushplane Museum, Sault Ste. Marie Museum and the Ermatinger Clergue National Historical Site to collaborate on programming and promotion throughout the year. Expanding on last year's successful endeavour, the partners will once again be selling March Break Family Passes to encourage families to visit our local sites and participate in programming being held during March Break.

The Library will be printing and laminating the passes and they will be available for purchase online through the Ermatinger Clergue National Historic Site website, as well as in person at both the Library and the Ermatinger Clergue Historical Site as of March 1, 2023. The cost for the pass will be \$40.00 and it allows a family of up to 6 people to visit all of the sites during March Break. The funds raised from the passes will then be split between all of the participating partners.



5.6.5 VLS RESUMES

This service is provided to seniors and shut-ins who are unable to visit the library in-person. Materials are selected by staff, based on the recipient's preferences, and then these items are delivered to them each month by volunteers. Due to the pandemic we were forced to suspend this valuable service but we were finally able to re-launch this service in January.

5.6.6 CMHA ALGOMA

Canadian Mental Health Association of Algoma is continuing to provide Mental Health Consultations where participants can be referred to services at their organization. The service was reduced from every Thursday to the first Thursday of every month at the James L McIntyre Centennial Library from 5:00 – 7:00 pm. This is a drop in program, no reservations required.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer
Elise Schofield, Manager of Community Engagement
Sharon Wigney, Manager of Public Services



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: FEBRUARY 27, 2023

The following is a summary of motions found in the consent agenda.

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the January 30, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 16, 2023 meeting as presented/amended.
☐ REMOVED FROM CONSENT
3. The Sault Ste. Marie Public Library Board approves the Finance Committee Terms of Reference as presented/amended.
☐ REMOVED FROM CONSENT
4. The expenditures for the month of November 2022, which include wages, benefits and RBC Visa in the amount of \$179,049.74 be confirmed paid.
☐ REMOVED FROM CONSENT
5. The expenditures for the month of December 2022, which include wages, benefits and RBC Visa in the amount of \$304,246.35 be confirmed paid.
☐ REMOVED FROM CONSENT

6. The expenditures for the month of January 2023, which include wages, benefits and RBC Visa in the amount of \$299,351.38 be confirmed paid.

☐ REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board accepts the financial reports ending November 30, 2022 as presented.

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the February 27, 2023 meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OPEN AND TRANSPARENT MEETINGS
DATE: FEBRUARY 27, 2023

PURPOSE

To discuss best practices for open and transparent Library Board meetings and establish procedures for how the Sault Ste. Marie Public Library Board will conduct future meetings so that they are accessible to the public.

ITEM DEFERRED

This item is deferred to a future meeting as more research is required and documents have yet to be received from City departments.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Ontario Public Library Guidelines: Peer Review For Public Libraries

Elise C. Cole, Jesse Roberts, Peggy Malcolm

Worthwhile review of benefits and processes. Two new elements of audit are 11.5 Technology disaster recovery and 17.9 Truth and reconciliation.

The Diversity Audit: Ensuring A Balanced And Inclusive Library Collection

Naveen Malik

Discussion of findings from the audit conducted at Markham Public Library, and its relation to their demographics and the publishing industry. We will also share strategies on how the library is utilizing the outcomes from the audit to enhance their collection and build a stronger rapport with their diverse community.

Partnering With Schools To Share Resources And Grow Young Readers

Kathy Moss, Rachel Brown

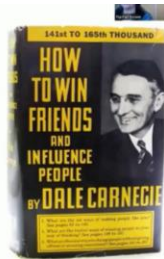
Program in North Grenville (Kemptville)

No slides.

Worthwhile session

Our Learning Objectives

1. Identify and pursue opportunities for partnering with schools in the community
2. Adapt to the changing needs of schools and evaluate services to ensure that they are meeting the needs of students and staff
3. Understand how to sustain school partnerships and leverage them for the benefit of the community



we'll talk about adapting to the changing needs of schools.

Identifying Opportunities 1

Do some introspection

- What are our strengths and weaknesses? What are the school's?
- Find the gaps and determine how to fill them
- Know what the library can offer
- Listen to what the school needs

More and more, schools are in need of library services due to limited funding.



Identifying Opportunities 2

Do some investigation

- Reach out to local schools
- Do they need library services?
- Are they interested in visiting the library, or receiving visits?
- Are there opportunities for shared collection development?

Or the school may reach out to you!



Meeting Curriculum Needs

Expressed need for books about:

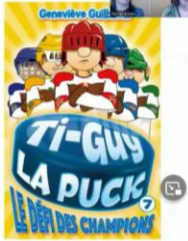
- Environment (2016)
- Supporting neurodiversity; Celebrating different cultures (2018-2020)
- Indigenous culture, gender, Franco-Ontarian authors (2020-)

If you have a strong theme collection, flaunt it! Put it on social media and let teachers know about it.

And with our catalog, we can feature collections

Building a Strong Collection for Newer French Readers


- Hi-lo books, e.g., Ti-Guy
- Well-done translations from popular English books that use words, repetition, and have illustration that fuel understanding, e.g., Mo Willems. Helps parents who may not be fluent too!
- Graphic novels for a variety of ages: many young readers love graphic novels, and graphic novels are often written by Franco-Canadian authors



On this slide is building a strong collection

Leveraging School Partnerships

- Mutual promotion (in library, on social media, via media)
- A better collection for the community
- Trickle-down effect: families become patrons
- Leave room for other possible partnerships; one great partnership could lead to another



Opportunities presented by Partnership that already exists

Practical Digital Accessibility For Public Library Websites

Bethany Morse, Erin Kernohan-Berning

Downloaded ebook and slides

How Can You Be A Disability Ally?

Irene Tencinger, Joanne Oud, Matt Rohweder

OLA Copyright Update

Margaret Ann Wilkinson

Outstanding presentation and knowledgeable speaker.

An Introduction To Copyright

Meaghan Shannon

Basic for the copyright novice

Understanding Governance And Your Library

Erin Kang

Featuring tools and resources from the <https://theonn.ca/reimagining-governance-lab/>

Downloaded all the handouts.

Library Boards Supporting Diversity And Inclusion

Barb Baguley, Feather Maracle, Fred Gladding, Kelly Bernstein

Learning Objectives:

- 1) principles of inclusion, diversity, equity, and accessibility (IDEA);
- 2) gain an understanding of how First Nations Public Libraries operate and are governed;
- 3) How a Public Library Board can support IDEA

DE&I Work in Planning & Policy

Strategic Plan 2022-2025

- Eliminate Barriers to Access
- Further Diversity, Equity & Inclusion
- Mission: "The County of Brant Public Library cultivates inclusivity and empowers lifelong learning"

Policy

- Inclusion & Diversity
- Harassment and Violence in the Workplace
- Personnel Policy
- Fine-Free

DE&I Work in Practice

Programs and Partnerships

- Support local DE&I Groups
- Create opportunities for discovery through programs

Collections and Facilities

- CULC Social Inclusion Toolkit
- Accessibility Committee audit

CULC Social Inclusion Toolkit (The Canadian Urban Libraries Council)

To order a copy of the 128-page document, including Definition of Social Inclusion, Audit tool, and a three-part toolkit that includes Indicators of Openness, Intentionality, and Inclusivity. Copies are available for \$109 CDN (Members \$79 CDN) plus applicable taxes. To order please email info@culc.ca.

Understanding The Public Libraries Act

Adam Haviaras, Douglas Davey

Covered basic topics.

Sections

PART I

- 1: Definitions
- 2-8: Establishing a library
- 9-21: **Boards**
- 22: HR matters
- 23: **Free access and other rules**
- 24-30: **Finance & Record Keeping**
- 31-38: Notice amendments

PART III

- 39-42: General

Learning Objectives:

1. Improving your understanding of the Public Libraries Act;
2. Knowing your rights and responsibilities as a Board Member; and,
3. Understanding the various types of challenges and opportunities that can arise when you are a member of a public library board.

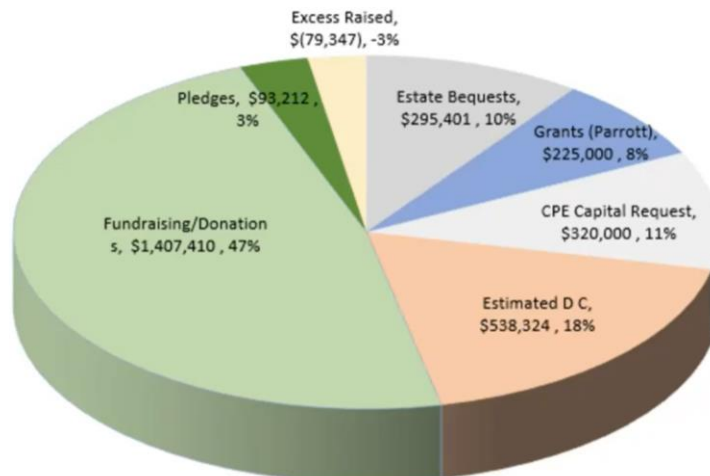
Show Me Money: Fundraising For Your Library Board

Barbara Sweet, Kimberly McMunn, Thomas Sandor

Overview of capital campaigns in Prince Edward County and Bancroft

Grant watch Canada database

CPE Public Library, January 31, 2023



Total raised: 2.879.347

Country of Prince Edward funded a capital campaign

Bancroft Public Library – capital campaign

Learning Objectives:

- 1) basic principles to consider in fundraising for your Library Board;
- 2) strategies for targeting funders;
- 3) an understanding of the Board's role and responsibilities regarding fundraising.

Creating Advocacy Champions: An Advocacy Primer

Devan Sommerville, Dina Stevens, Johanna Chevalier

Downloaded slides

KEY MESSAGES

Public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs.

Millions of Ontarians rely on local public libraries: to work, to learn, to access community services, and to find or train for a job.



Many of these challenges existed before the pandemic, but the pandemic emergency brought them to a critical point, especially for rural, Northern and vulnerable communities.



Many individuals, students and families that depend on them are still falling through the gaps.



Ensuring and maintaining sustainable investment in local libraries directly supports community needs and ensures that all people benefit from the resources and tools they need to thrive in their own community.

EFFECTIVE 3-STEP ADVOCACY GUIDE

STEP 1: SCHEDULING & PREPARING FOR A MEETING

STEP 2: CONDUCTING A MEETING

1. Focus on the key messages and "ask" and highlight the local examples.
2. Be passionate and respectful.
3. Be concise - you may only have 15- or 20-minutes total.
4. Leave time for questions.
5. Take notes to guide your follow-up.

STEP 3: FOLLOWING UP AFTER A MEETING

1. Send a thank you letter, with follow up information you promised.
2. You may be asked in the future to follow up by email and phone to seek additional support or to request further information.
3. Find more opportunities to engage.

REMEMBER THESE BEST PRACTISES!

DO

- Stay focused on the priority asks.
- Be positive.
- Stay non-partisan.
- Prepare.

DON'T

- Engage only one person or party.
- Instruct or influence voting choices.
- Advocate for issues or priorities outside municipal scope.

10 Things To Know About Being On A Library Board

Brandon Fratarcangeli, Steven Kraus

Overview of OLS services, resources and background

Learning Objectives:

- 1) Updated 10 tips for Public Library Board Members;
- 2) Dealing with difficult discussions at your Public Library Boards;
- 3) Experiences and insights from a Library Board Member who recently completed their first term.