

LIBRARY BOARD
Regular Meeting
Monday, June 26, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA

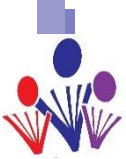


1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – E. Ferlaine
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – Nathan Etherington from the OLBA
5. Chair's Report (verbal)
6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 May 29, 2023 Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 June Financial Committee Report – **MEETING CANCELED**
 - 6.3.2 May Monthly Expenditure Report – **REMOVED FROM CONSENT**
 - 6.3.3 Financial Reports ending April 2023 – **REMOVED FROM**
 - CONSENT**
 - 6.3.4 Friends Report – May 2023
 - 6.4 Facilities
 - 6.4.1 June Facilities Committee Report
 - 6.5 Policy Committee
 - 6.5.1 June Policy Committee Report
 - 6.5.2 100-04 Executive Limitations Policy
 - 6.5.3 100-08 Signing Authority Policy
 - 6.5.4 300-02 Records Management and Protection of Privacy Policy
 - 6.5.6 300-03 Collection Development Policy
 - 6.5.7 300-10 Business Continuity Plan
 - 6.5.8 400-02 Internal Internet Usage Policy
 - 6.5.9 Revised Business Continuity Plan
 - 6.5.10 Policies to be Rescinded
 - 6.5.10.1 300-02 Access to Information and Protection of Privacy Policy
 - 6.5.10.2 300-11 Records Management Policy
 - 6.6 CEO Evaluation Committee
 - 5.6.1 NONE
 - 6.7 Summary of Motions

7. Items Removed from Consent
 - 7.1 May Monthly Expenditure Report
 - 7.2 Financial Reports ending April 2023
8. Information Items
 - 8.1 Ultimate Frisbees
 - 8.2 John Rhodes Community Pool Passes
 - 8.3 Membership Drive
9. 2024 Operations Budget
10. Board Development
 - 10.1 Live Streaming Meetings
 - 10.2 Strategic Planning Update
11. 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, K. Aaltonen, P. Edwards, J. Martin, K. Meraglia, S. McComb
12. Report of the Closed Session
13. New Business
 - 13.1
14. Board meetings
 - 14.1 Regular Meeting September 25, 2023
15. 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.**

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, May 29, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Paolo Bruni	Erin Ferlaino
Wayne Greco	Hannah Caicco	Steve Murray
Lisa Dubrovnik	Mike Olejnik	

Absent:

Library: Matthew MacDonald, Kaitrin Aaltonen

1. Call to Order

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

1.1 Excused Absence

NONE

1.2 Land Recognition

L. Dubrovnik 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 May 29, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: S. Murray

CARRIED

4. Chair's Report (Verbal)

The Board Chair presented a report on his activities as Chair over the previous month.

E. Ferlaino joined the meeting at 4:39 p.m.

5. Consent Agenda

5.1 Approval of the Minutes

5.1.1 March 27, 2023 Regular Board Meeting Minutes

5.2 Correspondence

5.2.1 In-coming: NONE

5.2.2 Out-going: NONE

5.4 Facilities

5.4.1 April Facilities Committee Report - CANCELLED

5.4.2 May Facilities Committee Report

5.4.3 Replacement Flooring Recommendation

5.5 Policy Committee

5.5.1 April Policy Committee Report

5.5.3 100-07 Board Contact Policy

5.5.4 100-10 Library and Political Elections Policy

5.5.6 200-02 Tangible Capital Assets Policy

5.5.7 200-07 Fee-based Library Services Policy

5.5.8 200-08 Travel and Expenses Policy

5.5.9 400-02 Management and Non-Union Human Resources Policy

5.5.10 400-05 Workplace Code of Conduct

5.5.11 400-08 Right to Disconnect Policy

5.5.12 400-18 Scent Aware Workplace Policy

5.5.13 Policies to be Rescinded

5.5.13.1 200-07 Enhanced Research Policy

5.5.13.2 200-10 Exam Proctoring Policy

5.5.13.3 300-20 VHS to DVD Converter Policy

5.5.13.4 300-21 3D Printer Policy

5.5.13.5 400-02 Lieu Time Policy – Management and

Administrative

Staff

5.5.13.6 400-05 Vacation Carry Over Policy – Management and

Administrative Staff

5.6 CEO Evaluation Committee

5.6.1 April CEO Evaluation Committee Report

5.6.2 CEO Evaluation Committee Terms of Reference

5.7 Summary of Motions

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the March 27, 2023 meeting as presented.
11. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the May 8, 2023 meeting as presented.
12. The Sault Ste. Marie Public Library Board award the contract for replacement floor coverings at the James L. McIntyre Centennial Library to Winmar Property Restoration Specialist. Further, that rooms A, C, D & E from Winmar's proposal be included in the contract as quoted.
13. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the April 4, 2023 meeting as presented.
14. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the May 2, 2023 meeting as presented.

15. The Sault Ste. Marie Public Library Board request the library's Manager of Technology and Collections provide a report to the Board via the Policy Committee on providing live and recorded links for board meetings.
16. The following revised policies be approved as presented:
- 100-07 Board Contact Policy
 - 100-10 Library and Political Elections Policy
 - 200-02 Tangible Capital Assets Policy
 - 200-08 Travel and Expenses Policy
 - 400-08 Right to Disconnect Policy
 - 400-18 Scent Aware Workplace Policy
17. That the following new policies be approved as presented:
- 200-07 Fee-based Library Services
 - 400-05 Workplace Code of Conduct
 - 400-02 Management and Non-Union Human Resources Policy
18. That the following policies be rescinded:
- 200-07 Enhanced Research Policy
 - 200-10 Exam Proctoring Policy
 - 300-20 VHS to DVD Converter Policy
 - 300-21 3D Printer Policy
 - 400-02 Lieu Time Policy – Management and Administrative Staff
 - 400-05 Vacation Carry Over Policy – Management and Administrative Staff
19. The Sault Ste. Marie Public Library Board accepts the CEO Evaluation Committee report of the April 19, 2023 meeting as presented.
20. That Sault Ste. Marie Public Library Board approve the CEO Evaluation Committee's Terms of Reference as presented.

Moved: H. Caicco

Seconded: M. Olejnik

CARRIED

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 30, 2023 meeting as modified: Removed 5.3 – Financials and 5.5.2 – May Policy Committee Report.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

6. Items Removed from Consent

5.3.1 April Financial Committee Report

MOTION

The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the April 13, 2023 meeting as presented.

Moved: S. Murray

Seconded: L. Dobrovnik

CARRIED

5.3.2 May Financial Committee Report

MOTION

The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the May 18, 2023 meeting as presented.

Moved: S. Murray

Seconded: H. Caicco

CARRIED

MOTION

The CEO prepare a supplementary budget request for the addition of a Social Services Technician to Library staff to be presented to City Council during 2024 budget deliberations.

Moved: J. van Haaften

Seconded: M. Olejnik

CARRIED

The CEO answered questions regarding the request and the scope of the budget request. Concerns were raised regarding details of the position (Union level / hours). The Board discussed alternative options, including increasing mental-health partnerships and additional EAP funding. The social worker is envisioned to provide support to both staff and patrons, cover gaps in work scheduling from the transfer of the Archives Technician to the North Branch, and be in line with the SSMPL's strategic goals of acting as a community hub. The motion passed with a 6-2 vote.

MOTION

The CEO prepare a supplementary budget request for the additional funding for a Full-time Security presence during operational hours at the James L. McIntyre Centennial Library, to be presented to City Council during 2024 budget deliberations.

Moved: L. Dubrovnik

Seconded: J. van Haaften

CARRIED

The board reviewed the supplementary budget request to City Council for a full-time Security Guard and discussed the likelihood of being approved for the request, and the concern that the library did not have statistical data to support the request. The motion passed with a 6-2 vote.

5.3.3 March 2023 Monthly Expenditure Report

MOTION

The expenditures for the month of March 2023, which include wages, benefits and RBC Visa in the amount of \$366,512.04 be confirmed paid.

Moved: J. van Haaften

Seconded: M. Olejnik

CARRIED

5.3.4 April 2023 Monthly Expenditure Report

MOTION

The expenditures for the month of April 2023, which include wages, benefits and RBC Visa in the amount of \$146,923.81 be confirmed paid.

Moved: M. Olejnik

Seconded: H. Caicco

CARRIED

5.3.5 Financial Reports ending December 2022

MOTION

The Sault Ste. Marie Public Library Board receive the financial reports ending December 31, 2022 as information.

Moved: L. Dobrovnik

Seconded: J. van Haaften

CARRIED

5.3.6 Financial Reports ending February 2023

MOTION

The Sault Ste. Marie Public Library Board accepts the financial reports ending February, 2023 as presented.

Moved: L. Dobrovnik

Seconded: J. van Haaften

CARRIED

5.3.7 Revised 2023 Operational Budget

MOTION

The Sault Ste. Marie Public Library Board approve the 2023 revised Operational Budget as presented.

Moved: L. Dobrovnik

Seconded: S. Murray

CARRIED

5.3.8 Friends Report – April 2023

7. Information Items

7.1 Soo Sings for Kids

7.2 Boomers and Beyond

7.3 National Indigenous History Month

7.4 Zonta Club Donation

7.5 JLM Centennial Library Washroom Changes

8. Board Development

8.1 Board By-laws Revision

The PLO states that we should be electing Board Executives for their term, rather than annually. Moving forward, the elections will be held when a new Board is appointed to reflect this practice.

9. Closed Session

MOTION

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 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 person(s) be permitted to attend: M. MacDonald, K. Aaltonen

Moved: M. Olejnik

Seconded: J. van Haaften

CARRIED

10. Report of the Closed Session

NONE

11. New Business

11.1 Rotaryfest

The Rotary parade is being held again this year, and the Library has been invited to participate. Management has discussed creating a float, but the staffing commitment is currently too much.

11.2 JLM Centennial Library Security for 2023

The Board discussed the costs for hiring a full-time security guard for the remainder of 2023. In order to remain budget-neutral, library services and staffing will need to be reduced. Additionally, the length of time required for budgeting, board approval, and final contract would also likely exceed four months, and could be seen as jeopardizing to future budget requests. The Board ultimately decided to wait for budget deliberations, and allow council to determine if they are willing to fund a full-time security guard.

12. Board Meetings

12.1 Regular Meeting June 26, 2023

13. Adjournment

Chairperson, Library Board

2023 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 386.00	\$ 3,091.64	-	\$ 3,477.64
FEBRUARY	\$ 354.50	\$ 2,665.08	\$ 408.97	\$ 3,428.55
MARCH	\$ 446.75	\$ 3,307.65	-	\$ 3,754.40
1st Quarter Totals	\$ 1,187.25	\$ 9,064.37	\$ 408.97	\$ 10,660.59
APRIL	\$ 453.50	\$ 2,672.50	-	\$ 3,126.00
MAY	\$ 283.50	\$ 3,165.85	-	\$ 3,449.35
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ 737.00	\$ 5,838.35	\$ -	\$ 6,575.35
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 1,924.25	\$ 14,902.72	\$ 408.97	\$ 17,235.94
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 1,187.25	\$ 9,064.37	\$ 10,660.59
2nd Quarter Totals	APR-JUN	\$ 737.00	\$ 5,838.35	\$ 6,575.35
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 1,924.25	\$ 14,902.72	\$ 17,235.94
				\$ -
Grand Total		\$ 17,235.94	\$ -	\$ 17,235.94

NOTES:



**Sault Ste. Marie Public Library
Facilities Committee
REGULAR MEETING
Monday, June 12, 2023 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

Attending: Lisa Dobrovnik, Matthew MacDonald, Steve Murray, Kevin Harrison, Wayne Greco, Mike Olenjnik

1. The meeting was called to order at 4:37 p.m.
2. There were no declarations of Conflict of Interest.
3. The minutes of the May 8, 2023, meeting were approved.
4. The agenda was approved as presented.
5. Matters Arising from the Minutes - None
6. Project Updates

6.1 Exterior Cladding at the James L. McIntyre Centennial Library

The RFP was reviewed and released by the City.

6.2 Asbestos Encapsulation

Tulloch provided the City with a signed Member of Engineering Association consulting agreement. Tulloch is now attempting to schedule an abatement contractor to complete a test area in one of the four corners within the next couple of weeks. This will help determine if the planned abatement and encapsulation will work. Once it has been determined it will, Tulloch will tender for the project to abate and encapsulate the area. At this time there is no estimation of when the project will be completed.



6.3 Flooring in the lower level of the James L. McIntyre Centennial Library

Winmar has been awarded the contract for replacing flooring at the James L. McIntyre Centennial Library. The Administrative offices and Book store will have their floors replaced with 03 Jet Carina carpet tiles. Cataloguing, Invoicing, and the Workroom will have their floors replaced with Tarkett VCT II 522 Steel Works CG vinyl composition tile. Due to budget constraints, the CEO has opted not to replace floor coverings in the staff room. Winmar has ordered the carpet and vinyl tiles. Once received, they will schedule the installation with Management. Installation is estimated to be complete by the end of summer.

6.4 Library Generator

Nor Mech Engineering tendered the Library generator project on behalf of the Library. The tenders were opened on Tuesday May 30, 2023. Four companies bid on the project.

The companies and their bids are listed below:

Phase 4 Electric \$68,529.92 + HST
S & T \$56,927.00 + HST
Tombari Electric \$64,500.00 + HST
Redstar Electric \$49,500.00 + HST

As Redstar Electric was the lowest bidder, they have been awarded the contract. Due to supply issues, lead times have been extended. The generator is not expected to arrive in the city until the end of summer. There is no firm timeline of when it will be installed.

6.5 Humidifier

Nor-Therm Refrigeration had received the new humidifier the week of June 1, 2023 however it arrived damaged. Nor-Therm Refrigeration is awaiting parts to repair the humidifier. Installation has been delayed as a result.

6.6 Lighting Upgrades – no updates provided.

7. New Business

Matthew MacDonald brought forward as information only an issue with the staff entrance door, located in the lower parking lot, which has been experiencing a number of issues.



One issue was with the handle, as it would unlock after being turned several times. The handle was replaced resolving that issue. A second issue was that the door was no longer fitting in the frame properly. This made the door difficult to open and close. This was caused by the deterioration of the frame combined with the swelling of the metal during warmer temperatures. Hollow Metal was able to alter the frame so that the door will open and close smoothly. Unfortunately, this has caused further damage to the frame.

There now exists a hole in the frame exposing the Library to the outside. The frame has deteriorated over time due to frequent floodings in the area and salt from winter. It is estimated to cost \$7,493.15 to replace the door and frame and add an accessibility function to the door which it currently lacks.

Due to the significant cost of this project in addition to the costs related to regular maintenance and other major projects such as the new humidifier, replacement flooring, and library generator, the replacement of the frame is being delayed while the CEO investigates funding for accessibility capital projects which may be accessed for this project.

Matthew will look into providing a temporary fix.

8. The meeting was adjourned at 4:56 p.m.



**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, June 6, 2023 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

Attending: Wayne Greco, Jami van Haaften, Paolo Bruni, Lisa Dobrovnik, Erin Ferlano, Matthew MacDonald

Regrets: None

1. Meeting was called to order at 4:31 p.m.
2. There were no Declarations of Conflict of Interest.
3. The agenda was approved.
4. The minutes of the May 2, 2023, meeting were approved
5. Policy Reviewed
 - 5.1 100-04 Executive Limitations Policy
 - 5.2 100-08 Signing Authority Policy
 - 5.3 300-03 Collection Development Policy
 - 5.4 300-10 Business Continuity Plan
 - 5.5 400-04 Internal Internet Usage policy
6. Policies Rescinded
 - 7.1 None
7. New Policies
 - 7.1 300-02 Records Management and Protection of Privacy Policy
8. Policy Follow up
 - 8.1 Business Continuity Plan
9. New Business

Recommendation made to move the report by the library's Manager of Technology and Collections about providing live and recorded links for board meetings to the June regular library board meeting for consideration.
10. The meeting was adjourned at 5:42 p.m.

Title:	Executive Limitations Policy	
Policy Type:	Governance	Policy Number: 100-04
Approval by:	Resolution Number RB 2012-04-16	
Approval Date:	April 16, 2012	
Revised Dates:	June 19, 2017; November 24, 2020, June 26, 2023	
Review Date:	June 2026	

PURPOSE

This policy defines the limits of the CEO contributing to the overall accountability of the Library.

SCOPE

This policy applies to the position of CEO.

DEFINITIONS

CEO - Chief Executive Officer

Board - Sault Ste. Marie Public Library Board

Assets - assets that include property (buildings, furniture, equipment, land, print and electronic resources) and financial

POLICY STATEMENT

The CEO shall maintain a high standard of stewardship over the Library, its resources, its facilities, and its staff. The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or unlawful, or in violation of commonly accepted business ethics, the Public Libraries Act, RSO 1990, Ch. 44, other relevant statutes, contractual agreements with bargaining units or any other contractual agreements and shall observe at all times the Board's policies.

ASSET MANAGEMENT AND PROTECTION

The CEO shall ensure the assets of the organization are protected, adequately maintained and not unnecessarily risked.

Property Assets

The CEO shall secure all Board assets, including facilities, furniture, equipment, technology, print and electronic assets, from risk of theft, damage or neglect. Accordingly the CEO shall ensure that:

- facilities are properly maintained;
- procedures are in place to protect intellectual property, historical assets including archive material, information and files from loss or significant damage;
- appropriate action is taken in response to theft or damage to Board assets;
- the insurable assets of the organization are insured against losses for replacement value, and
- surplus furniture, technology and equipment are disposed of in a practical and advantageous method.

Financial Assets

The CEO shall ensure that:

- the organization, its employees, and the Board are not unnecessarily exposed to claims of liability and that adequate third party liability insurance is in place for protection;
- effective internal control systems to protect the organization are in place with regard to access by personnel to material amounts of the organization's funds, and
- adequate internal financial controls that meet the standards of the organization's auditors are in place, and these controls are tested at periodic intervals.

Purchases

The CEO shall not permit any purchases that are inconsistent with the Board's governing procurement policies and procedures.

BUDGETING AND FORECASTING

Budgeting in any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board priorities, the requirements of the Public Libraries Act, 1990, C.P. 44 and other relevant legislation, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight. Budgeting shall take into account the long-term financial health of the organization.

The CEO shall ensure that:

- all budgets disclose planning assumptions, cash flow projections, capital requirements including justification and a reasonable projection of costs and revenues, and
- operating and budget requirements for the ensuing year are prepared and presented according to prescribed timelines to meet the requirements of the Municipal budget cycle.

The CEO shall ensure that the operating budget:

- enables accurate projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
- provides adequate information to support a budget presentation that meets municipal budget presentation requirements;
- plans the expenditures in an fiscal year of funds that are conservatively projected to be received in that period, and
- provides resources for Board governance, such as costs of fiscal audit, Board development, Board meetings and special Board events.

The CEO shall ensure that the capital budget:

- presents capital budget estimates with sufficient detail to describe the nature, scale and scope of the proposal, including full disclosure of all the costs;
- presents comprehensive capital estimates to the Board following established City of Sault Ste. Marie requirements, and
- is based on realistic operating or capital budget estimates based on reasonable and/or expected funding and financial considerations.

COMMUNICATION AND COUNSEL TO THE BOARD

The CEO shall ensure that the Board is always informed about all significant matters. The CEO shall:

- advise the Board in a timely, complete and accurate manner of relevant trends, anticipated adverse controversial media coverage, material external and internal changes, customer complaints, which in the judgment of the CEO are of pressing concern, and particularly changes in the assumptions upon which any governance policy has been previously established;
- submit the required monitoring data as scheduled and in an accurate and understandable fashion;
- never knowingly withhold or distort information that is needed for fully informed Board decisions;
- provide a mechanism to provide for all Board internal and external communications, including the appropriate distribution of media releases to the Board;
- deal with the Board as a whole except when responding to individual requests for information relevant to Board motions and processes or responding to officers or committees duly charged by the Board;
- report in a reasonable timely manner on actual or anticipated non-compliance with any policy of the Board, and
- advise the Board if, in the CEO's opinion, the Board is not in compliance with legislation or its own Governance Policies.

EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board from sudden loss of the CEO-services, the CEO may not have fewer than one other management staff familiar with Board and CEO policies, issues and processes and understand all aspects of the organization and be able to carry on the responsibilities of CEO as set out in the policies. The CEO shall:

- ensure that the Board knows and understands the competencies of these individuals;
- designate a senior manager in charge and inform the Board when they are absent for a period of more than four (4) days; and
- ensure the continuance of such key positions within the organization.

FINANCIAL CONDITION

With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall be responsible for continuously monitoring the finances of the organization to ensure that the financial condition remains sound and in accordance with the established requirements under the Public Libraries Act, RSO 1990, Ch 44, or any other relevant legislation and municipal requirements. The CEO shall not:

- borrow money or pledge the assets of the Library;
- invest funds of the organization in instruments contrary to Board direction;
- allow liquid assets to drop below the amount deemed necessary to meet Library contractual obligations and settle debts in a timely manner;
- allow tax or other government mandated payments or filings to be overdue or inaccurately filed;
- acquire, encumber or dispose of real property without Board approval, and
- settle a claim in excess of \$12,500 without Board approval.

COMPENSATION AND BENEFITS

The CEO shall have in mind fairness and the fiscal integrity and public image of the organization in all matters relating to employment, compensation and benefits to employees, consultants, and casual workers. The CEO shall:

- oversee the compensation practices of the Library;
- oversee the administration of the Library's compensation and benefits programs for employees;
- review the performance and development of Library management in achieving corporate goals and objectives and assure that senior managers are compensated effectively in a manner consistent with the strategy of the Library and competitive practice;
- review and approve any employment agreements or severance arrangements, and
- never change their own compensation and benefits.

STAFF AND VOLUNTEER RELATIONS

With respect to the treatment of paid staff and volunteers, the CEO will not cause or allow conditions that are unfair, undignified or unsafe or in violation of any legislation affecting labour or human rights. The CEO shall ensure all human resources policies and practices:

- comply with applicable legislation and such policies will be communicated and available to each employee;
- are updated as legislation or circumstances dictate and that employees are made aware of any changes to these policies and practices in a reasonable timely manner;
- are aligned with conditions in the collective agreements between the Board and the bargaining units, and



- adhere to the Library Board's Value Statements.

PUBLIC RELATIONS

The CEO is the representative of the Library and will maintain positive relationships with community agencies, all levels of government, outside organizations, and the media. The CEO shall ensure:

- Library participation in community events, projects, and activities where appropriate;
- Inform the Board of developments at all levels of government which may impact the Board's mandate;
- Inform the media of all major impacts, positive or negative, to Library services, and participate in discourse about Library services.

RELATED POLICIES

100-03 Board – Board - CEO Linkage Policy
100-08 Signing Authority Policy
100-11 Board Code of Ethics
200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
300-10 Business Continuity Plan Policy
400-02 Management and Non-Union Human Resources Policy
400-05 Workplace Code of Conduct
400-09 Human Rights Policy, Anti-Harassment/Discrimination/Violence
400-16 Relieving Pay Policy

Title:	Signing Authority Policy	Policy Number: 100-08
Policy Type:	Governance	
Approval By:	Resolution Number RB 2012-06-18	
Approval Date:	June 18, 2012	
Revised Dates:	June 19, 2017; November 24, 2020, June 26, 2023	
Review Date:	June 2023	

PURPOSE

The purpose of this policy is to establish signing authority as part of the overall financial control and oversight of the Library Board.

SCOPE

This policy covers the signing officers for the Library.

DEFINITIONS

Accounts – bank accounts or other financial instruments held on the Board’s behalf at a recognized legal financial institution.

Board – the Sault Ste. Marie Public Library Board

Secretary/Treasurer of the Board – the Chief Executive Officer (CEO)

Signing Officer – an individual authorized to sign official documents and make payments and purchases.

POLICY STATEMENT

Accounts shall be kept with a recognized legal financial institution and the signing authority described in this policy applies to the set up and use of these accounts.

The Secretary/Treasurer of the Board shall be the primary signing officer of the Board. In the event where additional signatures are required, signing officers for the Library shall be:

- Board Chair
- Business Administrator
- Any other Senior Manager authorized by the Board

The primary signing officer shall:

- enter into agreements and contracts for the supply of goods and/or services on behalf of the Board, subject to the expenditure limits specified in Library policy;
- authorize the Library’s payroll;
- enter into contracts and partnership agreements on behalf of the Board;
- authorize any other transaction on behalf of the Board which could reasonably be expected to be in the realm of a signing officer.

Signing officers shall not approve payment of their own business credit cards. The Board Chair shall sign the approval for the CEO’s business credit card.

RELATED POLICIES:

100-04 Executive Limitations Policy

200-01 Purchasing and Procurement Policy

Title:	Records Management and Protection of Privacy Policy	
Policy Type:	Operational	Policy Number: 300-02
Approval By:		
Approval Date:		
Revised Dates:	June 26, 2023	
Review Date:	May 2024	

PURPOSE

This policy ensures accessibility to reliable Library records in all formats while maintaining access and confidentiality of documents where appropriate.

SCOPE

This policy applies to all records governed by legislative requirements, created for or by the Library Board and its employees. This policy does not apply to historical or archival items and records.

DEFINITIONS

Active records - records retained in staff offices and on-site storage areas required for the day-to-day business.

Disclosure - revealing information intended to remain confidential.

Disposition – the decision to retain as permanent, archival or destroy a record no longer considered active.

General records - information organized and capable of being retrieved.

Individuals - members of the public, about whom the Library retains “personal information”.

Record - any record of information in any format, which includes:

(a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics or any copy thereof

(b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution

Records retention schedule – description of managed records; their retention period, location, and final disposition based on legal compliance, business, operational and historical requirements.

Personal information - recorded or unrecorded information about an identifiable individual, including but not limited to:

- (a) race, national or ethnic origin, religion, age, sex, gender, sexual orientation or marital or family status of the individual
- (b) the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved
- (c) any identifying number, symbol or other particular assigned to the individual
- (d) address, email, telephone number, fingerprints or blood type of the individual
- (e) personal opinions or views of the individual except if they relate to another individual
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- (g) views or opinions of another individual about the individual
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual

Personal information bank - a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned.

POLICY STATEMENT

This policy ensures proper record keeping and the Library's compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and its regulations.

Records in the Library's custody are to be:

- Available and accessible to support strategic and operational decisions;
- Held in an efficient and cost-effective manner;
- Secured and properly protected;
- Available to support the business recovery processes;
- Retained as active records as required above
- Disposed according to established retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards, including but not limited to: Municipal Act, Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act, Canada Revenue Agency regulations.

All Records are the property of the Sault Ste. Marie Public Library.

Given the changing nature of technology Records in electronic format shall be reviewed and updated as required regularly.

The destruction of Records shall be done in a secure manner, mindful of confidentiality requirements according to the records retention schedule (See Appendix A).

All employees shall maintain an updated index of all their files.

ACCESS AND PROTECTION OF PRIVACY

The Library will make information about the Library available to the public and protect the privacy of all individuals' personal information in its custody or control in keeping with the access and privacy provisions of MFIPPA and other applicable legislation.

1. Access to Information

(a) Library Board agendas and minutes, annual reports, policies and a variety of other information will routinely be made a matter of public record through the Library's website and through Library publications

(b) access to general records about Library operations will be provided to the public, subject to the provisions of MFIPPA

(c) access to recorded personal information about a particular individual will be provided to that individual, upon verification of identity and subject to the exemptions outlined in MFIPPA

(d) payment of a fee may be required and is done in accordance with MFIPPA regulations

(e) requests for access to general records and recorded personal information shall be filled only by the authorization of the CEO

2. Protection of Privacy: Users

Collection and Use of Information:

(a) The Library will not collect any personal information about individuals without obtaining their consent to do so, subject to the exceptions as contained in MFIPPA. Personal information that is collected will be limited to what is necessary for the proper administration of the library and the provision of services and programs.

(b) The Library will provide the following information to the individual when personal information is being collected on behalf of the Library:

I. legal authority

II. principle purpose or purposes for use

III. title, business address and telephone number of an official from the Library who can answer questions

(c) Individuals shall be informed of the reasons for collecting personal information at or before the time of collection.

(d) Personal information may only be obtained from the individual to whom the record relates, as required in MFIPPA, unless the individual authorizes another manner of collection.

(e) A parent or guardian may supply information about a child under 16 years of age, in his or her custody.

(f) The Library will take reasonable steps to ensure that the personal information on the records held by the Library is accurate and up to date.

(g) The Library will maintain a personal information bank index of all personal information banks in the custody or under the control of the Library, as set forth in MFIPPA.

Disclosure of Information:

Notwithstanding the specific applications of MFIPPA cited in this policy, the Sault Ste. Marie Public Library Board is subject to all requirements of disclosure in the MFIPPA.

(a) The Library will not disclose personal information, under its custody or control, related to an individual to any third party without obtaining consent to do so, subject to certain exemptions as provided in MFIPPA. Situations where the Library will disclose this information include the following:

I. The Library will disclose personal information to a parent or guardian of a child, under 16 years of age, whose names are recorded on the child's patron record.

II. The Library will disclose relevant personal information about the individual enrolled in the Visiting Library Services, to an authorized support person/family member, or staff of long term care facilities, for the purposes of service delivery, authorized by the individual on the application form.

III. The Library may release relevant personal information to a company acting on its behalf for the collection of Library property or unpaid fines or fees.

IV. The Library will release information to the Children's Aid Society, under the authority of the Child, Youth and Family Services Act, which states that a person who believes, on reasonable grounds, that a child under 16 is at risk of harm, must report this suspicion to the Children's Aid Society immediately, directly and on an ongoing basis.

(b) The Library shall require any contracted service provider that may have access to personal information (e, g. integrated library system provider) to sign a confidentiality agreement.

Retention of Records:

(a) The Library will not retain any personal information, such as information related to items borrowed or requested by an individual, or pertaining to an individual's on-line activity, longer than is necessary for the provision of library services and programs.

ACCOUNTABILITY

The CEO and authorized Managers shall ensure this Policy is followed in a consistent manner across the organization.

RELATED POLICIES

300-01 Archives Acquisition Policy
300-05 Membership Policy
300-08 Visiting Library Service Policy
300-24 Use of Video Surveillance Policy

Records Retention Schedule

Record Type	Location	Retention Period	Final Disposal
Accounts Payable Records	Administration Files	7 Years	Shredded
Accounts Receivable Records	Administration Files	7 Years	Shredded
Amortization Schedules	Administration Files	7 Years	Shredded
Annual Audited Financial Statements	Archived	Permanent	Not applicable
Annual Reports	Administration Files and CEO Files	Permanent	Not applicable
Audit Reports – External	Administration Files	Permanent	Not applicable
Audit Reports – Internal	Administration Files	7 Years	Shredded
Board Meeting Minutes	Board Files	Permanent	Not applicable
Building Files	Administration Files	Permanent	Archives
Departmental Meeting Minutes	Departmental Manager	4 Years	Shredded
Employee Personnel Files – CEO	Board Files	Permanent	Not applicable
Employee Personnel Files - Union	Administration Files	Permanent	Not applicable
Employee Personnel Files - Management	CEO	Permanent	Not applicable
Incident Reports	Administration Files	7 Years	Shredded
Interlibrary Loan Requests	Adult Services	2 years	Shredded
Federal Grant Financial Reports	Administration Files	10 Years	Shredded
Legal Documents (including MOUs, legal advice, contracts, etc.)	Administration Files	7 years after documents expire	Shredded
Provincial Grant Financial Reports	Administration Files	10 Years	Shredded
Statistical Forms	Administration Files	7 Years	Shredded
Union Files – Collective Agreements, Letters of Understanding, and Grievances	CEO	Permanent	Not applicable

Title:	Collection Development Policy	Policy Number: 300-03
Policy Type:	Operational	
Approval By:	Resolution Number RB 2004-04-19	
Approval Date:	April 19, 2004	
Revised Dates:	March 2021; May 27, 2013; May 15, 2017, June 26, 2023	
Review Date:	May 2023 May 2026	

PURPOSE

This policy describes the criteria by which all library materials, regardless of format, are selected and deaccessioned.

SCOPE

This policy applies to all materials selected, maintained and de-selected in all library locations including online resources.

This policy does not apply to archival materials and records.

DEFINITIONS

Deaccession – the process of permanently removing items, both physical and electronic from the library's collections.

Intellectual Freedom – the right of every individual to both seek and receive information from all points of view and without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

Personal enrichment - the means for individuals to enrich themselves through recreational, cultural, informational and educational material and services which individuals can access at their own choosing.

POLICY STATEMENT

The library supports the fundamental beliefs of universal access, intellectual freedom, personal enrichment, and preservation of the community's heritage to:

- facilitate access to all expressions of knowledge, creativity, experience and intellectual activity
- provide a wide range of resources to meet individual and community needs for information, education, recreation and personal development
- select materials which represent all sides of an issue
- develop collections of materials in a variety of formats, accessible for all patrons
- collect materials for all ages and levels of comprehension
- provide materials for specialized collections
- emphasize the inclusion of local authors, and Canadian and Indigenous materials

Library materials will be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community.

Factors that will be considered in adding to or removing materials from the library collection will include, but not necessarily be restricted to: Present collection composition, collection development goals and objectives, interest, demand, timeliness, audience, recommendations by critics or reviewers, caliber of publisher, significance of subject, authority or significance of author, diversity of viewpoint, effective expression, physical condition, suitability of format for library use, Canadian and Indigenous content, and limitation of budget and facilities.

Items need not meet all of the factors to be included in the library's collection.

Selection and deaccession is vested in the CEO through direction to appropriate staff.

Staff will be responsive to the public's suggestion of titles and subjects to be included in the library collection. These suggestions will be considered in light of the library's collection development policy. Staff will advise the patron of the decision on those recommendations in a timely manner.

Donations are accepted as outright gifts at the discretion of library staff, following the same selection and deaccession standards applied to purchases. The library reserves the right to dispose of donations not added to the collection. The library does not evaluate materials for or provide tax receipts for book donations.

The library is not a library of historical record, except in the area of archives and local history. To maintain an active collection of value to the community, materials will be withdrawn from the collection on a regular and systematic basis. Factors taken into consideration in deaccession include, but may not necessarily be restricted to, physical condition, outdated contents, waning interest, use, balance of the collection, representation of minority groups, and space limitations.

The Board believes that using library materials is an individual private matter. One is free to select or to reject materials for oneself, but one cannot restrict the freedom of others to do the same. The Board, management and staff do not stand in the place of the parent/guardian in guidance or direction of the reading or viewing by minor children, which is the sole responsibility of the parent/guardian. It is the responsibility of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

The Board recognizes that some materials may be regarded as controversial, whether because of bias, frankness of language, political or religious expression, or moral implication. Selection will be made on the evaluation of the publication's literary merit, authenticity, presentation, topical interest, and use by the intended audience. The primary aim of materials selection is to establish a balanced collection that adequately represents various points of view on many subjects.

No library materials shall be included nor excluded simply because of the race, sex, gender identity, gender expression, sexual orientation, place of birth, origin, ethnic

origin, ethnicity, citizenship, age, creed, disability, family structure, political, religious, social, or moral views of the author.

Individuals requesting that material be withdrawn from, restricted within or located in a different section of the library should fill out the *Reconsideration of Library Materials* form and submit it to the library CEO. The reconsideration will be placed on the agenda of the next regularly scheduled library board meeting.

The library will be organized and maintained to facilitate access. There will be no prejudicial labeling, sequestering or alteration of materials.

The Sault Ste. Marie Public Library Board recognizes the Canadian Charter of Rights and Freedom and the Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

The presence of an item in the library's collection is an affirmation of the principle of intellectual freedom. It does not indicate an endorsement of its contents by the Sault Ste. Marie library staff or Board.

RELATED POLICIES

200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
300-01 Archives Acquisition Policy
300-05 Membership Policy
300-08 Visiting Library Service Policy

Appendix 1: Reconsideration of Library Materials Form

☐ Book ☐ DVD ☐ Periodical
☐ CD ☐ Audiobook Other _____

Title: _____

Author: _____

Publisher: _____ Year Published: _____

Requestor's Name: _____

Address: _____

Telephone #: _____

Are you representing yourself? ☐

Or

Are you representing an organization? ☐

To what do you object? Please be specific. Cite pages.

Did you read the entire work? Yes ☐ No ☐

If not, what parts did you read?

What do you feel might be the result of reading this work?

For what age group would you recommend this work?

What do you believe is the theme of this work?

Are you aware of judgments of this work by literary critics?

What would you like the library to do about this work?

- ☐ Return it to the department for reevaluation
Or ☐ (explain below)

What would you recommend in its place?

Signature: _____ Date: _____

Title:	Business Continuity Plan Policy	Policy Number: 300-10
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-4-15	
Approval Date:	April 15, 2013	
Revised Dates:	April 15, 2013; June 19, 2017; February 22, 2021; June 26, 2023	
Review Date:	June 2026	

PURPOSE

This policy ensures that all library personnel, patrons, assets and facilities are safeguarded during an emergency or disruption to library operations and guidelines are in place to direct continuity of critical business processes and crucial data systems.

SCOPE

This policy applies to all situations where Library assets, facilities, personnel, services and patrons using the Library are affected because of a business interruption. The Business Continuity Plan deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response and recovery.

DEFINITIONS

Business continuity - the uninterrupted availability of all key resources supporting essential business functions.

Business continuity plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster.

Risk mitigation - includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets and technology systems.

Preparedness - the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

Response - the actions taken immediately before, during or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

Recovery and evaluation - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels. Evaluation includes actions taken to debrief the response and identify improvements that could be made to processes or systems.

POLICY STATEMENT

The Library shall have a Business Continuity Plan which contains appropriate operational policies, guidelines, measures and procedures to safeguard the health, safety and welfare of staff, volunteers and patrons and to protect property within the Library facilities when an emergency occurs which threatens continuity in business operations.

The BCP shall address:

- risk mitigation;
- preparedness;
- response;
- recovery, and
- evaluation.

RESPONSIBILITIES

The CEO shall ensure that the BCP is developed, maintained and annually reviewed.

The CEO shall act to ensure the continuity of business operations and the response to emergencies.

The CEO shall advise the Board on major business interruptions and will engage the Board where governance action is required.

The BCP will be reviewed and updated annually by the Board.

RELATED POLICIES

100-04 Executive Limitations Policy

300-12 Emergency Closing Procedure

Title:	Internal Internet Usage Policy	Policy Number: 400-04
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 2017-05-15	
Approval Date:	May 15, 2017	
Revised Dates:	April 26, 2021; June 26, 2023	
Review Date:	May 2026	

PURPOSE

This policy sets out the guidelines for the acceptable use of computers, online systems and other electronic devices issued by the Library.

SCOPE

This policy covers staff, volunteers and contractors (referred to as users) on library issued computers and mobile devices, library email and network; and participation in online forums where staff are identified as representing the library.

Individuals accessing library email, networks, staff Wi-Fi, social media, and online forums using personal devices are subject to this policy.

DEFINITIONS

Prohibited Materials - materials counter to the Library's policies and values, and any content that is illegal.

Unacceptable use – usage that is not consistent with this policy or with the Online Code of Conduct Appendix 1. Prohibited activities include accessing, storing or forwarding harassing, obscene or other materials that are not conducive to a positive work environment.

POLICY STATEMENT

The library provides staff and other specified users with technology to support their work on behalf of the library.

Use of library equipment for personal or business use not related to the library is prohibited. Access to the library in-house equipment outside of work hours is not permitted without authorization. Personal files shall not be stored on library computers or on the city network and will be subject to deletion.

Users of library-provided hardware, software and network systems assume personal responsibility for appropriate use and compliance with this policy and other applicable policies, as well as, provincial and federal laws and regulations. Users may not modify the library's computer equipment, software, or network without authorization.

Users of the library's social media platforms shall use them in a manner that is consistent with the library's goals, values, and mission.

Users are responsible for employing cyber security best practices while using library equipment, software, email, and online accounts. They shall not share individual or organizational passwords. Any breach or attempted breach of online security by outside parties shall be reported immediately to the Manager of Technology and Collections.

Users are responsible to read, understand and comply with applicable terms of use, licenses, contracts and agreements for the systems used.

Content and work done on library systems by library employees or contract personnel is owned by the library.

Inadvertent access of prohibited material will not be considered a violation; however, storing, forwarding or printing of such material (except where reporting a potential violation to management) shall be considered a violation of this policy and be subject to disciplinary measures.

Violations may result in disciplinary action against the user involved, up to and including dismissal (if an employee).

The CEO or designate may request an audit of a user's operation of the system if abuse or contravention of this policy is suspected.

RELATED POLICIES

300-02 Access to Information and Protection of Privacy Policy

300-06 Social Media Policy

300-02 Records Management and Protection of Privacy Policy

300-26 Computers and Internet Usage Policy

400-05 Workplace Code of Conduct

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

400-10 Electronic Monitoring Policy

Appendix 1: Online Code of Conduct

Users using email or participating in online forums and social media need to ensure their use complies with library policy.

Appropriate Use of a Library Email Account

The following activities are generally authorized uses of SSMPL email:

- communicating with staff, official bodies and vendors as required by the position;
- responding to public inquiries;
- participating in professional, job-related research;
- distributing work related correspondence;
- accessing approved job-related distance learning opportunities, and
- participating in job-related listservs, mailing services, blogs, etc.

Appropriate Use of Internet

The following activities are generally authorized uses of the Internet:

- research related to patron information inquiries;
- research related to developing resources for the library website and catalogue;
- accessing other sites as required to perform job duties, and
- using instant messaging and other technologies as part of the job function.

Rules of Online Participation

You are representing the library. Be mindful of what you say online and how you say it.

Your statements should reflect the visions and values of the Sault Ste. Marie Public Library.

Protect the privacy of yourself and others; be careful when sharing personal information and make sure not to provide personal information about customers or other staff.

Be transparent and honest. The use of false screen names or pseudonyms is discouraged. Staff may wish to use their first name and last initial to protect their privacy.

Use good judgment; think before you act. Ensure your online activities are consistent with your approved mandate. Ask if you are unsure.

Stay focused and active; building trust and a positive online reputation takes time and requires a consistent effort.

Know your role. Most online participation is for promoting services and resources. Online discussions which become political should be referred to management.

Report inappropriate behaviour. The library strives to create a workplace free of discrimination and harassment; The library cannot control and is not responsible for activity that occurs on other systems. Such incidents should also be reported to your supervisor.



BUSINESS CONTINUITY PLAN

PURPOSE OF THE PLAN

The Business Continuity Plan (BCP) provides guidelines to aid in the continuing operation of some or all of the Library's functions should a major emergency occur. In the event of an emergency situation or disruption of Library operations which interferes with the Library Board's ability to conduct business from one, or all of its locations, this plan is to be used to coordinate the Library's business recovery.

The plan is designed to contain, or provide reference to, all of the information that might be needed at the time of a business recovery. It shall ensure that all library personnel, patrons, assets and facilities are safeguarded during an emergency or disruption to library operations, and provide guidelines to direct continuity of critical business processes and crucial data systems.

DEFINITIONS

Business continuity - the uninterrupted availability of all key resources supporting essential business functions.

Business Continuity Plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster, and supports an orderly return to business operations.

Risk mitigation - includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets, and technology systems.

Preparedness - the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

Response - the actions taken immediately before, during, or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

Recovery - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels.

Evaluation - actions taken to debrief after the response and identify improvements that could be made to processes or systems.

SCOPE

It is important to ensure that core business activities of the Library can be maintained for several weeks or months with limited staff and resources due to a pandemic, natural disaster, civil unrest, or other type of emergency.

The BCP applies to all situations where Library assets, facilities, personnel, services, and patrons using the Library are affected because of a business interruption. The BCP deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response, and recovery.

RESPONSIBILITIES

The Board of Directors is responsible for:

1. Reviewing the BCP annually.

The CEO is responsible for:

1. Ensuring the BCP is updated, as applicable, including all appendices to the plan.
2. Coordinating changes and communicating to the Management team when certain changes require them to update their plans.
3. Actively engaging in risk mitigation.
4. Responding promptly during emergencies, activating the BCP.
5. Notifying the Board, City CAO, and media of the impact of the emergency to Library services.
6. Engaging in recovery processes to return the Library to ordinary operations.

7. Evaluating the effectiveness of the BCP once activated and post recovery.

The Management Team is responsible for:

1. Ensuring the workability of the BCP.
2. Ensuring that staff are sufficiently aware of the plan's details.
3. Supporting the CEO in the application of the BCP.
4. Keeping staff informed during the application of the BCP.
5. Ensuring that the Library website and Social Media is updated regularly once the BCP is activated.
6. Evaluating the various processes of the BCP once activated and post recovery.

ACTIVATION OF THE BUSINESS CONTINUITY PLAN

During an emergency, the BCP will be activated jointly by the CEO and the Board Chair or Vice Chair who will subsequently advise the Board of Directors accordingly.

If the CEO is not available, becomes incapacitated, or dies, a minimum of two (2) Managers with the Board Chair or Vice Chair may activate the plan.

OBJECTIVES OF BUSINESS CONTINUITY PLAN

The following criteria must be considered in the event of an emergency:

- 1) Employee and Volunteer Protection Measures
- 2) Library Core Services to the Public
- 3) Essential Services to Employees
- 4) Recovery

1. EMPLOYEE AND VOLUNTEER PROTECTION MEASURES

The Library is committed to the health and safety of its employees, and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the emergency, in addition to mandates communicated by Algoma Public Health, Police Services, and/or various levels of government, the

Library will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic, civil unrest and/or disaster.

Staff members should ensure that they are familiar with the Leave Entitlements as set out in their respective Collective Agreements.

PROTECTION MEASURES

Other protection measures may include but are not limited to:

- a) the provision of PPE (Personal Protective Equipment) items such as hand sanitizer, use of gloves, eye protection, and/or facemasks
- b) review and adjustments to Individual Accommodation Plans (IAPs)
- c) the reduction or cancellation of certain programs
- d) the suspension of certain library services
- e) staff being instructed to use telephones, conference calls and the Internet to conduct business whenever possible rather than direct contact with other staff or members of the public
- f) staff who are ill being restricted from returning to work until deemed healthy with medical clearance from a medical practitioner to ensure the worker is healthy and poses no health risk other staff or the public
- g) staff working remotely including from home
- h) closures or reduction of hours
- i) the development of and updating of temporary Safety Plans which include short-term changes to procedures

STAFF AND VOLUNTEER RESPONSIBILITY

Staff and volunteers who become symptomatic or injured during an emergency situation should immediately seek medical assistance and notify their supervisor.

LAYOFFS

Should the Library have an extended closure, the applicable Layoff Language in each Collective Agreement may be engaged. Staff will be recalled to work as outlined in the Collective Agreements.

EMERGENCY SHELTER

In the event of an emergency and it is unsafe for staff and volunteers to leave work, a Library Branch may act as an emergency shelter for staff. Branches declared as an emergency shelter by the CEO and Board Chair, or their designates, shall be locked and closed to the public.

2. LIBRARY CORE SERVICES TO THE PUBLIC

During an emergency the Library must follow directives from local health organizations, police services and governments to ensure the safety of employees, volunteers, and the general public, which may mean canceling programs or closing branches. The following is a general outline of the core services, what may be canceled, and by whom the decisions will be made.

BRANCHES AND PROGRAMS

In the event of a city-wide or province-wide Public Health Emergency, defined by the Health Protection Act as 'an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard', the Library will cancel all programming.

Branches may have to operate with reduced hours or be closed. A branch may also be closed due to damage to the facility resulting from a natural disaster. Closures will be undertaken after consultation with the Board Chair or, if unavailable, the Vice Chair as per 300-12 Emergency Closing Policy.

Every effort will be made to keep libraries open. Staff may be redeployed to another location or be asked to work from home due to closures. Location closures will be considered when there are inadequate numbers of staff available to work, closure in the interest of public health, or if it is unsafe to work at the branch due to damages to the facility.

If staffing shortages necessitates a closure, the priority is to keep the James L. McIntyre Centennial Library open.

When a Library branch is damaged or destroyed due to fire, flooding and/or some other cause, the Library Board, with the assistance of the CEO and Management team, shall investigate temporary branch options in such places as shopping centres, office spaces and other appropriate locations. If feasible, a temporary library branch will be created until the former is restored/rebuilt.

If a health authority such as Algoma Public Health or government directs to close the Library, and if permitted by the order, staff may still be required to report to work and will be assigned tasks to be completed while the library remains closed to the public.

LENDING SERVICES

Lending services are core to the Library's operations. Should collections be destroyed or become inaccessible due to an emergency, staff will continue to offer and promote access to the Library's digital collections and databases. Recovery efforts shall focus on rebuilding and/or enabling access to Library collections.

FEES

The Library will be flexible about return dates for items if items cannot be returned due to a public health emergency or natural disaster.

HOLDS

It is possible that holds for items may not be filled should there be a general breakdown of services. When regular hours and services resume, every effort will be made to process holds and requests in a timely manner.

INTER LIBRARY LOANS (ILL)

ILLs may be suspended due to service disruption.

COMPUTER AND INTERNET SERVICES

Computer and free internet access is a core Library service. Computer and some internet services may be temporarily suspended during a health emergency. Whereas the internet is an essential mode of communication, the Library will make every reasonable effort to maintain computer and internet services to the public, including free Wi-Fi, during an emergency.

VISITING LIBRARY SERVICE

Visiting Library Services may be temporarily suspended.

ROOM RENTALS

Room rentals may be suspended due to service disruption. Full refunds will be issued to renters.

PROCTORING SERVICES

Proctoring may need to be rescheduled or canceled due to service disruption. If an exam is canceled, the Library will offer a full refund to the student or the examining institution.

NOTIFICATION

The CEO is responsible for the suspension and reinstatement of the above mentioned services. The CEO will notify the Board of Directors and media about the impact of the emergency to Library services and will ensure that notices are posted at the entrances of each location, on the Library's website, and on the Library's social media sites where possible.

3. ESSENTIAL SERVICES TO EMPLOYEES

Two essential services have been identified as critical to Library employees which are:

PAYROLL

Payroll is identified as essential to the Library. During an emergency, the Library is responsible for continuing to pay employees.

The Responsibility of this task lies with the CEO & Business Administrator.

SYSTEMS ADMINISTRATION

Systems Administration is identified as essential to the Library because during an emergency, the Library must have a means of communication, which systems administration provides. The Library's website and online resources are also key services which can be provided to the community while library locations are closed.

The responsibility for this task lies with the CEO & Manager of Technology and Collections.

Staff have the ability access their work email remotely. It is their responsibility to ensure that they are familiar with accessing their work email remotely and to check it regularly during emergency situations.

Each employee's home phone number and/or cell phone number is available to each Manager through the online scheduling software Peoplewhere. It is the responsibility of each employee to ensure that the Library has up-to-date contact information. Each staff person should have contact information for their immediate manager or supervisor.

WEBSITE

Should libraries need to close, the Library's website will be an essential communication tool to both employees and the public. Staff responsible for updating the website, may be required to work remotely if necessary. Laptops may be provided for this purpose.

Responsibility for updating the library website lies with the Manager of Technology and Collections or designate.

SOCIAL MEDIA

Should libraries need to close, Social Media will also be an essential communication tool to the public. Staff responsible for updating the Library's Social Media, may be required to work remotely.

Responsibility for updating the Library's Social Media lies with the Manager of Community Engagement or designate.

4. RECOVERY

As the emergency abates, it will be important to get Library employees back to work and reestablish Library services.

FACILITIES

All affected facilities should be thoroughly cleaned before reopening. In the event of a natural disaster, any repairs that are needed should be done as quickly as possible when safe to do so.

The CEO will contact the City Legal Department if an insurance claim needs to be made.

Facilities may reopen fully or in part, and staff may return to work, only when it is confirmed safe to do so. A building inspection may be required prior to reoccupation.

EMPLOYEES

Employees will be recalled to work as soon as possible and in accordance with the Collective Agreements. Employees may be required to report to work prior to the Library being reopened to the public to assist in service recovery.

Recall is the responsibility of the CEO.

Any overtime related to the recovery process must be approved by the CEO.

SERVICES

Lending services and public computer access are of the highest priority when reestablishing Library services. Other services such as programming, Visiting Library Service, and ILLs are secondary but should be reestablished as soon as possible.

In the event that Collections are damaged or destroyed during an emergency, additional library staff may be reassigned to assist the Collections Librarian and Technical Services staff in disposing and rebuilding those lost collections.

The CEO will keep the Board of Directors apprised of the Library's recovery efforts and notify the City CAO and media when services are restored.

RELATED DOCUMENTS

200-07 Library Fee Based Services Policy
300-10 Business Continuity Plan Policy
300-12 Emergency Closing Policy
400-03 Health and Safety Commitment Policy
Sault Ste. Marie Public Library Staff Manual

DOCUMENT CONTROL

Revised: June 26, 2023

Approved: April 20, 2020

Board Chair

Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: JUNE 26, 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 May 29, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the June 12, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
3. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the June 6, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
4. The following revised policies be approved as presented:
 - 100-04 Executive Limitations Policy
 - 100-08 Signing Authority Policy
 - 300-03 Collection Development Policy
 - 200-08 Travel and Expenses Policy
 - 300-10 Business Continuity Plan
 - 400-02 Internal Internet Usage Policy☐ REMOVED FROM CONSENT

5. That the following new policy be approved as presented:
300-02 Records Management and Protection of Privacy Policy

☐ REMOVED FROM CONSENT

6. That the following policies be rescinded:

300-02 Access to Information and Protection of Privacy Policy
300-11 Records Management Policy

☐ REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board the revised Business Continuity Plan as presented.

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the June 26, 2023 meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Monthly Expenditure Report for May 2023

Cheque Register

May 4, 2023	113,131.02
May 11, 2023	21,217.67
May 18, 2023	11,916.76
May 25, 2023	3,051.51
Subtotal	<u>\$149,316.96</u>

EFT from Bank Statements

Wages	110,556.22
RBC Visa 19 May	4,942.40
Service Fees	67.57
Subtotal	<u>\$115,566.19</u>
Total	<u>\$264,883.15</u>

Recommendation:

The expenditures for the month of May 2023, which include wages, benefits and RBC Visa in the amount of \$264,883.15 be confirmed paid.

Batch ID: 20230504CP-L
Batch-Comment: LIBRARY CHEQUES

Mailed May 8

Audit Trail Code: PMCHQ00001138
Posting Date: 5/4/2023

Chequebook ID: GENERAL

2023

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
CHQ00009974	5/4/2023	PMT00011637	AMPL001	ADMINISTRATORS OF MEDIUM-SIZED	\$ 100.00 ✓
CHQ00009975	5/4/2023	PMT00011638	BIBL001	BIBLIO RPL LTEE	\$ 680.83 ✓
CHQ00009976	5/4/2023	PMT00011639	CINT001	CINTAS CANADA LIMITED	\$ 142.01 ✓
CHQ00009977	5/4/2023	PMT00011640	CLIF001	CLIFFE PRINTING INC	\$ 303.97 ✓
CHQ00009978	5/4/2023	PMT00011641	CORP001	CORP OF THE CITY OF SAULT STE	\$ 87,977.05 ✓
CHQ00009979	5/4/2023	PMT00011642	DATA001	DATA CABLING COMMUNICATIONS LI	\$ 6,818.14 ✓
CHQ00009980	5/4/2023	PMT00011643	DEL&001	DEL & SONS JANITORIAL SERVICES	\$ 3,202.42 ✓
CHQ00009981	5/4/2023	PMT00011644	GFLE001	GFL ENVIRONMENTAL INC	\$ 41.58 ✓
CHQ00009982	5/4/2023	PMT00011645	HAYE001	ALESSANDRA HAYES	\$ 40.12 ✓
CHQ00009983	5/4/2023	PMT00011646	KCSE001	KC SECURITY SERVICES - SSM	\$ 296.63 ✓
CHQ00009984	5/4/2023	PMT00011647	LIBR001	LIBRARY BOUND INC	\$ 898.13 ✓
CHQ00009985	5/4/2023	PMT00011648	MCLE006	MCLEOD BROS. MECHANICAL	\$ 1,490.19 ✓
CHQ00009986	5/4/2023	PMT00011649	ONTE001	ONTERA	\$ 830.55 ✓
CHQ00009987	5/4/2023	PMT00011650	PARO001	SUZANNE PAROS	\$ 4.76 ✓
CHQ00009988	5/4/2023	PMT00011651	PITN003	PITNEYWORKS	\$ 620.33 ✓
CHQ00009989	5/4/2023	PMT00011652	RCAP001	RCAP LEASING	\$ 556.69 ✓
CHQ00009990	5/4/2023	PMT00011653	STAP003	STAPLES PROFESSIONAL	\$ 415.03 ✓
CHQ00009991	5/4/2023	PMT00011654	STEL001	S & T GROUP	\$ 271.20 ✓
CHQ00009992	5/4/2023	PMT00011655	UNIO002	ENBRIDGE GAS INC.	\$ 3,602.68 ✓
CHQ00009993	5/4/2023	PMT00011656	WHIT014	WHITEHOTS INC	\$ 4,806.07 ✓
CHQ00009994	5/4/2023	PMT00011657	MILO002	ALEK MILOSEVIC	\$ 32.64 ✓

Total Cheques: 21

Cheques Total: \$ 113,131.02
=====



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO, ELISE SCHOFIELD, MANAGER OF COMMUNITY
SUBJECT: INFORMATION ITEMS
DATE: JUNE 26, 2023

8.1 ULTIMATE FRISBEE

The Library has received a generous donation of 20 Ultimate Frisbees to add to the Object Library collection from the Sault Disc Golf Association. These will be available to the public on a 3-week loan period.

8.2 JOHN RHODES COMMUNITY POOL PASSES

The Library has received three (3) passes to the John Rhodes Community Centre to access the pool facility during public swim times. The pass will allow up to 5 people, regardless of household status, to access the facility. The pass is available for 1-week.

8.3 MEMBERSHIP DRIVE

The Library will be holding a month-long membership drive encouraging everyone in the community to sign up in September 2023. Every person that registers for a new library card, as well as anyone who successfully referrals an individual to sign up, will be entered into a draw to win a \$200 gift card to Station Mall, which was generously donated to assist the Library for this drive. There will be additional smaller baskets available for the second and third runner up. Additional ballots are available for each successful referral of a new member who signs up.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer
Elise Schofield, Manager of Community Engagement

SSM LIBRARY
Summary of All Units
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,509,455.50)	(\$3,407,660.00)	44%
Fines	(3,144.11)	(\$3,100.00)	101%
Concessions	(475.58)	(\$1,000.00)	48%
Sales	(17,800.15)	(\$53,550.00)	33%
Donations	(1,930.47)	(\$55,170.00)	3%
Other income	(15,980.41)	(\$17,300.00)	92%
Change in future employee benefits			0%
Surplus, prior year		(\$157,103.00)	0%
	<u>(1,548,786.22)</u>	<u>(\$3,694,883.00)</u>	<u>42%</u>
EXPENDITURES			
Salaries and benefits	833,062.21	\$2,661,816.70	31%
Future employee benefits			0%
Books and periodicals	60,023.54	\$218,269.23	27%
Utilities	22,154.11	\$96,000.00	23%
Office expenditures	44,273.71	\$161,205.00	27%
Operating expenditures	108,081.95	\$476,860.00	23%
Equipment purchases	43,947.69	\$85,132.00	52%
Depreciation			0%
Default			0%
	<u>1,111,543.21</u>	<u>\$3,699,282.93</u>	<u>30%</u>
(Surplus)/Deficit	(437,243.01)	\$4,399.93	(9,937%)

SSM LIBRARY
Summary of All Units
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(1,509,455.50)	(\$3,407,660.00)	44%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CONCESSION - Grants			
Total Grants	(1,509,455.50)	(\$3,407,660.00)	44%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(2,873.07)	(\$2,600.00)	111%
LIBRARY NORTH BRANCH - Fines	(271.04)	(\$500.00)	54%
LIBRARY CONCESSION - Fines			
Total Fines	(3,144.11)	(\$3,100.00)	101%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CONCESSION - Concessions	(475.58)	(\$1,000.00)	48%
Total Concessions	(475.58)	(\$1,000.00)	48%
Sales:			
LIBRARY ADMINISTRATION - Sales	(13,377.62)	(\$37,000.00)	36%
LIBRARY MAIN BRANCH - Sales	(3,702.02)	(\$13,950.00)	27%
LIBRARY NORTH BRANCH - Sales	(720.51)	(\$2,600.00)	28%
LIBRARY CONCESSION - Sales			
Total Sales	(17,800.15)	(\$53,550.00)	33%
Donations:			
LIBRARY ADMINISTRATION - Donations	(1,930.47)	(\$41,030.00)	5%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,140.00)	0%
LIBRARY CONCESSION - Donations			
Total Donations	(1,930.47)	(\$55,170.00)	3%
Other income:			
LIBRARY ADMINISTRATION - Other income	(14,104.82)	(\$10,000.00)	141%
LIBRARY MAIN BRANCH - Other income	(66.36)	(\$4,500.00)	1%
LIBRARY NORTH BRANCH - Other income	(1,809.23)	(\$2,800.00)	65%
LIBRARY CONCESSION - Other income			
Total Other income	(15,980.41)	(\$17,300.00)	92%
Change in future employee benefits			0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year		(\$157,103.00)	0%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
LIBRARY CONCESSION - Surplus, prior year			
Total Surplus, prior year		(\$157,103.00)	0%

SSM LIBRARY
Summary of All Units
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
	(1,538,868.41)	(\$3,652,793.00)	42%
	(6,641.45)	(\$21,050.00)	32%
	(2,800.78)	(\$20,040.00)	14%
	(475.58)	(\$1,000.00)	48%
	(1,548,786.22)	(\$3,694,883.00)	42%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	234,521.01	\$809,765.00	29%
LIBRARY MAIN BRANCH - Salaries and benefits	465,626.76	\$1,552,559.06	30%
LIBRARY NORTH BRANCH - Salaries and benefits	132,914.44	\$299,492.64	44%
LIBRARY CONCESSION - Salaries and benefits			
Total Salaries and benefits	833,062.21	\$2,661,816.70	31%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	4,753.16	\$1,000.00	475%
LIBRARY MAIN BRANCH - Books and periodicals	52,091.56	\$158,671.43	33%
LIBRARY NORTH BRANCH - Books and periodicals	3,178.82	\$58,597.80	5%
LIBRARY CONCESSION - Books and periodicals			
Total Books and periodicals	60,023.54	\$218,269.23	27%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	22,154.11	\$96,000.00	23%
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CONCESSION - Utilities			
Total Utilities	22,154.11	\$96,000.00	23%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	21,534.16	\$83,605.00	26%
LIBRARY MAIN BRANCH - Office expenditures	19,643.51	\$64,800.00	30%
LIBRARY NORTH BRANCH - Office expenditures	3,096.04	\$12,800.00	24%
LIBRARY CONCESSION - Office expenditures			
Total Office expenditures	44,273.71	\$161,205.00	27%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	4,006.21	\$30,900.00	13%
LIBRARY MAIN BRANCH - Operating expenditures	35,012.80	\$234,200.00	15%
LIBRARY NORTH BRANCH - Operating expenditures	69,001.12	\$210,760.00	33%
LIBRARY CONCESSION - Operating expenditures	61.82	\$1,000.00	6%
Total Operating expenditures	108,081.95	\$476,860.00	23%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	43,758.43	\$81,210.00	54%
LIBRARY MAIN BRANCH - Equipment purchases	189.26	\$3,300.00	6%
LIBRARY NORTH BRANCH - Equipment purchases		\$622.00	0%
LIBRARY CONCESSION - Equipment purchases			
Total Equipment purchases	43,947.69	\$85,132.00	52%
Depreciation			0%

SSM LIBRARY
Summary of All Units
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
Default			0%
	308,572.97	\$1,006,480.00	31%
	594,718.00	\$2,109,530.49	28%
	208,190.42	\$582,272.44	36%
	61.82	\$1,000.00	6%
	1,111,543.21	\$3,699,282.93	30%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,230,295.44)	(\$2,646,313.00)	46%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	588,076.55	\$2,088,480.49	28%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	205,389.64	\$562,232.44	37%
LIBRARY CONCESSION - (Surplus)/Deficit	(413.76)	\$0.00	0%
Total (Surplus)/Deficit	(437,243.01)	\$4,399.93	(9,937%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,509,455.50)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales	(13,377.62)	(\$37,000.00)	36%
Donations	(1,930.47)	(\$41,030.00)	5%
Other income	(14,104.82)	(\$10,000.00)	141%
Change in future employee benefits			
Surplus, prior year		(\$157,103.00)	0%
	<u>(1,538,868.41)</u>	<u>(\$3,652,793.00)</u>	<u>42%</u>
EXPENDITURES			
Salaries and benefits	234,521.01	\$809,765.00	29%
Future employee benefits			
Books and periodicals	4,753.16	\$1,000.00	475%
Utilities			
Office expenditures	21,534.16	\$83,605.00	26%
Operating expenditures	4,006.21	\$30,900.00	13%
Equipment purchases	43,758.43	\$81,210.00	54%
Depreciation			
Default			
	<u>308,572.97</u>	<u>\$1,006,480.00</u>	<u>31%</u>
(Surplus)/Deficit	(1,230,295.44)	(\$2,646,313.00)	46%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(7,911.00)	(\$21,687.00)	36%
30-720-7201-5294 GRANTS MUNICIPAL	(1,501,544.50)	(\$3,003,089.00)	50%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,689.00)	0%
30-720-7201-5212 ONT SPEC GRANT OTHER		(\$8,726.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5296 GRANTS OTHER		(\$2,400.00)	0%
Total Grants	(1,509,455.50)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(13,377.62)	(\$37,000.00)	36%
Total Sales	(13,377.62)	(\$37,000.00)	36%
Donations:			
30-720-7201-5861 DONATIONS	(1,210.47)	(\$16,000.00)	8%
30-720-7201-5866 RESTRICTED DONATIONS	(720.00)	(\$3,000.00)	24%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,030.00)	0%
Total Donations	(1,930.47)	(\$41,030.00)	5%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(14,104.82)	(\$10,000.00)	141%
30-720-7201-5860 SUNDRY REVENUE			0%
Total Other income	(14,104.82)	(\$10,000.00)	141%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$157,103.00)	0%
Total Surplus, prior year	(1,538,868.41)	(\$157,103.00)	0%
		(\$3,652,793.00)	42%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	177,481.45	\$606,001.74	29%
30-720-7201-6031 CANADA PENSION PLAN	10,218.29	\$26,560.34	38%
30-720-7201-6032 EMPLOYMENT INSURANCE	3,822.16	\$9,402.26	41%
30-720-7201-6033 EMPLOYER HEALTH TAX	3,494.55	\$12,089.29	29%
30-720-7201-6041 OMERS	15,661.28	\$55,012.89	28%
30-720-7201-6042 HEALTH CARE	5,902.07	\$19,724.04	30%
30-720-7201-6043 DENTAL	2,248.26	\$11,918.76	19%
30-720-7201-6044 GROUP INSURANCE	1,602.96	\$5,999.42	27%
30-720-7201-6045 LONG TERM DISABILITY	3,335.39	\$12,726.04	26%
30-720-7201-6052 RETIRED HEALTH CARE	10,754.60	\$31,000.00	35%
30-720-7201-6011 SALARIES PART TIME		\$14,520.22	0%
30-720-7201-6046 WSIB		\$4,810.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	234,521.01	\$809,765.00	29%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	4,753.16	\$1,000.00	475%
Total Books and periodicals	4,753.16	\$1,000.00	475%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	4,858.40	\$6,455.00	75%
30-720-7201-6182 TRAVEL	980.58	\$10,000.00	10%
30-720-7201-6185 TRAINING	9,105.41	\$15,450.00	59%
30-720-7201-6200 MILEAGE	88.74	\$1,900.00	5%
30-720-7201-6470 POSTAL SERVICE	913.38	\$300.00	304%
30-720-7201-6474 CARTAGE	2,030.01	\$4,000.00	51%
30-720-7201-6480 TELECOMMUNICATIONS	26.20	\$500.00	5%
30-720-7201-6511 OTHER PROFESSIONAL FEES	1,871.06	\$9,600.00	19%
30-720-7201-6542 PUBLIC RELATIONS	821.44	\$7,200.00	11%
30-720-7201-6720 BANK CHARGES	838.94	\$3,000.00	28%
30-720-7201-6500 AUDIT FEES		\$12,500.00	0%
30-720-7201-6506 BOOKKEEPING SERVICE		\$12,700.00	0%
Total Office expenditures	21,534.16	\$83,605.00	26%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	434.58	\$800.00	54%
30-720-7201-6462 INSURANCE	3,571.63	\$30,100.00	12%
Total Operating expenditures	4,006.21	\$30,900.00	13%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	142.80	\$23,150.00	1%
30-720-7201-8300 SOFTWARE	43,615.63	\$40,000.00	109%
30-720-7201-8201 OFFICE EQUIPMENT		\$18,060.00	0%
Total Equipment purchases	43,758.43	\$81,210.00	54%
Depreciation			
Default	308,572.97	\$1,006,480.00	31%
(Surplus)/Deficit	(1,230,295.44)	(\$2,646,313.00)	46%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(2,873.07)	(\$2,600.00)	111%
Concessions			
Sales	(3,702.02)	(\$13,950.00)	27%
Donations			
Other income	(66.36)	(\$4,500.00)	1%
Change in future employee benefits			
Surplus, prior year			
	<u>(6,641.45)</u>	<u>(\$21,050.00)</u>	<u>32%</u>
EXPENDITURES			
Salaries and benefits	465,626.76	\$1,552,559.06	30%
Future employee benefits			
Books and periodicals	52,091.56	\$158,671.43	33%
Utilities	22,154.11	\$96,000.00	23%
Office expenditures	19,643.51	\$64,800.00	30%
Operating expenditures	35,012.80	\$234,200.00	15%
Equipment purchases	189.26	\$3,300.00	6%
Depreciation			
Default			
	<u>594,718.00</u>	<u>\$2,109,530.49</u>	<u>28%</u>
(Surplus)/Deficit	588,076.55	\$2,088,480.49	28%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(2,873.07)	(\$2,600.00)	111%
Total Fines	(2,873.07)	(\$2,600.00)	111%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(246.34)	(\$650.00)	38%
30-720-7202-5892 MEMBERSHIP FEES	(461.53)	(\$1,200.00)	38%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(2,554.15)	(\$10,000.00)	26%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(440.00)	(\$2,100.00)	21%
Total Sales	(3,702.02)	(\$13,950.00)	27%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A		(\$3,500.00)	0%
30-720-7202-5752 RENT PROGRAM ROOM B	(66.36)	(\$1,000.00)	7%
Total Other income	(66.36)	(\$4,500.00)	1%
Change in future employee benefits			
Surplus, prior year	(6,641.45)	(\$21,050.00)	32%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	298,488.83	\$888,658.68	34%
30-720-7202-6011 SALARIES PART TIME	82,651.26	\$367,859.30	22%
30-720-7202-6031 CANADA PENSION PLAN	19,941.10	\$65,890.79	30%
30-720-7202-6032 EMPLOYMENT INSURANCE	8,002.48	\$26,229.18	31%
30-720-7202-6033 EMPLOYER HEALTH TAX	7,306.94	\$24,187.96	30%
30-720-7202-6041 OMERS	24,881.21	\$106,530.90	23%
30-720-7202-6042 HEALTH CARE	13,163.81	\$38,671.20	34%
30-720-7202-6043 DENTAL	7,737.38	\$22,797.00	34%
30-720-7202-6044 GROUP INSURANCE	1,102.07	\$3,679.05	30%
30-720-7202-6045 LONG TERM DISABILITY	2,351.68	\$8,055.00	29%
Total Salaries and benefits	465,626.76	\$1,552,559.06	30%
Future employee benefits			
Books and periodicals:			
30-720-7202-6136 BOOKS ADULT	7,344.39	\$39,750.34	18%
30-720-7202-6137 BOOKS JUVENILE	2,377.32	\$18,806.91	13%
30-720-7202-6138 BOOKS FRENCH	40.65	\$1,032.58	4%
30-720-7202-6141 PERIODICALS	2,798.40	\$11,000.00	25%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	1,538.07	\$12,484.64	12%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	302.29	\$2,179.50	14%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	4,328.00	\$11,333.49	38%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	277.27	\$1,000.00	28%
30-720-7202-6155 GAMES ADULT & JUVENILE	48.48	\$786.23	6%
30-720-7202-6158 ELECTRONIC DATABASES	30,225.40	\$34,000.00	89%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	212.15	\$1,925.78	11%
30-720-7202-6160 AUDIO BOOKS JUVENILE	242.69	\$1,233.97	20%
30-720-7202-6165 MATERIALS PROCESSING	2,356.45	\$19,500.00	12%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7202-6135 BOOKS REFERENCE ADULT		\$3,137.99	0%
Total Books and periodicals	52,091.56	\$158,671.43	33%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	13,451.81	\$79,000.00	17%
30-720-7202-6254 NATURAL GAS	8,702.30	\$17,000.00	51%
Total Utilities	22,154.11	\$96,000.00	23%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	10,851.68	\$22,000.00	49%
30-720-7202-6200 MILEAGE	201.96	\$800.00	25%
30-720-7202-6470 POSTAL SERVICE	1,216.19	\$5,200.00	23%
30-720-7202-6480 TELECOMMUNICATIONS	4,186.64	\$17,500.00	24%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	3,151.32	\$19,300.00	16%
30-720-7202-6726 US \$ EXCHANGE	35.72		0%
Total Office expenditures	19,643.51	\$64,800.00	30%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	39.83	\$600.00	7%
30-720-7202-6395 JANITORIAL SUPPLY	1,662.32	\$10,000.00	17%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	211.10	\$1,900.00	11%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	22,363.05	\$163,850.00	14%
30-720-7202-6496 JANITORIAL SERVICE	7,428.15	\$47,500.00	16%
30-720-7202-6620 SECURITY	1,988.20	\$5,350.00	37%
30-720-7202-6704 MACHINE RENTAL	1,320.15	\$5,000.00	26%
Total Operating expenditures	35,012.80	\$234,200.00	15%
Equipment purchases:			
30-720-7202-8201 OFFICE EQUIPMENT	189.26		0%
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,300.00	0%
Total Equipment purchases	189.26	\$3,300.00	6%
Depreciation Default			
	594,718.00	\$2,109,530.49	28%
(Surplus)/Deficit	588,076.55	\$2,088,480.49	28%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(271.04)	(\$500.00)	54%
Concessions			
Sales	(720.51)	(\$2,600.00)	28%
Donations		(\$14,140.00)	0%
Other income	(1,809.23)	(\$2,800.00)	65%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,800.78)</u>	<u>(\$20,040.00)</u>	<u>14%</u>
EXPENDITURES			
Salaries and benefits	132,914.44	\$299,492.64	44%
Future employee benefits			
Books and periodicals	3,178.82	\$58,597.80	5%
Utilities			
Office expenditures	3,096.04	\$12,800.00	24%
Operating expenditures	69,001.12	\$210,760.00	33%
Equipment purchases		\$622.00	0%
Depreciation			
Default			
	<u>208,190.42</u>	<u>\$582,272.44</u>	<u>36%</u>
(Surplus)/Deficit	205,389.64	\$562,232.44	37%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(271.04)	(\$500.00)	54%
Total Fines	(271.04)	(\$500.00)	54%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(25.63)	(\$100.00)	26%
30-720-7204-5892 MEMBERSHIP FEES	(63.00)	(\$100.00)	63%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(571.88)	(\$1,350.00)	42%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(60.00)	(\$550.00)	11%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY		(\$500.00)	0%
Total Sales	(720.51)	(\$2,600.00)	28%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$14,140.00)	0%
Total Donations		(\$14,140.00)	0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(1,230.15)	(\$2,000.00)	62%
30-720-7204-5752 RENT PROGRAM ROOM B	(579.08)	(\$800.00)	72%
Total Other income	(1,809.23)	(\$2,800.00)	65%
Change in future employee benefits			
Surplus, prior year	(2,800.78)	(\$20,040.00)	14%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	58,002.17	\$175,726.82	33%
30-720-7204-6011 SALARIES PART TIME	53,191.33	\$65,709.29	81%
30-720-7204-6031 CANADA PENSION PLAN	5,796.58	\$12,303.83	47%
30-720-7204-6032 EMPLOYMENT INSURANCE	2,375.77	\$5,028.11	47%
30-720-7204-6033 EMPLOYER HEALTH TAX	2,155.02	\$4,646.60	46%
30-720-7204-6041 OMERS	6,848.45	\$21,445.84	32%
30-720-7204-6042 HEALTH CARE	2,559.14	\$7,734.24	33%
30-720-7204-6043 DENTAL	1,499.35	\$4,559.40	33%
30-720-7204-6044 GROUP INSURANCE	151.08	\$727.51	21%
30-720-7204-6045 LONG TERM DISABILITY	335.55	\$1,611.00	21%
Total Salaries and benefits	132,914.44	\$299,492.64	44%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	897.30	\$17,629.58	5%
30-720-7204-6137 BOOKS JUVENILE	1,173.78	\$11,529.59	10%
30-720-7204-6138 BOOKS FRENCH	147.24	\$1,248.14	12%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	413.75	\$4,035.98	10%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	391.52	\$2,140.52	18%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
30-720-7204-6155 GAMES ADULT & JUVENILE	39.18	\$883.00	4%
30-720-7204-6159 AUDIO BOOKS ADULT	78.24	\$2,225.70	4%
30-720-7204-6160 AUDIO BOOKS JUVENILE	37.81	\$1,765.29	2%
30-720-7204-6132 ARCHIVES		\$14,140.00	0%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7204-6141 PERIODICALS		\$2,500.00	0%
Total Books and periodicals	3,178.82	\$58,597.80	5%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	281.07	\$2,500.00	11%
30-720-7204-6480 TELECOMMUNICATIONS	2,814.97	\$10,000.00	28%
30-720-7204-6200 MILEAGE		\$300.00	0%
Total Office expenditures	3,096.04	\$12,800.00	24%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(43.21)	\$100.00	(43%)
30-720-7204-6620 SECURITY	267.42	\$1,150.00	23%
30-720-7204-6700 RENT	68,511.73	\$206,810.00	33%
30-720-7204-6704 MACHINE RENTAL	265.18	\$1,600.00	17%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT		\$100.00	0%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$1,000.00	0%
Total Operating expenditures	69,001.12	\$210,760.00	33%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$622.00	0%
Total Equipment purchases		\$622.00	0%
Depreciation			
Default	208,190.42	\$582,272.44	36%
(Surplus)/Deficit	205,389.64	\$562,232.44	37%

SSM LIBRARY
LIBRARY CONCESSION
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(475.58)	(\$1,000.00)	48%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(475.58)</u>	<u>(\$1,000.00)</u>	<u>48%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	61.82	\$1,000.00	6%
Equipment purchases			
Depreciation			
Default			
	<u>61.82</u>	<u>\$1,000.00</u>	<u>6%</u>
(Surplus)/Deficit	(413.76)	\$0.00	0%

SSM LIBRARY
LIBRARY CONCESSION
For the Four Months Ending Sunday, April 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(475.58)	(\$1,000.00)	48%
Total Concessions	(475.58)	(\$1,000.00)	48%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(475.58)	(\$1,000.00)	48%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES	21.84		0%
30-720-7206-6595 RESALE FOOD	39.98	\$1,000.00	4%
Total Operating expenditures	61.82	\$1,000.00	6%
Equipment purchases			
Depreciation			
Default			
	61.82	\$1,000.00	6%
(Surplus)/Deficit	(413.76)	\$0.00	0%



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: 2024 OPERATIONS BUDGET DISCUSSION
DATE: JUNE 26, 2023

PURPOSE

To update the Board Finance Committee on the progress of the draft 2024 Library Operations Budget.

BUDGETING DELAYED

The CEO and Acting Business Administrator, K. Aaltonen, are unable to finalize a 2024 operation budget due to a lack of critical information. This information includes any changes in rates for employer contributions (OMERS, CPP, EHT, etc.), the anticipated rate increase for insurance in 2024, and any inflation considerations. On June 7, 2023, M. MacDonald, reached out to City Finance for information that would be required to complete the Library's next operations budget. City Finance is not able to provide that information at this time but has agreed to inform the library in the future, including what inflationary assumptions they will be making.

The absence of settled labour contracts is also hindering Management from completing the draft budget as there is no contractual salary and benefit increase that can be calculated. Salaries and benefits makes up the majority of operational spending. The negotiating team has several dates scheduled with both union groups this month, but there still may be no settlements until the fall.

MOVING FORWARD

The CEO and Acting Business Administrator will continue to work on the draft 2024 operations budget throughout the summer as information is received. The CEO will ask for an extension on the deadline originally provided by City Finance. The next target date is to

present the draft operations budget to the Finance Committee at its September 14, 2023 meeting with approvals expected for the Board's September 25, 2023 regular meeting.

Respectfully submitted,
Matthew MacDonald, CEO



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: LIVE STREAMING MEETINGS
DATE: JUNE 26, 2023

PURPOSE

To provide the library board with information regarding the implementation of live streaming for board meetings on YouTube. This initiative aims to enhance transparency and accessibility for stakeholders.

LIVE STREAMING

Live streaming refers to the real-time transmission of video and audio coverage of an event over the Internet. By live streaming Zoom board meetings to YouTube, users can access the stream immediately, and a copy of the stream will be made available on the 'SSMPL Library Board' YouTube channel for later viewing.

REASONING

YouTube was chosen for live streaming for the following reasons:

- **Cost:** YouTube offers this service free of charge.
- **Integrated feature:** Live streaming on YouTube is a built-in feature on Zoom.
- **Existing Google account:** The library board already possesses a Google account, facilitating the integration with YouTube.
- **Familiarity with Zoom:** The library Board is already using Zoom for video conferencing, making the transition to live streaming relatively straightforward.
- **Implementation simplicity:** The steps required to implement live streaming via YouTube are minimal.
- **Positive experience from previous use:** YouTube and Zoom were successfully employed for live streaming school division board meetings at my previous job. It was effective and had minimal issues.

- Wide reach and user familiarity: YouTube boasts a substantial user base and is a well-known platform, ensuring broad accessibility for viewers.

YouTube was chosen over Facebook or Twitter for live streaming for the following reasons:

- User familiarity: Many individuals are already acquainted with YouTube.
- Large user base: YouTube attracts a larger audience compared to Facebook or Twitter.
- Account requirements: Facebook and Twitter necessitate user accounts for the best experience, which may not be possessed by all stakeholders. YouTube provides a great experience for users with and without accounts.
- Cross-platform sharing: YouTube live streams and saved videos can be easily shared via Facebook, Twitter, or other platforms if desired.
- Existing Google account: The library board already possesses a Google account, simplifying integration with YouTube.

NOTE

It is important to note that if the stream to YouTube is interrupted and subsequently restarted, a new live stream will initiate, and a separate video will be saved. As a result I recommend the following:

- Off-record discussions: Whenever possible, discussions that are not intended for public viewing should be scheduled to occur before or after the live stream.
- Naming subsequent videos: In the event that a stream needs to be stopped and restarted, it is suggested that subsequent videos be named using the following format:
 - Sault Ste. Marie Public Library Board Meeting – [Month Day, Year] - Part [Number]
 - For example, 'Sault Ste. Marie Public Library Board Meeting – May 31, 2023 - Part Two'.

RECOMMENDED MOTION

Be it resolved that the Sault Ste. Marie Public Library Board live stream its regular meetings on YouTube whenever possible.

Furthermore, it is recommended that recorded Board meetings be made accessible to the public online.

Respectfully submitted,

Christopher Desrochers
Manager of Technology and Collections



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLANNING UPDATE
DATE: JUNE 26, 2023

PURPOSE

To provide the Board with an update on the progress of its strategic planning.

UPDATE

Following the Strategic Planning Steering Committee meeting on May 25, 2023, M. MacDonald compiled the remaining data from the workbooks to create objectives for each goal the committee agreed to. These were sent OLS for review. OLS commented that many items listed as objectives qualified more as action plan items and that more objectives needed to be added for each goal. They recommended that the Management team brainstorm further as most of the objectives will be operational. The Management team met on Wednesday June 21, 2023 to write more objectives.

NEXT STEPS

M. MacDonald will work with the rest of the Management team to refine the objectives as written before sending them to OLS for comment. After OLS has provided feedback, M. MacDonald will share the list of goals and objectives with the Board via email for comment, edits and suggestions. Once the Board's input has been given, the Management Team will make revisions and begin to draft an action plan to accompany the objectives, to be reviewed by OLS. The Board will then need to meet to discuss and approve the objectives and action plans, and review with OLS the final steps to completing the Strategic Plan.

Respectfully submitted,
Matthew MacDonald, CEO