

LIBRARY BOARD
Regular Meeting
Monday, September 25, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – K. Harrison
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report
 - 5.1 FOPL Updates
6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 June 26, 2023 Regular Board Meeting Minutes
 - 6.1.2 July 27, 2023 Special Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: Parks and Recreation Master Plan
 - 6.3 Financials
 - 6.3.1 September Financial Committee Report
 - 6.3.2 June Monthly Expenditure Report
 - 6.3.3 July Monthly Expenditure Report
 - 6.3.4 August Monthly Expenditure Report
 - 6.3.5 Financial Reports ending June
 - 6.3.6 Friends Report – August 2023
 - 6.3.7 2022 Audited Statements
 - 6.4 Facilities
 - 6.4.1 September Facilities Committee Report
 - 6.5 Policy Committee
 - 6.5.1 September Policy Committee Report
 - 6.5.2 300-08 Visiting Library Service Policy
 - 6.5.3 300-16 Public Art Policy
 - 6.5.4 300-17 Volunteer Program Policy
 - 6.6 CEO Evaluation Committee
 - 6.6.1 NONE
 - 6.7 Summary of Motions
7. Items Removed from Consent
 - 7.1
 - 7.2

8. Information Items
 - 8.1 Culture Days 2023
 - 8.2 Orange Shirt Day/National Day of Truth & Reconciliation
 - 8.3 Ontario Public Library Week
 - 8.4 OLA New Executive Director
 - 8.5 Author Palooza
 - 8.6 Food for Thought Food Drive
9. Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development
10. Board Development
 - 10.1 Strategic Planning Update - Objectives
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, E. Schofield, J. Martin, L. Standish
12. Report of the Closed Session
13. New Business
 - 13.1
14. Board meetings
 - 14.1 Strategic Planning Session October 2023
 - 14.2 Board Development Meeting and Volunteer Reception October 23, 2023
 - 14.3 Regular Meeting November 27, 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 #7.**

SSMPL Chair's Report

September 25, 2023

Welcome back!

Committee meetings for Finance (welcome to Kaitrin),
Facilities and Policy.

FOPL Documents:

Truth and Reconciliation Plan

2023 Annual Work plan for CEO Dina Stevens

Preparation for Nov. 14/15 FOPL and OLA at Queens Park

Cultural Day September 29, 10 am

Strategic Planning, October 12

Parks and Recreation Master Plan

OLA Board Position open

Board Development and Volunteer Recognition, October 23

Strategic Objectives and Initiatives for 2021 - 2023

Advocacy & Influence

Positively influence legislation and government initiatives impacting Ontario Public Libraries, especially surrounding the global pandemic and its impact periods.

1. Build relationships with provincial elected officials and civil service to influence government policy and practices.
2. Collaborate with other library associations, organizations, and agencies to lobby for public libraries in provincial political arena such as Library Day at Queen's Park.
3. Support members' libraries efforts in municipal government advocacy.
4. Support First Nations libraries with national and provincial advocacy.
5. Remain agile to enable timely response to emerging issues and opportunities.
6. Act as a conduit for government to supply information to Public Libraries.

Objective	Method	Timeline	Result
Collaborate with other library associations, organizations, and agencies to lobby for public libraries in provincial political arena and speak with a united voice.	Participate in 2023 Standing Committee of Finance and Economic Affairs and Minister of Finance budget consultations.	Q1	FOPL deputation to the Minister of Finance on January 11 th . Two other member libraries granted deputations as well. Nine library CEOs and FOPL requested to attend deputations to the Standing Committee.
Ensure that libraries are at the table and considered as integral social institutions that require provincial support and attention.	Submit Official 2023 Budget Request for Ontario's Public Libraries.	Q1	Official 2023 Pre-Budget Submission to the Ministry of Finance submitted January 13 th .
Respond to emerging issues and opportunities.	Monitor upcoming bills and potential municipal level changes that can affect library governance.	Ongoing	Letter send to Toronto and Ottawa CAOs/Clerks re: Bill 3
Build relationships with provincial elected officials and civil servants to influence government policy and practices.	Engage with cabinet members, Ministry staff, and other officials.	Ongoing	Members engaged to reach out to selected members of elected PC Caucus Meetings with Ministry staff to brief them

			on our sector priorities; Hannah Andersen, Connor Scott Participated in MTCS consultations re: our priorities
Support members' libraries efforts in municipal government advocacy. Participate in the education of new board and new councils across the province.	Available to member libraries to provide advocacy specific board orientation and training.	Q1/Q2	Booked with Niagara PL and Orangeville PL to provide a presentation.

Marketing Public Library Value and Impact

Coordinate and assist in the implementation of strategic marketing for Ontario Public Libraries.

1. Be recognized as the trusted voice of Ontario Public Libraries.
2. Inspire and mobilize the library community.
3. Develop and provide research to inform marketing initiatives.
4. Develop province-wide social media marketing campaign tools.
5. Pursue partnerships beyond traditional library partners such as AMO, school boards, vendors and media.
6. Collaborate to create consistent promotional messaging for use by Public Libraries.

Objective	Method	Timeline	Result
Produce resources for libraries to advocate for themselves and create community awareness of social impact.	Provide letter templates, social media graphics and offer consultation to board and CEOs.	Ongoing	Taken meetings to consult with Cobourg PL, Simcoe County Libraries, Clarington PL and Cobalt PL
Inspire and mobilize the library community. Develop and provide research to inform marketing initiatives.	Provide the Data Dashboard to member libraries so they might better market their own success and impacts.	Ongoing	Research and Development WG preparing opinion papers on AI/ChatGPT, looking into grants for a student to maintain dashboard. Additional research and presentations on Asset Management and Bill 23 in the fall.
Be recognized as the trusted, authoritative voice of Ontario Public Libraries. Raise the	Produce social media that will market FOPL as well as be in a	Ongoing	Digital Marketer contracted to provide professional content. The traffic on the

public profile of FOPL within the library sector.	format that member libraries can easily edit for local impact.		website, our social media accounts and newsroom blog has exploded.
Be recognized as the trusted, authoritative voice of Ontario Public Libraries. Raise the public profile of FOPL within the library sector.	Attend municipal conferences to promote the value impact of Ontario's public libraries on their local communities.	Ongoing	Jan 22-24 – ROMA, 250+ people Feb 1-4 – OLA, presentations + booth May 7-10 – FONOM, 250+ people June 11-14 – AMCTO August - AMO

Training & Development

Provide Ontario's Public Libraries with professional training and development.

1. Coordinate training opportunities such as seminars, workshops, symposia, and webinars.
2. Collaborate in creation of trustee training tools.
3. Share expertise at professional conferences and events such as OLA Super Conference and Marketing Think Tank.
4. Build consensus in the Ontario Public Library community.

Objective	Method	Timeline	Result
Increase added value for member libraries. Establish training opportunities related to advocacy and library promotion.	Continue the FOPL Annual Info Series	Q3/Q4	Presentation Topics: Truth and Reconciliation Report AI/Chat GPT and Its' Implications for Libraries Asset Management Requirements Bill 23 and its' Implications for Libraries
Share expertise at professional conferences and events.	OLA SuperConference 2023	Q1	Tradeshow booth Session "Advocacy with Attitude" Session "Advocacy Primer"

Increase awareness of grant and subsidy opportunities. Offer resources for educational and sector awareness purposes.	Ongoing addition of resources and blogs shared with our members via email and the website.	Ongoing	Very positive feedback from our members regarding our website resources, blogs and monthly advocacy updates. The information is shared with boards and keeps FOPL relevant and top of mind.
Develop and provide advocacy resources for our members. Provide research to aid in advocacy initiatives.	Create an Advocacy Primer video for our members to use with their boards and councils. Collaborate with OLBA and OLS and contribute to their board training efforts.	Q1	Shared with Members on January 27 th .

Organizational Resilience

Increase organizational resiliency.

1. Seek alternate sources of funding to ensure fiscal stability.
2. Grow and retain membership through increased member engagement.
3. More effectively and more frequently communicate with individual members and FOPL caucuses.
4. Increase involvement and contribution of FOPL Working Groups.
5. Overcome challenges of diversity and geography.
6. Develop a succession plan for Executive Director and Administrative Assistant.

Objective	Method	Timeline	Result
Overcome challenges of diversity and geography. Grow and retain membership through increased engagement.	Host AGM virtually. Offer hybrid board meetings.	Q2	April 21 – 90+ participants
Seek alternate sources of funding to ensure fiscal stability.	Create Former Library Leaders Caucus. Promote MLS/LT student access to FOPL resources.	Q1	All MLS and LT schools emailed – will follow up in February.

			Three new members for FLL. Pursuing a partnership with ExLibris.
More effectively and more frequently communicate with individual members and FOPL caucuses.	Virtual Annual Caucus Meetings to engage with all members.	Q1	Meetings booked for March.
Overcome challenges of diversity and geography. Increase involvement and contribution of FOPL Working Groups.	Provide portions of the website, our resources, and the opportunity to request items in French Translation. Work with the ILPWG to create resources in First Nations languages.	Ongoing	Translations provided on an as needed basis. Have provided a few items in translation for the CFLA IFC in kind.
Grow and retain membership through increased member engagement.	Non-Member Campaign	Q4	

Indigenous Library Partnerships Working Group Board Report June 2023

Report To: FOPL Board
Report Name: Government Relations Working Group Report to the Board
Prepared by: Sabrina Saunders on behalf of the Working Group

Working Group: Kelly Bernstein, Waterloo Public Library
Kathy Fisher, Ottawa Public Library
Feather Maracle, Six Nations Public Library
Kathleen Copegog, Beausoleil First Nation Public Library
Sabrina Saunders, The Blue Mountains Public Library
Alicia Subnaik-Kilgour, Niagara Falls Public Library
Aly Velji, Toronto Public Library

Staff Resource: Dina Stevens, FOPL ED

Meetings: Monthly and as necessary

A. Recommendation

THAT the FOPL Board receive this report as information.

THAT the FOPL Board approve the allocation of \$5000 in funds for the production of a video campaign to support the organizations provincial priority for public libraries on reserve.

THAT the FOPL Board approve and adopt the position statement on UNDRIP.

B. Background

This Working Group has been a standing committee of FOPL for a number of years. Since the reauthorization of Working Groups, this committee has been meeting regularly. Membership includes 2 CEOs from First Nation public libraries and five members from municipal public library systems.

C. Discussion of Needs, Issues and Work Completed

The Members met to discuss these items:

1. Adoption of an UNDRIP Position Statement for FOPL.
2. A potential video campaign.
3. The FOPL Reconciliation Action Plan.

4. The FOPL Series and our Involvement in a September session.

The video campaign was proposed by Council Public Affairs and a short video they had made on consultation was viewed. This was seen as a strong option for us to put forward needs of FNPLs. The Working Group decided it could be done at a low cost (similar to CPA at \$5,000). Each of the two or 3 library participants should be given a small honouraria for participation. This could be used for an activity of event that we could do recording for B-roll footage. It was agreed that an Indigenous firm, if available, be utilized. Three libraries of Beausoleil, Rama, and Chippewas of Georgina Island be invited. Others could be used, but then grouped in a different location for ease of footage. The Rama librarian was recommended as the voice over.

The Action Plan was presented to the members. This has already been released to our members via the Blog. An email will be forthcoming and will include a description and link to the closed resources. An invitation to a September event will be forthcoming.

The speaker series was discussed as a compendium to the Action Plan. A date was selected in September.

The following position statement for review by the board was crafted by the working group. The position statement acknowledges the importance of the United Nations Declaration on the Rights of Indigenous People to the work FOPL does for the libraries in Ontario and recommends that we adopt this statement for our purposes.

FOPL Position Statement on UNDRIP (2007)

The Federation of Ontario Public Libraries (FOPL) acknowledges the history of oppression and atrocities the Canadian, provincial and territorial governments have committed against the Indigenous Peoples of what we now call Canada. We also acknowledge the importance of the 2007 United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), as well as the fact that Canada did not move to endorse UNDRIP until 2016. As a federation of public libraries, we see the importance of UNDRIP to the work that we do as knowledge specialists and are able to provide content and activities across the 46 Articles of this human rights document pertinent to Indigenous Peoples and Canadians in general.

D. Next Steps

1. A working group meeting will be scheduled to coordinate the video campaign commission and next steps.
2. The FOPL Position on UNDRIP will be released to the membership and posted on the website.
3. The information session in September will be promoted to the membership.



TRUTH & RECONCILIATION PLAN

FOPL, as a provincial federation, made up of Ontario library system members, has the opportunity to be a leader in Truth and Reconciliation work within our provincial library system. This document outlines areas where FOPL can be a catalyst for change and disruptor of current mores. Additionally, this document will provide a shortlist of efforts our library members may wish to address in their own systems.



TRUTH & RECONCILIATION PLAN

In 2015 the Truth and Reconciliation Commission published their 94 Calls to Action. While this document did not have libraries as their intended audience, libraries and associations across the country have been struggling to find ways to provide meaningful mechanisms to support these calls.

The FOPL Truth and Reconciliation Plan considers the 94 Calls to Action from a library service lens, and provides recommendations to our Member Libraries. Additionally, the FOPL Board has used this same lens to determine how we can be a leader in advocacy and in supporting our members in their reconciliation efforts.

FOPL RECONCILIATION ACTION PLAN 2022 & 2023

03

Action	Status
Prepare a Strategic Plan and Annual Workplans with a focus on Indigenous librarianship needs.	
Establish a FOPL Indigenous Acknowledgement Statement and open all meetings with the statement.	Completed Updated March 2023
Establish the Indigenous Library Partners Working Group who will continue to address ongoing needs which support public libraries on-reserve, Indigenous librarians, and public library systems work around Indigenous matters and truth and reconciliation.	Est. September 2021 Work ongoing
Hold member caucus meetings where FNPL CEOs can express the needs and concerns, informing the advocacy initiatives of FOPL.	Semi-Annually Most recently March 2023
Advocate for the provincial government to properly fund our current public libraries on reserve so each CEO receives a full-time living wage through provincial funding.	Began with the 2023-24 Provincial Budget
Advocate for Indigenous communities to have equal access to libraries in Ontario.	Little NHL March 2023
When developing materials for reserve communities, use Indigenous languages where appropriate. [Calls 13, 14]	In 2023 Budget
Provide an in-service for member libraries on UNDRIP and how the best practices and principles can be incorporated in public libraries. [Call 43]	Planned Fall 2023
Provide in-servicing for member libraries on reconciliation activities. [Call 57]	Fall 2022 Available on website
Provide member libraries with resources on reconciliation activities including info graphics, Book reviews, etc. [Calls 63, 80]	Planned June 2023 Blog
Be an active member of National Indigenous Knowledge & Language Alliance (NIKLA).	Joined 2022 Ongoing membership
Endorse the CFLA Truth & Reconciliation Committee Report.	Completed

RECOMMENDED ACTIVITIES BASED ON THE CALLS TO ACTION

04

CALL TO ACTION 10

We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:

i. Providing sufficient funding to close identified educational achievement gaps within one generation. ii. Improving education attainment levels and success rates. iii. Developing culturally appropriate curricula. iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses. v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems. vi. Enabling parents to fully participate in the education of their children. vii. Respecting and honouring Treaty relationships.

FOPL

FOPL

Provide in servicing for members.



Member Libraries

1. Support local community education with resources and curriculum materials available in the public library. 2. If available, open local history collections content to educators through edukits.



CALL TO ACTION 13

We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

FOPL

FOPL

When developing materials for reserve communities, use Indigenous languages where appropriate.



Member Libraries

1. Provide multi-language collections. 2. Support community entities to provide Indigenous language programs onsite.

CALL TO ACTION 14

We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:

i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them. ii. Aboriginal language rights are reinforced by the Treaties. iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation. iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities. v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.

FOPL

When developing materials for reserve communities, use Indigenous languages where appropriate.

FOPL

Member Libraries

1. Provide multi-language collections. 2. Support community entities to provide Indigenous language programs onsite. 3. Provide information to the community on UNDRIP and treaties, with a focus on local communities.



CALL TO ACTION 43

We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.

FOPL

FOPL

Provide an in-service in 2023 on UNDRIP and how the best practices and principles can be incorporated in public libraries.



Member Libraries

1. Include UNDRIP best practices and principles in library planning and programming. 2. Adopt an Indigenous Acknowledgement Statement which addresses treaty, ceded/unceded and traditional territory where the library is located.



CALL TO ACTION 63

We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including: i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools. ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history. iii. Building student capacity for intercultural understanding, empathy, and mutual respect. iv. Identifying teacher-training needs relating to the above.

07

FOPL

FOPL

Provide in-servicing for member libraries on reconciliation activities.



Member Libraries

1. Provide accurate collections which can support curriculum and personal education and awareness of contemporary and historical Indigenous communities and legacy issues. 2. Provide curriculum supports. 3. Provide programs that support for intercultural understanding, empathy, mutual respect, and understanding of historical issues. 4. Invite Indigenous speakers, elders, storytellers, authors, etc to hold events, workshops or speaker series.

CALL TO ACTION 67

We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and to make recommendations.

FOPL

Provide in servicing for members.

FOPL

Member Libraries

1. For GLAM sites, work with museum associations to advance museum practices surrounding Indigenous content.





CALL TO ACTION 77

We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.

FOPL

FOPL

Provide in servicing for members on integrated and decolonized collections.



Member Libraries

As a public sector representing our local community histories, collect, make available, and support the local research needs of those participating in personal research pertaining to residential school systems and truth and reconciliation.

CALL TO ACTION 80

We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

FOPL

Provide resources to libraries for Reconciliation Day including info graphics, Book reviews, etc.

FOPL

Member Libraries

Commemorate, celebrate, program, and conduct programs pertaining to truth and reconciliation, both on the National Day of Reconciliation and throughout the year.



CALL TO ACTION 93

We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools.

FOPL

FOPL

As a National Indigenous Knowledge & Language Alliance (NIKLA) Institutional Member, promote the activities of NIKLA's Respectful Terminology Platform Project.



Member Libraries

When providing newcomer collections and resources, ensure Indigenous materials are part of those resources or cross cataloged in a way that will be easily found by newcomers.



LET'S TAKE ACTION

...

ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

In 2022 the Indigenous Libraries Partnership Working Group began to look at the role FOPL could take in Truth and Reconciliation within our provincial library systems. The culminating efforts are this document, approved by the Board February 2023.

Members:

- Feather Maracle (Chair), Six Nations Public Library
- Kelly Bernstein, County of Brant Public Library
- Kathleen Copegog, Beausoleil First Nations Public Library
- Kathy Fisher, Ottawa Public Library
- Alicia Subnaik Kilgour, Niagara Falls Public Library
- Dr. Sabrina Redwing Saunders, The Blue Mountains Public Library
- Aly Veliji, Toronto Public Library



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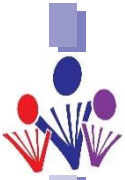


(647) 376-3048



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**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, June 26, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Kevin Harrison	Mike Olejnik
Wayne Greco	Hannah Caicco	Steve Murray
Erin Ferlaineo	Lisa Dubrovnik	

Absent: Paolo Bruni

Library: Matthew MacDonald, Kaitrin Aaltonen

Guests: Nathan Etherington,

Media: David Helwig

1. Call to Order

W. Greco called the meeting to order at 4:33 p.m.

1.1 Excused Absence

MOTION:

The following Board Member(s) be excused from the June 26, 2023 regular meeting: Paolo Bruni.

Moved: L Dubrovnik

Seconded: S. Murray

CARRIED

1.2 Land Recognition

E. Ferlaineo read the Land Recognition 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 June 26, 2023 meeting as presented.

Moved: M. Olejnik

Seconded: L. Dubrovnik

CARRIED

4. Delegations – Nathan Etherington from the OLBA

Nathan Etherington, a representative from the Ontario Library Board Association (OLBA), delivered a presentation to the Board. OLBA is actively seeking trustees to join as a representative for Northern Ontario. The association organizes seven meetings each year and provides regular opportunities for development and collaboration. Board members are encouraged to consider applying for trustee positions. For those interested, further information and contact details can be obtained by reaching out to Matthew MacDonald.

5. Chair's Report (Verbal)

During the update, the Chair highlighted recent governance initiatives in Ontario. Of particular concern to FOPL is the need to modernize the Provincial Libraries Operating Grant (PLOG) and secure sustainable funding for First Nation libraries by introducing a salary supplement for First Nations libraries. The urgency is compounded by the closures of several First Nation libraries in recent years.

In addition to these efforts, FOPL is actively working in the establishment of the Ontario Digital Public Libraries—a provincewide digital library initiative. FOPL is collaborating with the Ontario Library Association (OLA) to plan and develop the project.

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

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the May 29, 2023 meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the June 12, 2023 meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the June 6, 2023 meeting as presented.
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
5. That the following new policy be approved as presented:
 - 300-02 Records Management and Protection of Privacy Policy
6. That the following policies be rescinded:
 - 300-02 Access to Information and Protection of Privacy Policy
 - 300-11 Records Management Policy
7. The Sault Ste. Marie Public Library Board the revised Business Continuity Plan as presented.
 - 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
 - a. 400-05 Vacation Carry Over Policy – Management and Administrative Staff
8. The Sault Ste. Marie Public Library Board accepts the CEO Evaluation Committee report of the April 19, 2023 meeting as presented.
9. That Sault Ste. Marie Public Library Board approve the CEO Evaluation Committee's Terms of Reference as presented.

Moved: M. Olejnik

Seconded: S. Murray

CARRIED

MOTION

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

Moved: M. Olejnik

Seconded: S. Murray

CARRIED

7. Items Removed from Consent

7.1 May Monthly Expenditure Report

MOTION

The Sault Ste. Marie Public Library Board resolves that 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.

Moved: H. Caicco

Seconded: E. Ferlaino

CARRIED

7.2 Financial Reports Ending April 2023

MOTION

The Sault Ste. Marie Public Library Board approves the financial reports for the period ending April 31st, 2023 as presented.

Moved: S. Murray

Seconded: L. Dubrovnik

CARRIED

8. Information Items

8.1 Ultimate Frisbees

8.2 John Rhodes Community Pool Passes

8.3 Membership Drive

MOTION

The members of the Sault Ste. Marie Public Library Board resolved to request the Manager of Community Engagement present a follow up report on the 2023 Membership Drive.

Moved: L. Dubrovnik

Seconded: H. Caicco

CARRIED

9. 2024 Operations Budget

The CEO provided the Board with an update on the current status of the 2024 budget. However, due to ongoing labor negotiations and uncertainty regarding inflationary expectations, the Library is unable to establish a draft budget at this time. The budget will be revisited at the September board meeting.

10. Board Development

10.1 Live Streaming Meetings

The Board received a report on live streaming meetings by the Manager of Technology and Collections. During the discussion, procedural questions arose concerning the requirement of having cameras turned on during the meetings, and potential issues relating to outages and privacy. These matters will be further examined and addressed by the policy committee. The motion passed with an 8-0 vote.

MOTION

The members of the Sault Ste. Marie Public Library Board will livestream board meetings whenever possible. Further, the Sault Ste. Marie Public library board resolves that the recordings be made accessible to the public online.

Moved: J. van Haaften

Seconded: H. Caicco

CARRIED

10.2 Strategic Planning Update

The CEO advised that while no document was included in the package, a productive meeting was held the day before, and objectives will be provided to the Board at the September meeting.

11. 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, P. Edwards, J. Martin, K. Meraglia, S. McComb

Moved: S. Murray

Seconded: P. Bruni

CARRIED

12. Report of Closed Session

The Library will do an updated risk assessment for all branches and functions of the Library.

13. New Business

13.1 NONE

14. Board Meetings

14.1 Regular Meeting September 25, 2023

15. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the June 26, 2023 meeting at 5:57 p.m.

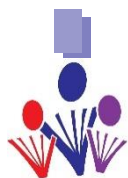
Moved: J. van Haaften

Seconded: H. Caicco

CARRIED

Chairperson, Library Board

**Sault Ste. Marie Public Library
Library Board
SPECIAL MEETING
Monday, July 27, 2023 – 4:00 P.M.
VIA ZOOM**



Board Members Present:

Jami van Haaften

Kevin Harrison

Mike Olejnik

Wayne Greco

Hannah Caicco

Steve Murray

Erin Ferlaino

Lisa Dubrovnik

Absent: Paolo Bruni

Library: Matthew MacDonald

Guests: NONE

Media: NONE

1. Call to Order

W. Greco called the meeting to order at 4:13 p.m.

1.1 Excused Absence

No Excused Absences

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 July 27, 2023 meeting as presented.

Moved: M. Olejnik Seconded: J. van Haaften

CARRIED

4. Contract Ratification

4.1 CUPE Local 67 Library Group (Full-time)

The CEO presented the Memorandum of Settlement, dated June 29, 2023, to the Board for the Full-time Union Negotiations. The term of the new agreement is The term of the agreement is for 5 years, from February 1, 2023 to January 31, 2028. The Board approved the settlement with the following motion:

MOTION:

Be it resolved that the Sault Ste. Marie Public Library ratify the Memorandum of Settlement of the Collective Agreement between the Sault Ste. Marie Public Library Board and CUPE Local 67 Full-time Library Group dated June 29, 2023.

Moved: M. Olejnik Seconded: K. Harrison **CARRIED**

5. New Business

5.1 Letter from the Board to the Union to be added to next meeting's agenda.

5.2 The Board expressed its appreciation to the negotiation team for settling the Full-time contract.

6. **Board Meetings**

6.1 Regular Meeting September 25, 2023

15. **Adjournment**

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the July 27, 2023 meeting at 4:21 p.m.

Moved: J. van Haaften Seconded: L. Dubrovnik **CARRIED**

Chairperson, Library Board

DRAFT

From: [Wayne Greco](#)
To: [Brent Lamming](#)
Cc: [Sonny Spina](#); [Matthew MacDonald](#); [Virginia McLeod](#); [Steve Zuppa](#); [Travis Reid](#); [Aliesha Moore](#)
Re: Parks and Recreation Master Plan
Subject: Monday, September 11, 2023 3:37:31 PM
Date: [image001.jpg](#)
Attachments: [image002.png](#)
[image001.jpg](#)

This email originated outside of the Corporation of the City of Sault Ste. Marie.
Do not open attachments or click links unless you verify the sender and know the content is safe.

Thanks Brent
Much appreciated.
I will extend the invitation to all Board members.
Looking forward to the opportunity for this dialogue.
Wayne

On Mon, Sep 11, 2023 at 2:13 PM Brent Lamming <b.lamming@cityssm.on.ca> wrote:

Hi Sonny, we do have a question in the household survey that is being delivered by an outside agency with random sampling of households. It speaks to:

Have you or others in your household attended exhibits, programs/activities or events at the following facilities (Y/N)?

- SSM Museum
- SSM Library
- Roberta Bondar Park and Pavilion
- GFL Memorial Gardens
- Sault Community Theatre Centre
- Art Gallery of Algoma
- Ermatinger Clergue National Historic Site
- Bushplane
- Algoma Conservatory

This in general captures many of our community's event facilities and cultural institutions.

In addition, at the open houses there is a panel board asking Community members what types of programs they like to participate in or like to do.

Categories that apply to Library operations include:

- Community and Culture
- Social Activities
- Arts Programs
- Educational Programs

Matthew and Wayne, you are more than welcome to participate at any of the 3 open houses below. Recreation and Culture staff are also working on a Cultural forum in October and staff from the Library will be invited to participate.

<https://saultstemarie.ca/Newsroom/September-2023/Participate-in-the-Parks-and-Recreation-Master-Pla.aspx>



Hope this helps.

Thank You

Brent

From: Sonny Spina
Sent: Monday, September 11, 2023 12:30 PM
To: Brent Lamming
Cc: Wayne [Greco](#); [Matthew MacDonald](#)
Subject: FW: Parks and Recreation Master Plan

Hi Brent,

I received the below message from Wayne Greco, chair of the Sault Ste. Marie Public Library board.

Is it possible to add the topic of libraries to the conversation for the planned community engagement sessions for parks and recreation? Or is this topic better serviced by a different community engagement session?

Thanks,

Sonny
Sonny Spina

Councillor, Ward 1
CITY OF SAULT STE. MARIE
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
saultstemarie.ca



I appreciate your time. I understand that my working hours may not be the same as yours. Please do not feel obligated to respond outside of your normal working hours.

From: Wayne Greco
Sent: Monday, September 11, 2023 12:24 PM
To: Corey Gardi [Luke Dufour](#) [Matthew Scott](#) [Marchy Bruni](#) ; [Mayor Shoemaker](#) ; Sonny Spina ; Angela Caputo
Cc: Matthew [MacDonald](#)
Subject: Parks and Recreation Master Plan

**This email originated outside of the Corporation of the City of Sault Ste. Marie.
Do not open attachments or click links unless you verify the sender and know the content is safe.**

Good day to all of you,

I would like to bring to your attention an oversight in the development of the Parks and Recreation Master Plan. I feel that the absence of the SSM Public Library in the collection of data for the plan is a disservice to the citizens of the community. Library service is lacking in our east and west end and this has been established through various forms of data collection. We have the beautiful community centres at John Rhodes and the West End Community Centre that could be further enhanced by the addition of Library services. What and how this could look like would need to be determined. My point here is that this is missing from the survey, data collection needed to formulate the Parks & Recreation Master Plan. I look to you to help rectify this oversight. Please contact myself and/or Matthew Macdonald, CEO, SSM Public Library, if we can be of further help with this matter.

Thank you

Wayne Greco

Chair

SSM PublicLibrary

The City of Sault Ste. Marie is hosting a series of meetings aimed at shaping the future of parks and recreation facilities. The meetings provide an opportunity for community members and user groups to contribute to the development of a Parks and Recreation Master Plan and a Parkland Dedication By-law.

The following consultation meetings will take place:

September 11

4 – 7 p.m. (come and go)

Steelton Room, Northern Community Centre, 556 Goulais Avenue

September 12

4 – 7 p.m. (come and go)

Bumbacco Room, GFL Memorial Gardens, 269 Queen Street East

September 13

4 – 7 p.m. (come and go)

Classroom 2 Poolside, John Rhodes Community Centre, 260 Elizabeth Street.

The meetings will foster a dynamic environment for discussions, idea sharing, and collaboration with community members and City officials. Attendees will have the chance to provide feedback, express preferences, and help shape the future of parks and recreation in Sault Ste. Marie.

The insights gathered from the meetings will play a vital role in shaping the final version of the Parks and Recreation Master Plan and by-law. If you are unable to attend a session but would like to provide input, a survey is available here:

Individuals who submit written correspondence or information to the City should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the

Council Agenda process or that of a committee of Council or a local board.



Sault Ste. Marie Public Library
Finance Committee
REGULAR MEETING
Thursday, September 14, 2022 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes

Attendees: Wayne Greco , Jami van Haaften (Secretary), Steve Murray (Acting Chair), Kaitrin Aaltonen and Matthe MacDonald.

Regrets: Kevin Harrison and Hanna Caicco,

1. The meeting was called to order at 4:40
2. There was no declaration of Conflict of Interest
3. Agenda was approved with two changes.
 - Item 9 – new number four
 - 5.3 renumbered
4. 2022 Audit – Presentation by Chris Pomeroy, Senior Manager from KPMG
 - 4.1 Audit Findings Report – Chris Pomeroy informed Committee members there are no audit issues, and this report is presented for discussion prior to going before the Board for approval.
 - 4.2 Draft Audited Financial Statements

Finance committee recommends approval of 2022 Audit.
Moved by Wayne seconded by Jami.
5. Approval of the Minutes
 - 5.1 May 17, 2023 Finance Committee Meeting Minutes
Minutes approved at Board meeting.
 - 5.2 Matters arising from the May 17, 2023 Meeting Minutes
Supplementary budget items comes up in #8.



6. Monthly Expenditure Reports

6.1 Monthly Expenditure Report for June 2023

Recommendation:

The expenditures for the month of June 2023, which include wages, benefits and RBC Visa in the amount of \$296,684.21 be confirmed paid.

6.2 Monthly Expenditure Report for July 2023

Recommendation:

The expenditures for the month of July 2023, which include wages, benefits and RBC Visa in the amount of \$388,557.39 be confirmed paid.

6.3 Monthly Expenditure Report for August 2023

Recommendation:

The expenditures for the month of August 2023, which include wages, benefits and RBC Visa in the amount of \$246,115.21 be confirmed paid.

7. North Branch Hours – Presentation by Elise Schofield, Manager of Community Engagement

Elise provided a report on North Branch staffing needs and will bring a revised report back to the Committee with financial data added.

8. Financial Results as at June 30, 2023

Recommendation: The Financial Results as at June 30, 2023 be approved.

9. 2024 Budget Progress Update

9.1 Draft Library Operating Budget

Discussion on the preliminary draft budget and questions answered.



10. Donations Update

- 10.1 Donations as of August 31st, 2023
- 10.2 Restricted Donations Overview

Information provided as an update.

11. Information Items

- 11.1 2023 Q2 HST Return
- 11.2 2022 Charity Tax Return
- 11.3 Library Expansion Reserve Update
- 11.4 Eventbrite Signup

Matthew and Kaitrin provided information and answered questions.

12. Adjournment

We adjourned at 6:17

Motion:

Resolved that the Library Board approve 2022 Financial Audit

Summary of Motions

Resolved that the expenditures for the month of June 2023, which include wages, benefits and RBC Visa in the amount of \$296,684.21 be confirmed paid.

Resolved that the expenditures for the month of July 2023, which include wages, benefits and RBC Visa in the amount of \$388,557.39 be confirmed paid.

Resolved that the expenditures for the month of August 2023, which include wages, benefits and RBC Visa in the amount of \$246,115.21 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board accept the Financial Results as at June 30, 2023 be approved.



Monthly Expenditure Report for June 2023

Cheque Register

June 1, 2023	480.25
June 8, 2023	23,550.18
June 15, 2023	140,232.42
June 30, 2023	15,490.10
Subtotal	<u>\$179,752.95</u>

EFT from Bank Statements

Wages	112,857.70
RBC Visa 20 June	3,856.30
PayPal Fees	5.01
Service Fees	212.25
Subtotal	<u>\$116,931.26</u>
Total	<u>\$296,684.21</u>

Recommendation:

The expenditures for the month of June 2023, which include wages, benefits and RBC Visa in the amount of \$296,684.21 be confirmed paid.



Monthly Expenditure Report for July 2023

Cheque Register

July 6, 2023	2,166.81
July 13, 2023	115,929.39
July 20, 2023	5,691.02
July 31, 2023	152,338.22
Subtotal	<u>\$276,125.44</u>

EFT from Bank Statements

Wages	105,722.58
RBC Visa 19 July	6,443.12
Service Fees	266.25
Subtotal	<u>\$112,431.95</u>
Total	<u>\$388,557.39</u>

Recommendation:

The expenditures for the month of July 2023, which include wages, benefits and RBC Visa in the amount of \$388,557.39 be confirmed paid.



Monthly Expenditure Report for August 2023

Cheque Register

August 4, 2023	8,198.85
August 10, 2023	24,728.57
August 24, 2023	97.69
August 31, 2023	105,447.40
Subtotal	<u>\$138,472.51</u>

EFT from Bank Statements

Wages	101,589.04
RBC Visa 18 Aug	5,853.81
Service Fees	199.85
Subtotal	<u>\$107,642.70</u>
Total	<u><u>\$246,115.21</u></u>

Recommendation:

The expenditures for the month of August 2023, which include wages, benefits and RBC Visa in the amount of \$246,115.21 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,510,850.89)	(\$3,407,660.00)	44%
Fines	(4,016.40)	(\$3,100.00)	130%
Concessions	(624.76)	(\$1,000.00)	62%
Sales	(27,243.62)	(\$53,550.00)	51%
Donations	(5,369.46)	(\$55,170.00)	10%
Other income	(29,810.48)	(\$17,300.00)	172%
Change in future employee benefits			0%
Surplus, prior year		(\$157,103.00)	0%
	<u>(1,577,915.61)</u>	<u>(\$3,694,883.00)</u>	<u>43%</u>
EXPENDITURES			
Salaries and benefits	1,239,473.59	\$2,661,816.70	47%
Future employee benefits			0%
Books and periodicals	81,369.86	\$218,269.23	37%
Utilities	34,779.55	\$96,000.00	36%
Office expenditures	62,118.24	\$161,205.00	39%
Operating expenditures	185,488.38	\$476,860.00	39%
Equipment purchases	45,074.21	\$85,132.00	53%
Depreciation			0%
Default			0%
	<u>1,648,303.83</u>	<u>\$3,699,282.93</u>	<u>45%</u>
(Surplus)/Deficit	70,388.22	\$4,399.93	1,600%

SSM LIBRARY
Summary of All Units
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(1,510,850.89)	(\$3,407,660.00)	44%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CONCESSION - Grants			
Total Grants	(1,510,850.89)	(\$3,407,660.00)	44%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(3,668.17)	(\$2,600.00)	141%
LIBRARY NORTH BRANCH - Fines	(348.23)	(\$500.00)	70%
LIBRARY CONCESSION - Fines			
Total Fines	(4,016.40)	(\$3,100.00)	130%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CONCESSION - Concessions	(624.76)	(\$1,000.00)	62%
Total Concessions	(624.76)	(\$1,000.00)	62%
Sales:			
LIBRARY ADMINISTRATION - Sales	(20,544.42)	(\$37,000.00)	56%
LIBRARY MAIN BRANCH - Sales	(5,767.13)	(\$13,950.00)	41%
LIBRARY NORTH BRANCH - Sales	(932.07)	(\$2,600.00)	36%
LIBRARY CONCESSION - Sales			
Total Sales	(27,243.62)	(\$53,550.00)	51%
Donations:			
LIBRARY ADMINISTRATION - Donations	(5,369.46)	(\$41,030.00)	13%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,140.00)	0%
LIBRARY CONCESSION - Donations			
Total Donations	(5,369.46)	(\$55,170.00)	10%
Other income:			
LIBRARY ADMINISTRATION - Other income	(26,947.08)	(\$10,000.00)	269%
LIBRARY MAIN BRANCH - Other income	(331.73)	(\$4,500.00)	7%
LIBRARY NORTH BRANCH - Other income	(2,531.67)	(\$2,800.00)	90%
LIBRARY CONCESSION - Other income			
Total Other income	(29,810.48)	(\$17,300.00)	172%
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 Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
	(1,563,711.85)	(\$3,652,793.00)	43%
	(9,767.03)	(\$21,050.00)	46%
	(3,811.97)	(\$20,040.00)	19%
	(624.76)	(\$1,000.00)	62%
	(1,577,915.61)	(\$3,694,883.00)	43%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	362,767.67	\$809,765.00	45%
LIBRARY MAIN BRANCH - Salaries and benefits	678,853.13	\$1,552,559.06	44%
LIBRARY NORTH BRANCH - Salaries and benefits	197,852.79	\$299,492.64	66%
LIBRARY CONCESSION - Salaries and benefits			
Total Salaries and benefits	1,239,473.59	\$2,661,816.70	47%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	4,782.09	\$1,000.00	478%
LIBRARY MAIN BRANCH - Books and periodicals	69,071.80	\$158,671.43	44%
LIBRARY NORTH BRANCH - Books and periodicals	7,515.97	\$58,597.80	13%
LIBRARY CONCESSION - Books and periodicals			
Total Books and periodicals	81,369.86	\$218,269.23	37%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	34,779.55	\$96,000.00	36%
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CONCESSION - Utilities			
Total Utilities	34,779.55	\$96,000.00	36%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	25,386.87	\$83,605.00	30%
LIBRARY MAIN BRANCH - Office expenditures	31,225.88	\$64,800.00	48%
LIBRARY NORTH BRANCH - Office expenditures	5,505.49	\$12,800.00	43%
LIBRARY CONCESSION - Office expenditures			
Total Office expenditures	62,118.24	\$161,205.00	39%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	4,200.52	\$30,900.00	14%
LIBRARY MAIN BRANCH - Operating expenditures	59,213.03	\$234,200.00	25%
LIBRARY NORTH BRANCH - Operating expenditures	121,981.03	\$210,760.00	58%
LIBRARY CONCESSION - Operating expenditures	93.80	\$1,000.00	9%
Total Operating expenditures	185,488.38	\$476,860.00	39%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	43,974.88	\$81,210.00	54%
LIBRARY MAIN BRANCH - Equipment purchases	1,099.33	\$3,300.00	33%
LIBRARY NORTH BRANCH - Equipment purchases		\$622.00	0%
LIBRARY CONCESSION - Equipment purchases			
Total Equipment purchases	45,074.21	\$85,132.00	53%
Depreciation			0%

SSM LIBRARY
Summary of All Units
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
Default			0%
	441,112.03	\$1,006,480.00	44%
	874,242.72	\$2,109,530.49	41%
	332,855.28	\$582,272.44	57%
	93.80	\$1,000.00	9%
	1,648,303.83	\$3,699,282.93	45%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,122,599.82)	(\$2,646,313.00)	42%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	864,475.69	\$2,088,480.49	41%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	329,043.31	\$562,232.44	59%
LIBRARY CONCESSION - (Surplus)/Deficit	(530.96)	\$0.00	0%
Total (Surplus)/Deficit	70,388.22	\$4,399.93	1,600%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,510,850.89)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales	(20,544.42)	(\$37,000.00)	56%
Donations	(5,369.46)	(\$41,030.00)	13%
Other income	(26,947.08)	(\$10,000.00)	269%
Change in future employee benefits			
Surplus, prior year		(\$157,103.00)	0%
	<u>(1,563,711.85)</u>	<u>(\$3,652,793.00)</u>	<u>43%</u>
EXPENDITURES			
Salaries and benefits	362,767.67	\$809,765.00	45%
Future employee benefits			
Books and periodicals	4,782.09	\$1,000.00	478%
Utilities			
Office expenditures	25,386.87	\$83,605.00	30%
Operating expenditures	4,200.52	\$30,900.00	14%
Equipment purchases	43,974.88	\$81,210.00	54%
Depreciation			
Default			
	<u>441,112.03</u>	<u>\$1,006,480.00</u>	<u>44%</u>
(Surplus)/Deficit	(1,122,599.82)	(\$2,646,313.00)	42%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(9,306.39)	(\$21,687.00)	43%
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	(1,510,850.89)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(20,544.42)	(\$37,000.00)	56%
Total Sales	(20,544.42)	(\$37,000.00)	56%
Donations:			
30-720-7201-5861 DONATIONS	(1,839.54)	(\$16,000.00)	11%
30-720-7201-5866 RESTRICTED DONATIONS	(3,529.92)	(\$3,000.00)	118%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,030.00)	0%
Total Donations	(5,369.46)	(\$41,030.00)	13%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(26,947.08)	(\$10,000.00)	269%
30-720-7201-5860 SUNDRY REVENUE			0%
Total Other income	(26,947.08)	(\$10,000.00)	269%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$157,103.00)	0%
Total Surplus, prior year	(1,563,711.85)	(\$157,103.00)	0%
		(\$3,652,793.00)	43%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	275,253.64	\$606,001.74	45%
30-720-7201-6031 CANADA PENSION PLAN	15,109.11	\$26,560.34	57%
30-720-7201-6032 EMPLOYMENT INSURANCE	5,613.21	\$9,402.26	60%
30-720-7201-6033 EMPLOYER HEALTH TAX	5,361.30	\$12,089.29	44%
30-720-7201-6041 OMERS	23,733.32	\$55,012.89	43%
30-720-7201-6042 HEALTH CARE	9,466.71	\$19,724.04	48%
30-720-7201-6043 DENTAL	3,422.38	\$11,918.76	29%
30-720-7201-6044 GROUP INSURANCE	2,466.84	\$5,999.42	41%
30-720-7201-6045 LONG TERM DISABILITY	4,960.57	\$12,726.04	39%
30-720-7201-6046 WSIB	1,259.77	\$4,810.00	26%
30-720-7201-6052 RETIRED HEALTH CARE	16,120.82	\$31,000.00	52%
30-720-7201-6011 SALARIES PART TIME		\$14,520.22	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	362,767.67	\$809,765.00	45%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	4,782.09	\$1,000.00	478%
Total Books and periodicals	4,782.09	\$1,000.00	478%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	5,038.79	\$6,455.00	78%
30-720-7201-6182 TRAVEL	980.58	\$10,000.00	10%
30-720-7201-6185 TRAINING	12,025.41	\$15,450.00	78%
30-720-7201-6200 MILEAGE	207.74	\$1,900.00	11%
30-720-7201-6470 POSTAL SERVICE	11.01	\$300.00	4%
30-720-7201-6474 CARTAGE	2,420.06	\$4,000.00	61%
30-720-7201-6480 TELECOMMUNICATIONS	26.20	\$500.00	5%
30-720-7201-6511 OTHER PROFESSIONAL FEES	2,166.67	\$9,600.00	23%
30-720-7201-6542 PUBLIC RELATIONS	1,104.16	\$7,200.00	15%
30-720-7201-6720 BANK CHARGES	1,406.25	\$3,000.00	47%
30-720-7201-6500 AUDIT FEES		\$12,500.00	0%
30-720-7201-6506 BOOKKEEPING SERVICE		\$12,700.00	0%
Total Office expenditures	25,386.87	\$83,605.00	30%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	628.89	\$800.00	79%
30-720-7201-6462 INSURANCE	3,571.63	\$30,100.00	12%
Total Operating expenditures	4,200.52	\$30,900.00	14%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	142.80	\$23,150.00	1%
30-720-7201-8300 SOFTWARE	43,832.08	\$40,000.00	110%
30-720-7201-8201 OFFICE EQUIPMENT		\$18,060.00	0%
Total Equipment purchases	43,974.88	\$81,210.00	54%
Depreciation			
Default	441,112.03	\$1,006,480.00	44%
(Surplus)/Deficit	(1,122,599.82)	(\$2,646,313.00)	42%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(3,668.17)	(\$2,600.00)	141%
Concessions			
Sales	(5,767.13)	(\$13,950.00)	41%
Donations			
Other income	(331.73)	(\$4,500.00)	7%
Change in future employee benefits			
Surplus, prior year			
	<u>(9,767.03)</u>	<u>(\$21,050.00)</u>	<u>46%</u>
EXPENDITURES			
Salaries and benefits	678,853.13	\$1,552,559.06	44%
Future employee benefits			
Books and periodicals	69,071.80	\$158,671.43	44%
Utilities	34,779.55	\$96,000.00	36%
Office expenditures	31,225.88	\$64,800.00	48%
Operating expenditures	59,213.03	\$234,200.00	25%
Equipment purchases	1,099.33	\$3,300.00	33%
Depreciation			
Default			
	<u>874,242.72</u>	<u>\$2,109,530.49</u>	<u>41%</u>
(Surplus)/Deficit	864,475.69	\$2,088,480.49	41%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(3,668.17)	(\$2,600.00)	141%
Total Fines	(3,668.17)	(\$2,600.00)	141%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(355.69)	(\$650.00)	55%
30-720-7202-5892 MEMBERSHIP FEES	(780.53)	(\$1,200.00)	65%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(4,190.91)	(\$10,000.00)	42%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(440.00)	(\$2,100.00)	21%
Total Sales	(5,767.13)	(\$13,950.00)	41%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(205.69)	(\$3,500.00)	6%
30-720-7202-5752 RENT PROGRAM ROOM B	(126.04)	(\$1,000.00)	13%
Total Other income	(331.73)	(\$4,500.00)	7%
Change in future employee benefits			
Surplus, prior year	(9,767.03)	(\$21,050.00)	46%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	434,305.21	\$888,658.68	49%
30-720-7202-6011 SALARIES PART TIME	120,466.26	\$367,859.30	33%
30-720-7202-6031 CANADA PENSION PLAN	29,119.31	\$65,890.79	44%
30-720-7202-6032 EMPLOYMENT INSURANCE	11,651.33	\$26,229.18	44%
30-720-7202-6033 EMPLOYER HEALTH TAX	10,633.08	\$24,187.96	44%
30-720-7202-6041 OMERS	36,632.83	\$106,530.90	34%
30-720-7202-6042 HEALTH CARE	19,591.04	\$38,671.20	51%
30-720-7202-6043 DENTAL	11,442.15	\$22,797.00	50%
30-720-7202-6044 GROUP INSURANCE	1,573.22	\$3,679.05	43%
30-720-7202-6045 LONG TERM DISABILITY	3,438.70	\$8,055.00	43%
Total Salaries and benefits	678,853.13	\$1,552,559.06	44%
Future employee benefits			
Books and periodicals:			
30-720-7202-6136 BOOKS ADULT	13,270.47	\$39,750.34	33%
30-720-7202-6137 BOOKS JUVENILE	3,685.26	\$18,806.91	20%
30-720-7202-6138 BOOKS FRENCH	341.66	\$1,032.58	33%
30-720-7202-6141 PERIODICALS	2,798.40	\$11,000.00	25%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	3,628.41	\$12,484.64	29%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	461.31	\$2,179.50	21%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	6,967.22	\$11,333.49	61%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	734.42	\$1,000.00	73%
30-720-7202-6155 GAMES ADULT & JUVENILE	204.23	\$786.23	26%
30-720-7202-6158 ELECTRONIC DATABASES	29,911.71	\$34,000.00	88%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	633.52	\$1,925.78	33%
30-720-7202-6160 AUDIO BOOKS JUVENILE	388.19	\$1,233.97	31%
30-720-7202-6165 MATERIALS PROCESSING	6,047.00	\$19,500.00	31%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7202-6135 BOOKS REFERENCE ADULT		\$3,137.99	0%
Total Books and periodicals	69,071.80	\$158,671.43	44%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	22,744.58	\$79,000.00	29%
30-720-7202-6254 NATURAL GAS	12,034.97	\$17,000.00	71%
Total Utilities	34,779.55	\$96,000.00	36%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	14,284.31	\$22,000.00	65%
30-720-7202-6200 MILEAGE	267.24	\$800.00	33%
30-720-7202-6470 POSTAL SERVICE	3,953.48	\$5,200.00	76%
30-720-7202-6480 TELECOMMUNICATIONS	6,862.64	\$17,500.00	39%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	4,770.74	\$19,300.00	25%
30-720-7202-6726 US \$ EXCHANGE	1,087.47		0%
Total Office expenditures	31,225.88	\$64,800.00	48%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	221.10	\$600.00	37%
30-720-7202-6395 JANITORIAL SUPPLY	3,226.43	\$10,000.00	32%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	211.10	\$1,900.00	11%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	37,064.59	\$163,850.00	23%
30-720-7202-6496 JANITORIAL SERVICE	13,625.69	\$47,500.00	29%
30-720-7202-6620 SECURITY	2,420.68	\$5,350.00	45%
30-720-7202-6704 MACHINE RENTAL	2,443.44	\$5,000.00	49%
Total Operating expenditures	59,213.03	\$234,200.00	25%
Equipment purchases:			
30-720-7202-8201 OFFICE EQUIPMENT	189.26		0%
30-720-7202-8271 LIBRARY EQUIPMENT	910.07	\$3,300.00	28%
Total Equipment purchases	1,099.33	\$3,300.00	33%
Depreciation Default			
	874,242.72	\$2,109,530.49	41%
(Surplus)/Deficit	864,475.69	\$2,088,480.49	41%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(348.23)	(\$500.00)	70%
Concessions			
Sales	(932.07)	(\$2,600.00)	36%
Donations		(\$14,140.00)	0%
Other income	(2,531.67)	(\$2,800.00)	90%
Change in future employee benefits			
Surplus, prior year			
	<u>(3,811.97)</u>	<u>(\$20,040.00)</u>	<u>19%</u>
EXPENDITURES			
Salaries and benefits	197,852.79	\$299,492.64	66%
Future employee benefits			
Books and periodicals	7,515.97	\$58,597.80	13%
Utilities			
Office expenditures	5,505.49	\$12,800.00	43%
Operating expenditures	121,981.03	\$210,760.00	58%
Equipment purchases		\$622.00	0%
Depreciation			
Default			
	<u>332,855.28</u>	<u>\$582,272.44</u>	<u>57%</u>
(Surplus)/Deficit	329,043.31	\$562,232.44	59%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(348.23)	(\$500.00)	70%
Total Fines	(348.23)	(\$500.00)	70%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(39.79)	(\$100.00)	40%
30-720-7204-5892 MEMBERSHIP FEES	(78.00)	(\$100.00)	78%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(754.28)	(\$1,350.00)	56%
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	(932.07)	(\$2,600.00)	36%
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	(1,362.90)	(\$2,000.00)	68%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,168.77)	(\$800.00)	146%
Total Other income	(2,531.67)	(\$2,800.00)	90%
Change in future employee benefits			
Surplus, prior year	(3,811.97)	(\$20,040.00)	19%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	87,373.73	\$175,726.82	50%
30-720-7204-6011 SALARIES PART TIME	77,360.38	\$65,709.29	118%
30-720-7204-6031 CANADA PENSION PLAN	8,590.36	\$12,303.83	70%
30-720-7204-6032 EMPLOYMENT INSURANCE	3,520.57	\$5,028.11	70%
30-720-7204-6033 EMPLOYER HEALTH TAX	3,196.40	\$4,646.60	69%
30-720-7204-6041 OMERS	10,417.47	\$21,445.84	49%
30-720-7204-6042 HEALTH CARE	4,208.17	\$7,734.24	54%
30-720-7204-6043 DENTAL	2,467.72	\$4,559.40	54%
30-720-7204-6044 GROUP INSURANCE	221.40	\$727.51	30%
30-720-7204-6045 LONG TERM DISABILITY	496.59	\$1,611.00	31%
Total Salaries and benefits	197,852.79	\$299,492.64	66%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	2,226.04	\$17,629.58	13%
30-720-7204-6137 BOOKS JUVENILE	2,508.54	\$11,529.59	22%
30-720-7204-6138 BOOKS FRENCH	170.60	\$1,248.14	14%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,343.81	\$4,035.98	33%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	558.74	\$2,140.52	26%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
30-720-7204-6155 GAMES ADULT & JUVENILE	186.15	\$883.00	21%
30-720-7204-6159 AUDIO BOOKS ADULT	257.81	\$2,225.70	12%
30-720-7204-6160 AUDIO BOOKS JUVENILE	264.28	\$1,765.29	15%
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	7,515.97	\$58,597.80	13%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,203.10	\$2,500.00	48%
30-720-7204-6480 TELECOMMUNICATIONS	4,302.39	\$10,000.00	43%
30-720-7204-6200 MILEAGE		\$300.00	0%
Total Office expenditures	5,505.49	\$12,800.00	43%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(40.71)	\$100.00	(41%)
30-720-7204-6620 SECURITY	1,383.47	\$1,150.00	120%
30-720-7204-6700 RENT	120,373.09	\$206,810.00	58%
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	121,981.03	\$210,760.00	58%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$622.00	0%
Total Equipment purchases		\$622.00	0%
Depreciation			
Default			
	332,855.28	\$582,272.44	57%
(Surplus)/Deficit	329,043.31	\$562,232.44	59%

SSM LIBRARY
LIBRARY CONCESSION
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(624.76)	(\$1,000.00)	62%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(624.76)</u>	<u>(\$1,000.00)</u>	<u>62%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	93.80	\$1,000.00	9%
Equipment purchases			
Depreciation			
Default			
	<u>93.80</u>	<u>\$1,000.00</u>	<u>9%</u>
(Surplus)/Deficit	(530.96)	\$0.00	0%

SSM LIBRARY
LIBRARY CONCESSION
For the Six Months Ending Friday, June 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(624.76)	(\$1,000.00)	62%
Total Concessions	(624.76)	(\$1,000.00)	62%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(624.76)	(\$1,000.00)	62%
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	71.96	\$1,000.00	7%
Total Operating expenditures	93.80	\$1,000.00	9%
Equipment purchases			
Depreciation			
Default			
	93.80	\$1,000.00	9%
(Surplus)/Deficit	(530.96)	\$0.00	0%

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	\$ 549.55	\$ 2,980.50	-	\$ 3,530.05
2nd Quarter Totals	\$ 1,286.55	\$ 8,818.85	\$ -	\$ 10,105.40
JULY	\$ 176.25	\$ 3,498.33	-	\$ 3,674.58
AUGUST	\$ 109.00	\$ 2,609.40	-	\$ 2,718.40
SEPTEMBER	\$ 44.00	\$ 1,457.90	-	\$ 1,501.90
3rd Quarter Totals	\$ 329.25	\$ 7,565.63	\$ -	\$ 7,894.88
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 2,803.05	\$ 25,448.85	\$ 408.97	\$ 28,660.87
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 1,187.25	\$ 9,064.37	\$ 10,660.59
2nd Quarter Totals	APR-JUN	\$ 1,286.55	\$ 8,818.85	\$ 10,105.40
3rd Quarter Totals	JUL-SEP	\$ 329.25	\$ 7,565.63	\$ 7,894.88
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 2,803.05	\$ 25,448.85	\$ 28,660.87

				\$ -
Grand Total		\$ 28,660.87	\$ -	\$ 28,660.87

NOTES:

Financial Statements of

**SAULT STE. MARIE
PUBLIC LIBRARY BOARD**

And Independent Auditors' Report thereon

Year ended December 31, 2022



KPMG LLP
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Sault Ste. Marie ON P6A 6L6
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INDEPENDANT AUDITORS' REPORT

To the Directors of Sault Ste. Marie Public Library Board

Opinion

We have audited the financial statements of Sault Ste. Marie Public Library Board (the "Board"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022 and its results of operations, its changes in net financial assets (liabilities) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditors' Responsibilities for the Audit of the Financial Statements"** section of our auditors' report.

We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Board to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Sault Ste. Marie, Canada

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets		
Cash	\$ 1,085,079	\$ 910,769
Accounts receivable	28,441	29,809
	<u>1,113,520</u>	<u>940,578</u>
Financial liabilities		
Accounts payable and accrued liabilities	286,594	245,095
Payable to the Corporation of the City of Sault Ste. Marie	-	32,778
Deferred revenue (note 4)	139,842	138,083
Employee future benefits (note 3)	734,438	742,220
Capital lease obligation (note 6)	1,915,026	2,040,632
	<u>3,075,900</u>	<u>3,198,808</u>
Net financial assets	(1,962,380)	(2,258,230)
Non-financial assets		
Tangible capital assets (note 5)	3,292,940	3,463,394
Prepaid expenses	42,174	46,850
	<u>3,335,114</u>	<u>3,510,244</u>
Accumulated surplus (note 7)	\$ 1,372,734	\$ 1,252,014

The accompanying notes are an integral part of this financial statement.

On behalf of the Board:

Director

Director

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	Budget (note 8)	2022	2021
Revenues:			
Grants - municipal	\$ 3,257,798	\$ 2,879,932	\$ 2,820,261
- provincial	372,469	371,758	368,069
- federal	-	-	9,757
- other	2,400	4,950	500
User charges	9,250	8,317	7,023
Community and regional contract receipts	21,687	21,687	21,687
Donations	285,765	17,459	34,457
Other	38,535	82,266	60,370
Total revenues	3,987,904	3,386,369	3,322,124
Expenses:			
Salaries, wages and benefits	2,544,962	2,386,276	2,232,678
Amortization of tangible capital assets	340,640	340,640	344,563
Repairs and maintenance	621,215	99,895	77,637
Utilities	86,000	86,835	79,591
Interest on capital leases	78,668	78,668	85,707
Cleaning	55,500	51,682	43,602
Membership fees and public relations	16,200	13,468	15,009
Library supplies and postage	24,000	20,196	18,998
Telephone and telecommunications	27,000	26,461	26,434
Software support	40,000	38,550	45,607
Equipment rental	5,600	5,782	5,560
Miscellaneous	3,215	17,928	23,509
Insurance	23,220	21,688	17,914
Security	32,050	19,050	47,662
Periodicals and electronic resources	33,000	19,364	8,606
Bookkeeping	12,570	12,645	12,434
Professional fees	26,000	11,485	14,817
Travel and Training	18,328	13,493	8,869
Freight	2,500	1,543	2,022
Total expenses	3,992,536	3,265,649	3,111,219
Annual surplus (deficit)	(4,632)	120,720	210,905
Accumulated surplus, beginning of year	1,252,014	1,252,014	1,041,109
Accumulated surplus, end of year	\$ 1,247,382	\$ 1,372,734	\$ 1,252,014

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget (note 8)	2022	2021
Annual surplus (deficit)	\$ (4,632)	\$ 120,720	\$ 210,905
Acquisition of tangible capital assets	(210,402)	(175,226)	(220,612)
Amortization of tangible capital assets	340,640	340,640	344,563
Loss on sale of tangible capital assets	-	3,972	16,007
Proceeds of sale of tangible capital assets	-	1,068	267
	125,606	291,174	351,130
Use of prepaid expenses	-	4,676	37,821
Change in net financial assets	125,606	295,850	388,951
Net financial assets, beginning of year	(2,258,230)	(2,258,230)	(2,647,181)
Net financial assets, end of year	\$ (2,132,624)	\$ (1,962,380)	\$ (2,258,230)

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 120,720	\$ 210,905
Items not involving cash:		
Amortization of tangible capital assets	340,640	344,563
Loss on sale of tangible capital assets	3,972	16,007
Increase in employee future benefits	(7,782)	28,202
	457,550	599,677
Change in non-cash assets and liabilities:		
Decrease in accounts receivable	1,368	55,633
Decrease in prepaid expenses	4,676	37,821
Increase (decrease) in accounts payable and accrued liabilities	41,499	(51,286)
(Decrease) increase in deferred revenue	1,759	(23,631)
Increase (decrease) in payable to the Corporation of the City of Sault Ste. Marie	(32,778)	176,594
Net change in cash from operating activities	474,074	794,808
Financing activity:		
Repayment of capital lease obligation	(125,606)	(116,384)
Capital activity:		
Proceeds from sale of tangible capital assets	1,068	267
Purchase of tangible capital assets	(175,226)	(208,249)
Net change in cash	174,310	470,442
Cash, beginning of year	910,769	440,327
Cash, end of year	\$ 1,085,079	\$ 910,769

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2022

The Sault Ste. Marie Public Library Board (the "Board") is a Board of the Corporation of the City of Sault Ste. Marie (the "City") to provide library services to the ratepayers of the area. The Board is incorporated under the Ontario Library Act.

1. Significant accounting policies:

The financial statements of the Board are provided by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Basis of accounting:

The Board follows the accrual basis of accounting.

The accrual basis of accounting recognizes revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Revenue recognition:

Government grants are recognized in the period in which the events giving rise to the transfer occurred, provided that the transfer is authorized and the amount can be reasonably estimated. Government grants are recognized when approved to the extent the related expenditures have been incurred and collection can be reasonably assured.

User fees and other revenues are recognized when the services are performed or goods are delivered, collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and fees are fixed or determinable. Amounts received for future services are deferred until the service is provided.

(c) Deferred revenue:

Deferred revenue represents funds which have been received but for which the related services have yet to be performed. These amounts will be recognized as revenue in the year the appropriate expenses are incurred.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Non-financial assets (continued):

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Rate
Buildings	40 years
Furniture, fixtures and equipment	10 - 30 years
Books and audio-visual resources	2 - 10 years
Computer hardware and software	3 - 10 years

Amortization is charged in the year of acquisition and in the year of disposal at half the annual rate. Assets under construction are not amortized until the asset is available for use.

(e) Government transfers:

Government grants are recognized in the financial statements as revenues in the period in which events giving rise to the grant occur, providing the grants are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

User fees are recognized in the financial statements as the charge occurs. Other revenue is recorded when the revenue is earned.

(f) Amounts to be recovered:

Amounts to be recovered are reported in accumulated surplus on the statement of financial position. The balance represents the amounts to be recovered from future operations to fund liability for employee future benefits.

(g) Employee future benefits:

The Board sponsors a defined benefit supplementary health plan for certain employees and retirees funded on a pay-as-you-go basis and a defined benefit pension plan. The Board has adopted the following policies:

- i) The cost of the accrued benefit obligation for the post-employment supplementary health plan is actuarially determined using the projected benefit method pro-rated on service and management's estimate of retirement age and health costs.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(g) Employee future benefits (continued):

- ii) Actuarial gains (losses) on the accrued benefit obligation arise from the difference between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. Actuarial gains (losses) are amortized over the average remaining service period of active employees. The average remaining service period of active employees is 10 years.
- iii) The Board is an employer member of the Ontario Municipal Employees Retirement Fund ("the Plan") which is a multi-employer, defined benefit pension plan. The Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles.

(h) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include employee future benefits and the carrying value of tangible capital assets. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the statement of operations in the year in which they become known.

2. Pension agreement:

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 24 (2021 - 24) members of its staff. The plan is a defined benefit plan which specified the amount of the retirement benefit to be received by employees based on length of service and rates of pay.

The amount contributed to OMERS for 2022 was \$135,894 (2021 - \$129,675) for current service and is included as an expense on the statement of operations.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Employee future benefits:

Employee future benefits are liabilities of the Board to its employees and early retirees for the following benefits earned but not taken as at December 31, 2021:

	2022	2021
Post-employment and post-retirement benefits	\$ 390,120	\$ 425,330
Accrued vacation pay	174,559	158,248
Prepaid sick leave benefits	169,759	158,642
	<u>\$ 734,438</u>	<u>\$ 742,220</u>

Post employment and post retirement benefits

The Board provides non-pension benefits to employees and retirees until they reach 65 years of age. The values that follow have been estimated based upon employee data available during the actuarial review which was completed as at December 31, 2021.

The benefit obligation continuity is as follows:

	2022	2021
Accrued benefit obligation, January 1	\$ 425,330	\$ 402,008
Pension related (income) expense	(18,267)	35,039
Premiums paid	(16,943)	(11,797)
Accrued benefit obligation, December 31	<u>\$ 390,120</u>	<u>\$ 425,330</u>

Significant assumptions are as follows:

Discount rate	2.75%
Health cost increases	4.00 - 6.50%

Accrued vacation

Accrued vacation pay represents the liability for vacation entitlements earned by employees but not taken as at December 31, 2022.

Accrued sick leave

Sick leave benefits accrue to employees at a rate of one and a half days per month. Unused sick days are banked and may be used in the future if sick leave is beyond yearly allocation. No cash payments are made for unused sick time upon termination or retirement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

4. Deferred revenue:

The balances in the deferred revenue of the Board consist of:

	2022	2021
Ministry of Tourism and Culture – Operating Grant	\$ 51,868	\$ 51,868
Ministry of Tourism and Culture – Pay equity	40,149	40,149
Other	47,825	46,066
	<u>\$ 139,842</u>	<u>\$ 138,083</u>

Continuity of deferred revenue is as follows:

	2022	2021
Balance, beginning of year:		
Ministry of Tourism and Culture – Operating Grant	\$ 51,868	\$ 51,868
Ministry of Tourism and Culture – Pay equity	40,149	40,149
Other	46,066	69,697
	<u>138,083</u>	<u>161,714</u>
Add: contributions received		
Ministry of Tourism and Culture – Operating Grant	160,595	160,595
Ministry of Tourism and Culture – Pay equity	207,474	207,474
Other	5,448	16,621
Less: amounts recognized to revenue		
Ministry of Tourism and Culture – Operating Grant	(160,595)	(161,595)
Ministry of Tourism and Culture – Pay equity	(207,474)	(207,474)
Other	(3,689)	(40,252)
Balance, end of year	<u>\$ 139,842</u>	<u>\$ 138,083</u>

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Tangible capital assets:

Cost	Balance at December 31, 2021	Additions	Disposals	Balance at December 31, 2022
Books	\$ 1,723,509	\$ 152,299	\$ (187,363)	\$ 1,688,445
Furniture and fixtures	540,396	10,064	(41,153)	509,307
Equipment	397,681	12,863	(540)	410,004
Computer hardware	187,139	-	-	187,139
Computer software	160,090	-	-	160,090
Assets under capital lease	2,507,319	-	-	2,507,319
Total	\$ 5,516,134	\$ 175,226	\$ (229,056)	\$ 5,462,304

Accumulated Amortization	Balance at December 31, 2021	Disposals	Amortization Expense	Balance at December 31, 2022
Books	\$ 1,003,048	\$ (187,363)	\$ 152,085	\$ 967,770
Furniture and fixtures	283,452	(36,113)	28,944	276,283
Equipment	114,939	(540)	17,503	131,902
Computer hardware	155,258	-	16,742	172,000
Computer software	153,134	-	-	153,134
Assets under capital lease	342,909	-	125,366	468,275
Total	\$ 2,052,740	\$ (224,016)	\$ 340,640	\$ 2,169,364

	Net book value, December 31, 2021	Net book value, December 31, 2022
Books	\$ 720,461	\$ 720,675
Furniture and fixtures	256,944	233,024
Equipment	282,742	278,102
Computer hardware	31,881	15,139
Computer software	6,956	6,956
Assets under capital lease	2,164,410	2,039,044
Total	\$ 3,463,394	\$ 3,292,940

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Tangible capital assets:

Cost	Balance at December 31, 2020	Additions	Disposals	Balance at December 31, 2021
Books	\$ 1,790,068	\$ 146,442	\$ (213,001)	\$ 1,723,509
Furniture and fixtures	562,023	34,876	(56,503)	540,396
Equipment	430,960	3,030	(36,309)	397,681
Computer hardware	211,108	23,901	(47,870)	187,139
Computer software	165,724	-	(5,634)	160,090
Assets under capital lease	2,494,956	12,363	-	2,507,319
Total	\$ 5,654,839	\$ 220,612	\$ (359,317)	\$ 5,516,134

Accumulated Amortization	Balance at December 31, 2020	Disposals	Amortization Expense	Balance at December 31, 2021
Books	\$ 1,060,388	\$ (213,001)	\$ 155,661	\$ 1,003,048
Furniture and fixtures	292,621	(40,304)	31,135	283,452
Equipment	133,726	(36,309)	17,522	114,939
Computer hardware	189,273	(47,795)	13,780	155,258
Computer software	157,776	(5,634)	992	153,134
Assets under capital lease	217,436	-	125,473	342,909
Total	\$ 2,051,220	\$ (343,043)	\$ 344,563	\$ 2,052,740

	Net book value, December 31, 2020	Net book value, December 31, 2021
Books	\$ 729,680	\$ 720,461
Furniture and fixtures	269,402	256,944
Equipment	297,234	282,742
Computer hardware	21,835	31,881
Computer software	7,948	6,956
Assets under capital lease	2,277,520	2,164,410
Total	\$ 3,603,619	\$ 3,463,394

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Tangible capital assets (continued):

a) Contributed tangible capital assets:

Contributed capital assets have been recognized at fair market value at the date of contribution.

b) Works of art and historical treasures:

The Board manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

6. Capital lease obligation:

The Board entered into a 20-year lease for a branch location beginning in 2019. Capital lease repayments are due as follows:

2023	\$ 204,898
2024	204,898
2025	204,898
2026	204,898
2027	204,898
2028 – 2039	1,468,749
Total minimum lease payments	2,493,239
Less amount representing interest at 4%	(578,213)
Present value of net minimum capital lease payments	\$ 1,915,026

The current minimum monthly lease payments are \$17,075 plus harmonized sales tax for the first 10 years and \$10,100 plus harmonized sales tax for the final 10 years, expiring in March 2039 with options for renewal. Minimum monthly payments are subject to annual inflationary increases not to exceed 2% in any year.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

7. Accumulated surplus:

Accumulated surplus is comprised of:

	2022	2021
Invested in tangible capital assets	\$ 3,292,940	\$ 3,463,394
Operating fund	729,258	571,472
Amount to be recovered in future years	(2,649,464)	(2,782,852)
	<u>\$ 1,372,734</u>	<u>\$ 1,252,014</u>

8. Budget figures:

The operating budget approved by the Board for 2022 was prepared for the purpose of establishing the estimated revenue and expenses for fiscal 2022. The budget established does not include a budget for the amortization of tangible capital assets. The Board also does not budget activity within reserves.

The budget figures presented in the statement of operations and accumulated surplus and the statement of change in net debt have been restated to be comparable with the Public Sector Accounting Standards. A reconciliation of the Board approved budget and the budget presented in these financial statements is presented below:

Adopted budgeted deficit for the year	\$ -
Adjustments to adopted budget:	
Amortization of tangible capital assets	(340,640)
Acquisition of tangible capital assets	210,402
Payments budgeted for capital lease, net of interest portion	125,606
Restated budgeted annual deficit	<u>\$ (4,632)</u>

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Segmented reporting:

The Chartered Professional Accountants of Canada - Public Sector Accounting Handbook Section PS2700 – *Segmented Disclosures* establishes standards on defining and disclosing segments in a government's financial statements. Government organizations that apply these standards are encouraged to provide the disclosures established by this section when their operations are diverse enough to warrant such disclosures. The Board has only one identifiable segment, considered to be public access to information and related services as presented in these financial statements.

10. Financial risks and concentration of credit risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Board will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Board manages its liquidity risk by monitoring its operating requirements. The Board prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2021.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Board is exposed to credit risk with respect to the accounts receivable. The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are collectible in the allowance for doubtful accounts.



**Sault Ste. Marie Public Library
Facilities Committee
REGULAR MEETING
Monday, September 11, 2023 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

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

Regrets: Wayne Greco

1. The meeting was called to order at 4:33 p.m.
2. There were no declarations of Conflict of Interest.
3. The minutes of the June 12, 2023, meeting were approved.
4. The agenda was approved as presented.
5. Matters Arising from the Minutes – None
6. Completed Projects

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

Flooring installation in the Administration office, Friends of the Library Bookstore and staff areas is now complete. This was the final renovation resulting from the flooding of the administration office. The Friends took the opportunity when the Bookstore was closed to freshen up the store by painting some of the walls. Another change is that the amount of shelves in the Friends of the Library book store were reduced to make sure aisles were compliant with AODA standards.

6.2 Library Generator

Final installation of the gas generator was July 28, 2023 by Red-star Electric.



6.3 Humidifier

The new humidifier was installed by Nor-therm on June 15, 2023.

7. Project Updates

7.1 Exterior Cladding at the James L. McIntyre Centennial Library

MGP Architects + Engineer Inc. has been awarded the contract for Architectural and Engineering Services for Exterior Cladding Replacement at the James L. McIntyre Centennial Library. They were one of three firms to bid on the project which also included Pinchin and Form Studio. The formal agreement between MGP and City has been reviewed by City Legal and was uploaded to escribe. It is currently awaiting final approvals. Once signed, MGP will work with Library CEO, M. MacDonald, to assess the building and prepare a tender for the construction phase.

7.2 Asbestos Encapsulation

Tulloch was awarded the contract to provide the Professional Engineering Services for provision of Asbestos Abatement at the James L. McIntyre Centennial Library. So far Tulloch has done an Abatement Test Area to determine if the methodology for asbestos abatement and encapsulation in the four corners will be successful. Tulloch is now drafting the Tender for the project.



7.3 Lighting Upgrades

There were no updates for this project.

8. Facilities Issues

8.1 Front Entrance Issues

The Joint Health and Safety Committee has brought to our attention that there is an issue with both front entrances to the James L. McIntyre Centennial Library. The ground has heaved in both areas causing damage to the floor and creating a tripping hazard. After an investigation, it was discovered that there is a crack in the foundation which will need to be repaired in addition to leveling the floor. MGP Architects + Engineer Inc. is being consulted to assess the building and determine the scope of work that will be required.

8.1 Chiller Repairs

This summer it was discovered that the Library's two Chillers will require repairs totaling \$25,964 plus HST. Though the Chillers were installed 2015, due to lack of proper maintenance, several parts need replacement, including heat exchangers and filter driers. Some maintenance has been done this summer to keep the Chillers operational however the Chillers' approach is high, meaning there is a significant increase in energy use. At the recent Asset Management meeting, M. MacDonald, secured \$35,000 from the 2024 City Asset Management Fund to complete the repairs. Approval of the project is expected to occur after the City passes its 2024 budget.

9. New Business

9.1 2023 Asset Management Meeting

Various city department heads meet annually with City finance for an Asset Management meeting to discuss the needs of their facilities. This year's meeting was held on August 23, 2023. The City allocates a fund (Asset Management Fund) each year for the maintenance and repair of its buildings. Funds are divvied up between the City's various building assets including the police station, fire halls, the Civic centre, transit, museums, rec centres and the Library. The fund's total is \$1,674,600 for 2024. \$35,000 from the City's Asset Management Fund is being allocated to the Library for repairs to the Library's Chillers.



9.2 Mechanical Equipment Maintenance Contract

Learning that the Chillers require replacement parts because they have not been properly maintained, it is recommended that the Library create a mechanical equipment maintenance contract and tender it for bids. M. MacDonald has begun preparing an Equipment Maintenance Schedule to include in the contract. The equipment listed has been taken from the Library's Asset Management document. Travis King, from Nor-term, is consulting on the schedule and has agreed to help the Library determine its maintenance needs.

10. The meeting was adjourned at 5:13 p.m.



**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, September 5, 2023 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

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

Regrets: None

1. Meeting was called to order at 4:40 p.m.
2. There were no Declarations of Conflict of Interest.
3. The agenda was approved.
4. The Minutes of the June 6, 2023 Policy Committee Meeting were approved
5. Policy Reviewed
 - 5.1 300-08 Visiting Library Service Policy
 - 5.2 300-16 Public Art Policy
 - 5.3 300-17 Volunteer Program Policy
 - 5.4 400-12 Board Recognition Policy – deferred to next Policy Committee meeting.
6. Policies to be Rescinded
 - 6.1 **NONE**
7. New Policies
 - 7.1 **NONE**
8. Policy Follow up
 - 8.1 Accessibility Plan – was presented by Matthew as information. Matthew will present an updated version to the Board in the future.
9. New Business
 - 9.1
10. The meeting was adjourned at 5:39 p.m.

Title:	Visiting Library Service Policy	Policy Number: 300-08
Policy Type:	Operational	
Approval By:	Resolution Number RB 2007-03-19	
Approval Date:	March 19, 2007	
Revised Dates:	May 27, 2013; June 19, 2017; March 2021; February 28, 2022, September 25, 2023	
Review Date:	June 2026	

PURPOSE

This policy details the Library's Visiting Library Service.

DEFINITIONS

Visiting library service – the selection and delivery of Library materials to eligible residents of the City of Sault Ste. Marie who, for reasons of restricted vision or mobility, or long-term injury or illness, are unable to use regular Library facilities.

Contactless - delivery to the door not requiring touching or interaction between people.

POLICY STATEMENT

The Visiting Library Service is administered by staff under the supervision of the Manager of Public Services.

Patrons wishing to enroll in the Visiting Library Service must complete an application form and selection form (Appendices 1 and 2). Library staff will contact the patron to verify application information and initiate the service.

Upon registration, a special Library account will be created for the patron and their library card will be kept on file at the Library.

Visiting Library patrons are responsible for materials that are not returned. Fees for lost materials will be refunded upon return of the items.

Materials are selected by Library staff based on the patron's personal reading profile (See Appendix 2).

Patrons are able to borrow all circulating library materials.

The Visiting Library Service will deliver material to the patron's residence on a regular basis. Materials are to be returned on the date of the next delivery.

To suspend the Visiting Library Service for any reason, patrons must inform the Visiting Library Service.



To renew Library materials patrons must notify the Visiting Library Service one week in advance of the next delivery. Renewals may not always be possible because of

requests from other patrons. If this is the case, the material must be returned on the original due date.

The Library reserves the right to cancel Visiting Library Service.

VOLUNTEERS

Two volunteers or a staff and volunteer will deliver materials within a residence. When offering contactless services, only one staff member or volunteer will be required.

Visiting Library Service volunteers are guided by the Volunteer Program Policy and are subject to background checks and training requirements.

RELATED POLICIES

200-08 Travel and Expense Policy

300-17 Volunteer Program Policy

300-23 Accessible Customer Service Policy

Appendix 1: Application for Visiting Library Service VLS**Application for VISITING LIBRARY SERVICE - VLS**

Surname	First Name	Initial
----------------	-------------------	----------------

Address	Postal Code	Telephone #
----------------	--------------------	--------------------

DATE (YYYY/MM/DD)	Email (optional)
--------------------------	-------------------------

Family member/friend who may be contacted if we are unable to reach you:

Name	Relationship	Telephone #
-------------	---------------------	--------------------

Signature of Borrower/Caregiver

I have read and agree to the terms and conditions for the Visiting Library Service.

Appendix 2: Library Material Selection Form

Please check off the types of GENRES that you like.

- | | |
|---|--|
| <input type="checkbox"/> Christian Fiction | <input type="checkbox"/> Nonfiction _____ |
| <input type="checkbox"/> Cozy Mystery | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Gentle Reads | <input type="checkbox"/> Suspense/Thriller |
| <input type="checkbox"/> Historical Fiction | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Mysteries | <input type="checkbox"/> Western |

Favourite Authors: _____

The Library has several MAGAZINES available. Please check any that you would be interested in receiving.

- | | |
|---|--|
| <input type="checkbox"/> Good Times | <input type="checkbox"/> Selection du Reader's Digest (French) |
| <input type="checkbox"/> People | |
| <input type="checkbox"/> Prevention | |
| <input type="checkbox"/> Readers Digest | |
| <input type="checkbox"/> Readers Digest (Large Print) | |
| <input type="checkbox"/> Other: _____ | |

Please indicate the TYPE & QUANTITY of material you are interested in receiving:

ie. 1-Large Print Books, 2-Book on CD, 3-Described DVDs, etc.

Large Print Books _____
Regular Print Books _____
Magazines _____

Soft Cover Books _____
No Preference _____

AUDIOBOOKS — Books on CD _____

Daisy Books _____

MOVIES — Described DVDs _____

Regular DVD _____

Blu-Ray _____

OTHER — Music CDs _____

Video Games _____

Title:	Public Art Policy	Policy Number: 300-16
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04	
Approval Date:	April 2013	
Revised Dates:	March 28 2023; June 19, 2017; September 25, 2023	
Review Date:	June 2026	

PURPOSE:

This policy establishes the criteria for the acceptance of donations of public art to the Library.

SCOPE:

This policy covers acquisition of public art that is intended to become the property of the Library and is housed in Library-owned facilities or within Library-leased facilities.

This policy does not apply to temporary art exhibits.

DEFINITIONS:

Public art - may include artistic creations in any medium, whether fixed or freestanding, including but not limited to murals, paintings, textile works, stained glass, sculptures, distinct and unique hard and soft landscaping components, special engineering or architectural features of existing capital projects, intended to be freely accessible to the general public in a significant public interior area in the Library or in a visible accessible external location.

Donated art - existing artwork given to the Library in the form of a bequest, a gift, or a sponsored acquisition and subject to the terms and conditions of this policy.

Commissioned art - artwork created exclusively for display at a Library-owned facility or within a Library-leased facility.

POLICY STATEMENT:

The Library may commission or accept donations of public art to be the property of the Sault Ste. Marie Public Library Board. The Public Art should:

- enrich the Library experience for the enjoyment of all;
- enhance the Library environment as public space;
- serve as an expression of the Library's Vision, Mission and Values;
- be a visual resource, complementing the Library's collections, services and programs; and
- exemplify the Library's role as a significant cultural institution in the City of Sault Ste. Marie

Ownership

Donated and commissioned art shall become the property of the Library. The Library shall respect the authorship and the integrity of the public art. All public art is classified as Heritage Assets for their intrinsic cultural and artistic value and will not be recognized in the financial statements as Tangible Capital Assets.

Criteria for Selection

General selection criteria for works of public art to be donated include:

- created by a professional artist and be an original work;
- relevant to Sault Ste. Marie;
- executed in mediums approved for housing and maintenance;
- suitable to be viewed by the public of all ages, considering the public nature of the Library as a community meeting place;
- demonstrating respect for both freedom of expression and human dignity;
- consistent with the laws of Canada and Ontario;
- consideration of unusual display requirements that may impact the access to public space, and
- safety of the work of art, public and staff.

Acquisition Process

Public art may be acquired through donation or be commissioned by the CEO and/or the Library Board.

The CEO or designate will act for the Library in the acceptance of public art, in accordance with the policies of the Board, including the Donor and Sponsorship Policy and the Procurement Policy.

Donated Public Art

The Library must be satisfied that any public art work to be donated is not stolen or otherwise illegally acquired or collected. The acquisition of public art work that has been in foreign countries will comply with all Canadian and international law requirements.

The acceptance of a donation of public art requires CEO approval.

Donated public art works must be accompanied by:

- warranty of good legal title;
- a good record of provenance and must be authenticated, if required;
- a statement of current market value, completed by a certified appraiser;
- information related to maintenance/conservation requirements; and
- information about the artist.

Donations must be free and clear of conditions and restrictions imposed by the donor regarding the Library's use of the public art, unless otherwise negotiated through contractual agreement.

The Library reserves the right to refuse any donation of public art.

Site Selection

The Library retains the right to determine, in consultation with the donor or artist, the site for the public art to be displayed in Library facilities or Library-leased facilities.

Sites selected for public display of art must be publicly accessible, in a way consistent with the Accessibility for Ontarians with Disabilities Act, during regular Library operating hours.

The site must be in a visible area and may be integrated into the buildings.

The CEO in consultation with the Board, will make final determination of the site.

Maintenance Costs

Wherever possible, donated public art will include a funding donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of the contractual agreement.

Maintenance costs for public art will be funded outside the operating budget.

The cost of any additional insurance against damage or theft or any other liabilities required for the public art will be funded from outside the operating budget.

Charitable Receipts

Donations of public art will be considered as Gifts-in-Kind for the purposes of issuing tax receipts under the terms of the Donor and Sponsorship Policy.

Commissioned Art

When commissioning art staff will adhere to 200-01 Purchasing and Procurement Policy. Any art project in excess of \$2,500 requires a Request for Proposal. When awarding the commission to an artist, the Library shall consider the following:

- The artist's portfolio;
- That the proposed art meets the Library's criteria;
- References;
- The merit of the design;
- The time schedule in which the artwork can be completed;
- If the artwork is suitable for the space it is intended;
- If the artist is local;
- Cost of production of the artwork;

Disposition

The Library reserves the right to dispose of any public art, unless otherwise negotiated through a written contractual agreement.

The Library will do everything reasonable to notify the donor or artist or the artist's estate when the decision is made to dispose of the public art.

The disposed public art may be moved, sold, returned to the artist, donated to another institution or destroyed, unless otherwise negotiated through a written contractual agreement with the donor.

In all cases, the rights of the artist will be upheld in accordance with the Canadian Copyright Act and other legislated requirements.

Criteria for the decision to dispose of public art includes, but is not limited to the:



- condition of the work and/or cost of maintenance;
- art does not meet the terms of the policy;
- current location of the art is not suitable or available.

Any monies received through the sale of the public art will be placed in Library accounts.

No member of the Sault Ste. Marie Public Library Board, its employees or volunteers, or their representatives or immediate families may be given, sold, or otherwise knowingly obtain disposed public art. The disposition of public art requires Library Board approval.

Contractual Agreement Development

The CEO will negotiate contractual agreements with donors for donated public art. The CEO will set the terms and create contractual agreements with artists for commissioned artworks.

Inventory

An inventory of all public art will be maintained containing all information on installation, maintenance schedule, correspondence, and contractual agreements.

Records for all commissioned and donated art shall be retained within the Library's archives.

Accountabilities

Accountability for the acquisition, development of contractual agreements, maintenance and management of public art, owned by the Library, is vested in the office of the CEO.

Accountability for the application of this policy resides with the Board.

RELATED POLICIES

200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
200-03 Donor and Sponsorship Policy
300-01 Archives Acquisition Policy

Title:	Volunteer Program Policy	Policy Number: 300-17
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	June 19, 2017; April 26, 2021; September 25, 2023	
Review Date:	June 2026	

PURPOSE:

This policy provides guidelines for volunteer opportunities within the Sault Ste. Marie Public Library.

SCOPE

This policy applies to all volunteers at all Library locations and in the delivery of Library services off site.

DEFINITIONS

Volunteer – an individual who contributes to Library services under the direction of Library staff but does not receive any monetary compensation.

POLICY STATEMENT

The Library's Volunteer Program provides opportunities for members of the community to contribute to the enhancement of services provided by the Library. Volunteers are expected to participate in a spirit of mutual understanding and respect with other members of the organization and Library patrons.

The Library will respect the spirit of community involvement demonstrated by persons who volunteer their time and resources through:

- entrusting to each person meaningful tasks appropriate to their interests and skills and provide appropriate training and support;
- formally recognizing the contributions made by volunteers;
- fostering an atmosphere of mutual respect between staff and volunteer;
- designating a qualified staff member to be responsible for the volunteer program;
- clearly communicating a screening process that is consistently applied and
- providing an orientation to the organization, its policies, procedures and appropriate training.

External presenters delivering programs will not solicit business, customers, or market their commercial products or services. Exceptions made in service of strategic objectives must be approved by the CEO.

The Library may provide volunteer opportunities for students enrolled in work experience programs.

No volunteer will displace an employee under the jurisdiction of Local 67 CUPE as per the Library's Collective Agreements.

All screened volunteers over the age of 18 are subject to mandatory police Criminal Record Checks. Some volunteer positions may also be subject to Police Vulnerable Sector Checks. Reimbursement for police checks will be provided once the volunteer has been confirmed. An Offence Declaration Affidavit shall be signed by all volunteers on an annual basis in order to continue volunteering with the organization. The CEO manages all criminal record and vulnerable record checks and subsequent declaration affidavits.

RELATED POLICIES

300-08 Visiting Library Service Policy

300-18 Friends of the Sault Ste. Marie Public Library Policy

400-03 Health and Safety Commitment Policy

400-05 Workplace Code of Conduct

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

APPENDIX A - Offence Declaration Affidavit

Name: _____

Date of Birth: year___/___/___ month___ day___

Volunteer Courier ☐

Visiting Library Service Volunteer ☐

Other Library Volunteer ☐

I DECLARE that: (please check off as applicable)

I have NO convictions since my last Criminal Background Check known to me under the *Criminal Code of Canada* up to and including the date of this

☐

declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada)

OR

I have been convicted of the following criminal offence(s) under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records*

☐

Act (Canada) has not been issued or granted to me.

List of offences:

Date: _____

Court Location: _____

Conviction: _____

Date: _____

Court Location: _____

Conviction: _____

DATED at _____ this _____ day of _____ 20__

Signature



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: SEPTEMBER 25, 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 June 26, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board approves the minutes of the July 27, 2023 special meeting as presented.
☐ REMOVED FROM CONSENT
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the September 14, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
4. The expenditures for the month of June 2023, which include wages, benefits and RBC Visa in the amount of \$296,684.21 be confirmed paid.
☐ REMOVED FROM CONSENT
5. The expenditures for the month of July 2023, which include wages, benefits and RBC Visa in the amount of \$388,557.39 be confirmed paid.
☐ REMOVED FROM CONSENT

6. The expenditures for the month of August 2023, which include wages, benefits and RBC Visa in the amount of \$246,115.21 be confirmed paid.

☐ REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board receive the financial reports ending June 30, 2023 as information.

☐ REMOVED FROM CONSENT

8. The Sault Ste. Marie Public Library Board approve the 2022 Audited Statements as presented.

☐ REMOVED FROM CONSENT

9. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the September 11, 2023 meeting as presented.

☐ REMOVED FROM CONSENT

10. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the September 5, 2023 meeting as presented.

☐ REMOVED FROM CONSENT

11. The following revised policies be approved as presented:
300-08 Visiting Library Service Policy
300-16 Public Art Policy
300-17 Volunteer Program Policy

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the September 25, 2023 meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO, SHARON WIGNEY, MANAGER OF PUBLIC SERVICES
SUBJECT: INFORMATION ITEMS
DATE: SEPTEMBER 25, 2023

8.1 CULTURE DAYS 2023

The Library will be hosting a Culture Days Family Fun Day on Friday, September 29th, 2023 from 10 a.m. – 3 p.m. Culture Days celebrates all forms of culture including literacy, the arts and multiculturalism. The library has organized an event to celebrate all of these different aspects of culture and have invited organizations to join us in Clergue Park for an outdoor event. There will be fun activities and treats for kids and adults including cultural dances, face painting, rock painting and community art projects and so much more! Official speeches will kick off the event at 10 a.m. followed by activities starting at 10:30 a.m. In the event of rain, most of the activities will be moved inside the James L. McIntyre Centennial Library. Culture Days runs from September 22, 2023 to October 15, 2023.

8.2 ORANGE SHIRT DAY/NATIONAL DAY OF TRUTH & RECONCILIATION

September 30, 2023 is Orange Shirt Day/National Day of Truth and Reconciliation. The Library will be supporting and observing this day in the following ways:

- A community art project featuring orange paper hearts for people to write a name or a message in honour of those affected by the Residential School system will be set up over the weekend of September 29th, 30th and October 1st. These hearts will then be displayed in the library.
- Staff will wear Orange shirts to recognize the day.
- Commemorative buttons with an explanation about Orange Shirt Day will also be available for people to pick up.
- Book displays on Indigenous Peoples and the Residential School System are available for people browse and borrow.

8.3 ONTARIO PUBLIC LIBRARY WEEK

Theme – Libraries for Life

This year's Ontario Public Library week is October 16th to the 20th. There will be special events held throughout the week at both locations to celebrate the role that the public library plays in our community.



8.4 OLA NEW EXECUTIVE DIRECTOR

On August 15, 2023, the Ontario Library Association (OLA) Board of Directors unanimously approved the appointment of its next Executive Director, Michelle Arbuckle. She began her new role with the Association on September 5th, 2023.



“After a nationwide search which solicited wide interest and a pool of highly qualified and well prepared non-profit executive leaders, both from within and beyond the library sector, the OLA Executive Director Selection Committee identified Michelle as the candidate for the Executive Director role.

Michelle brings demonstrated knowledge of the Ontario Library Association and of the Executive Director portfolio, combined with a passion for and commitment to the Association and to Ontario's libraries and their communities. Michelle's deep knowledge of and direct experience supporting the various and diverse sectors that comprise the OLA and her thorough grasp of the distinct challenges and opportunities that each face at this time, truly distinguish her. The OLA ED Selection Committee, the OLA Board Executive, and the OLA Board of Directors have absolute confidence that Michelle will thrive in this role and the Association will flourish under her capable care and proven leadership.”

(OLA Press release, August 15, 2023)

8.5 AUTHOR PALOOZA

We invite you to come and support our local authors and illustrators on Thursday, October 19th, 2023 from 10 a.m. to 3 p.m., during this annual event. Local authors will be at the James L. McIntyre Centennial Library, 50 East Street to promote and sell their books, do author readings and share their experiences as they progressed from the idea stage to actually getting their book published. The program will feature authors throughout the day. A full schedule of the speakers will be available prior to the event. Some authors will be interviewed and featured virtually on the library's YouTube channel.

8.6 FOOD FOR THOUGHT FOOD DRIVE

Both library locations will be collecting non-perishable food items during Ontario Public Library Week with all donations going to the Soup Kitchen Community Centre.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer
Sharon Wigney, Manager of Public Services



Sault Ste. Marie Public Library

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AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: FIELD VISIT REPORT FROM THE MINISTRY OF LABOUR, IMMIGRATION, TRAINING, AND SKILLS DEVELOPMENT
DATE: SEPTEMBER 25, 2023

PURPOSE

To provide the Board with a report from a recent inspection from the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD)

PROVIDED

- Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development (September 14, 2023)

BACKGROUND

The Library received an inspection from the MLITSD following a complaint that, as an employer, the Library is not meeting its obligations outlined in the OHS Act regarding violence in the workplace. The inspection occurred on September 14, 2023. The day prior, CEO, M. MacDonald, provided the inspector with workplace policies, procedures, and the September 2022 Risk Assessment for Violence in the Workplace.

The complaint followed a significant incident on Monday September 11, 2023 when the Library needed to go into lockdown to prevent a threatening/agitated individual from entering the James L. McIntyre Centennial Library.

RESULTS

The inspector provided a full narrative in his report. No orders were issued to the Library.

The inspector suggested that the Library do a reassessment for Violence in the workplace following the September 11, 2023 incident and review related procedures.

The investigation is ongoing.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Operations Division
Occupational Health and Safety

Field Visit Report

Page 1 of 4

OHS Case ID:	04782SQWR861	Visit Date:	2023-SEP-14	Field Visit Type:	INITIAL
Field Visit no:	04782SQWR862	Workplace Identification:			SAULT STE MARIE PUBLIC LIBRARY
					50 EAST STREET, SAULT STE. MARIE, ON, CANADA P6A 3C3
Telephone:	(705) 759-5230	JHSC Status:	Active	Work Force #:	50
Persons Contacted: AMANDA TURCO - JHSC WORKER CO-CHAIR, SHARON WIGNEY - JHSC MANAGEMENT CO-CHAIR, MATTHEW MACDONALD - CEO					
Visit Purpose: INVESTIGATION					
Visit Location: BOARDROOM, STAFF AREAS AND CLIENT AREAS					
Visit Summary: SEE DETAILED NARRATIVE, NO ORDERS ISSUED					

Detailed Narrative:

The ministry received a complaint that the employer is not meeting the obligations outlined in the OHS Act regarding violence in the workplace. During this visit a review of the relevant sections of the OHS Act was completed. The employer had supplied relevant policies and program/procedures in advance of the visit for review by the Inspector.

Posting of Information:

The employer has posted a copy of the violence policy for workplace. The policy is updated annually.


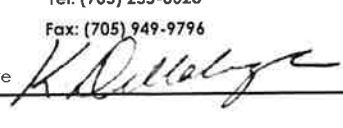
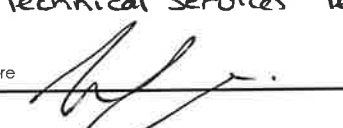
Violence Program:

The employer maintains a written violence program. Below is how the employer addresses the items required in a program.

32.0.2(2) Without limiting the generality of subsection (1), the program shall,
(a) include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;

In the employer documents it is outlined some of the controls that are used to reduce violence in the workplace. This includes the use of administrative and PPE controls. The documentation discusses disengagement. A discussion occurred about how clarification may be required on several items and how the information can be found in the several documents connected to the violence program. See risk assessments comments below.

(b) include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;

Recipient	Inspector Data	Worker Representative
Name: <u>Matthew MacDonald</u>	Kirk Dillabough O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4 Tel: (705) 255-0623 Fax: (705) 949-9796	Name: <u>Amanda Turco</u>
Title: <u>Chief Executive Officer</u>	SSMMOLReporting@Ontario.ca	Title: <u>JHSC Worker Co-chair, Senior Technical Services Technician</u>
Signature: 	Signature: 	Signature: 

Operations Division Occupational
Health and Safety

Field Visit Report

Page 2 of 4

OHS Case ID: 04782SQWR861

Field Visit no: 04782SQWR862

Visit Date: 2023-SEP-14

Field Visit Type: INITIAL

Workplace Identification: SAULT STE MARIE PUBLIC LIBRARY

Notice ID:

50 EAST STREET, SAULT STE. MARIE, ON, CANADA P6A 3C3

This is outlined and includes the use of 911 and personal alarms. Workers also have access to contract security guards if required.

(c) include measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;

The employer uses a form for workers to report cases of violence.

(d) set out how the employer will investigate and deal with incidents or complaints of workplace violence;

The employer has outlined that investigations are to occur. As discussion occurred about ensuring that investigations are completed. It was not clear when they are completed or the timeline for completion.

Assessment of risks of violence:

The employer has a written risk assessment that was completed in September of 2022. It was shared with the JHSC. The risk assessment took into account the incidents of violence, similar workplaces and workplace conditions. A discussion occurred about the definition of violence in the OHS Act - "workplace violence" means,

(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. ("violence au travail")

R.S.O. 1990

In this workplace threats of violence seem to be a concern expressed by workers. The employers risk assessment is not clear on the frequency or the risk of violence as it relates to item (c) above. A discussion occurred about this item.

Reassessment

(4) An employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. 2009, c. 23, s. 3.

Recipient

Inspector Data

Worker Representative

Kirk Dillabough

Name Matthew MacDonald

O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER

Name Amanda Turco

480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4

Title Chief Executive Officer

SSMMOLReporting@Ontario.ca

Title JHSC Worker Co-chair, Senior
Technical Services Technician

Tel: (705) 255-0623

Fax: (705) 949-9796

Signature 

Signature 

Signature 

Operations Division Occupational
Health and Safety

Field Visit Report

Page 3 of 4

OHS Case ID: 04782SQWR861

Field Visit no: 04782SQWR862

Visit Date: 2023-SEP-14

Field Visit Type: INITIAL

Workplace Identification: SAULT STE MARIE PUBLIC LIBRARY

Notice ID:

50 EAST STREET, SAULT STE. MARIE, ON, CANADA P6A 3C3

A workplace needs to reassess the risk to the workplace if conditions in the workplace change (ex. after a major incident). During the visit a recent incident of violence was discussed. The activity the workers were doing was outlined as appropriate in the employers policy. The employer stated that they will look at the risk assessment and determine if changes are required based on the incident. Reassessments need to be shared with the JHSC.

Domestic violence.

Domestic violence has not been an issue in this workplace. A general discussion about the employer responsibilities occurred (taking reasonable precautions to protect the workers).

Employer, Supervisor and Worker Duties:

The employer was reminded that the duties of employers and supervisors in the Act apply to violence. Concerns were expressed about the information and training provided to undertake certain activities (ex. engage with persons outside the workplace demonstrating mental health challenges).

Duties re violence

32.0.5 (1) For greater certainty, the employer duties set out in section 25, the supervisor duties set out in section 27, and the worker duties set out in section 28 apply, as appropriate, with respect to workplace violence. 2009, c. 23, s. 3.

Information:

The employer trains workers on the violence policy and program using an online module during the on boarding process.

Provision of information

(3) An employer's duty to provide information to a worker under clause 25 (2) (a) and a supervisor's duty to advise a worker under clause 27 (2) (a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

(a) the worker can be expected to encounter that person in the course of his or her work; and
(b) the risk of workplace violence is likely to expose the worker to physical injury. 2009, c. 23, s. 3.

Recipient	Inspector Data	Worker Representative
Name <u>Matthew MacDonald</u>	Kirk Dillabough O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER 480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4 Tel: (705) 255-0623 Fax: (705) 949-9796	Name <u>Amanda Turco</u>
Title <u>Chief Executive Officer</u>	SSMMOLReporting@Ontario.ca	Title <u>JHSC Worker Co-Chair, Senior Technical Services Technician</u>
Signature <u>[Signature]</u>	Signature <u>[Signature]</u>	Signature <u>[Signature]</u>

Operations Division Occupational Health and Safety

Field Visit Report

Page 4 of 4

OHS Case ID: 04782SQWR861

Field Visit no: 04782SQWR862

Visit Date: 2023-SEP-14

Field Visit Type: INITIAL

Workplace Identification: SAULT STE MARIE PUBLIC LIBRARY

Notice ID:

50 EAST STREET, SAULT STE. MARIE, ON, CANADA P6A 3C3

This section of the Act was discussed. The employer was reminded that an obligation exists to make workers aware of persons that have a violent behaviour history and the worker may encounter them. The employer does use a ban process to keep certain people out of the workplace. A recent occurrence of violence was discussed. It would be appropriate to make workers aware of the person as soon as it is known. The employer is only required to provide enough personal information that would protect that worker.

Physical Workplace:

It was noted that the employer uses locking of doors/worker only areas to protect the workers. It was not clear that all the workers knew where keys to doors were located, how to lock the doors, who makes the decision to lock doors and what the employers expectations were about how to deal with clients during violence incidents.

The employer has installed security cameras around the workplace. A general discussion about blind corners etc occurred. The public facing areas have some higher counters, gates and plexi-glass screens to help separate workers from clients.

Workers monitor the downstairs bathroom. If the key is not returned in a certain time period workers attend the washroom to check on users. This activity has been noted as a higher risk activity and several incidents have occurred to workers. This item was discussed with the employer for consideration.

It was not clear how workers in the workplace would be alerted to an incident of violence that is occurring.

Investigation ongoing.

A copy of this report must be posted in the workplace.

Recipient

Name Matthew MacDonald
Title Chief Executive Officer
Signature Matthew MacDonald

Inspector Data

Kirk Dillabough
O.H.S.A. & B.O.S.T.A. INSPECTOR
PROVINCIAL OFFENCES OFFICER
480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4
SSMMOLReporting@Ontario.ca
Tel: (705) 255-0623
Fax: (705) 949-9796

Signature Kirk Dillabough

Worker Representative

Name Amanda Turco
Title JHSC Worker Co-chair, Senior Technical Services Technician
Signature Amanda Turco



Draft Strategic Goals and Objectives

September 20, 2023

Community Engagement

Build and maintain strong community partnerships

Objective - Foster relationships with local organizations, schools, and businesses to strengthen the library's role as a community hub.

Objective – Support the City of Sault Ste. Marie in the arts and culture sector by working in collaboration with City Departments and by participating in community events throughout the municipality.

Objective – Investigate opportunities and explore options to partner with local school boards and post-secondary educational institutions to share resources and promote continuous learning.

Objective – Collaborate and partner with local organizations to support community well-being.

Expand library services within underserved areas

Objective - Explore opportunities to provide library services in areas of the city without nearby library locations.

Objective – Develop a plan for a new branch with a focus on under-served and growth areas.

Objective – Conduct outreach with community partners in underserved areas to expand library services.

Objective - Identify the unique service needs of demographic groups not currently represented in the library, then develop and implement means to meet those service needs.

Initiate positive change through opportunities for development and growth

Objective - Expand volunteer opportunities for the public to become more involved with the library and give back to the community.

Objective - Improve communication between the public and social services by providing those in need with information about community resources.

Objective – Promote a sharing culture through library lending services and programs to reduce waste and protect the environment.

Objective – Encourage civic engagement by providing opportunities for the public to engage with local political leaders.

Objective – Support local and regional economic development and growth by providing information resources to small businesses and startup companies.

Objective – Support continuous learning and personal growth for individuals by providing educational opportunities including workshops and skills development training.

IDEA (Inclusion, Diversity, Equity and Accessibility)

Expand library services to be more inclusive of a diverse population

Objective - Ensure the library's collections reflect the community's diverse backgrounds, cultures, languages, and experiences.

Objective - Encourage understanding of Truth and Reconciliation and celebrate Indigenous cultures through Library programming and services.

Objective - Develop partnerships with community-based organizations to connect vulnerable populations to impactful materials and services.

Objective – Create awareness of digital resources which are available in other languages.

Represent new audiences within library relationships

Objective – Reevaluate and build upon the Visiting Library Service for those individuals who cannot travel to the library.

Objective – Engage and support new Canadians and Immigrants through programs and resources that facilitate cross-cultural engagement.

Objective – Demonstrate that the Library is inclusive by being an ally to the LGBTQ2I+ community.

Objective – Celebrate new voices, ideas and differences to help confront discrimination.

Objective – Encourage youth engagement and empowerment in library programs and services.

Embed EDI across all levels of library activity

Objective - Offer training and resources to staff to support Inclusion, diversity, equity, and accessibility efforts.

Objective – Incorporate accessibility into any facility plans and resolve accessibility issues as they arise.

Objective - Integrate inclusion, diversity, equity, and accessibility into library policies to eliminate barriers and enable equitable access.

Provide more accessible technology

Objective – Help reduce social isolation and bridge the digital divide by providing and increasing access to technology.

Objective – Investigate how the Library can help ensure equitable access to the Internet.

Objective – Integrate and highlight accessible software and features on library technology to improve accessibility.

Objective – Explore new and emerging accessible technologies and find ways of incorporating them into library services.

Marketing and Communications

Engage stakeholders in library activities at all levels

Objective - Conduct community outreach and focus groups to identify the diverse needs of the community and incorporate feedback into service and program design.

Objective – Advocate for Library services at various levels of government.

Objective – Engage in focused outreach to connect with community members.

Objective – Ensure library promotions reflect our community.

Objective – Create, support and promote development of library advisory groups.

Objective – Increase Board member engagement and representation at library and community events.

Increase community awareness of the library

Objective – Increase awareness of the library’s value to the community through marketing.

Objective – Enhance library communications through a multitude of methods including social media, in-house advertising and traditional media.

Objective – Build customer relationships, awareness and appreciation of our services through personal interactions.

Improve the library’s website to enhance the digital experience

Objective - Update the website to improve usability and better highlight the library’s services, resources and programming.

Objective - Ensure the library's website and digital resources meet the current web accessibility requirements under the AODA.

Objective – Position our website to better meet our community’s needs by facilitating access to relevant information amongst myriad of digital information and resources.

Heritage and Culture

Develop programs, collections, and services to celebrate and recognize local heritage and culture

Objective - Partner with local organizations and experts to offer programming that highlights the community's heritage and culture.

Objective – Collaborate with local Heritage institutions to help preserve our history.

Objective – Participate in community cultural events and celebrations.

Objective – Recognize cultural and historical observances through library displays, social media posts, and library programming.

Improve access to historical collections

Objective - Develop and implement a preservation plan to protect and preserve the library's historical collections and archives.

Objective - Increase access to historical collections and archives through digitization and online access.

Objective - Actively seek and accept donations of historical documents from the Algoma region for preservation in the Library's archives.

Objective – Increase use of archival collections by promoting them to the public and researchers.

Participate in cross-cultural dialogue and knowledge sharing

Objective – Participate in historical and cultural committees within the community.

Objective – Collaborate with other local libraries and archives to share resources.

Objective – Participate in archival and cultural knowledge sharing through workshops, webinars and conferences.

Objective – Provide opportunities for local experts and knowledge keepers to share their knowledge, skills and experience with the community.

Service Excellence

Ensure library services, programs, and collections meet community needs

Objective - Develop and implement a digital strategy that focuses on providing innovative and engaging digital services and resources to the community.

Objective – Distinguish SSMPL as a leader in the Ontario library community.

Objective – Combat the digital divide by expanding lending services to include technologies such as tablets, computers, handheld devices.

Objective – Re-evaluate and improve library feedback processes for the community ensuring they are responsive to the varying needs of patrons.

Deliver exceptional customer experiences

Objective – Improve training, resources and support for staff development.

Objective – Develop and implement a staff evaluation process to improve staff feedback and identify areas for development.

Objective – Review the public's points of contact with the Library to better understand how we can meet or exceed their expectations.

Objective – Focus on patron retention by ensuring we meet our patrons' needs.

Objective – Integrate the latest technologies, innovations and trends to elevate customer experience.

Improve library facilities to better meet the service needs of the community

Objective – Invest in capital improvements to maintain the historic James L. McIntyre Centennial Library.

Objective – Improve the outdoor space at the James L. McIntyre Centennial Library for public use and enjoyment.

Objective - Revitalize library spaces to improve comfort, functionality and flexibility, maximizing library enjoyment.

Objective – Ensure the Library is a safe, accessible, and welcoming community hub for all to enjoy.