

LIBRARY BOARD
Regular Meeting
Monday, December 11, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – S. Murray
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report
6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 September 25, 2023 Regular Board Meeting Minutes
 - 6.1.2 October 23, 2023 Special Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 November Financial Committee Report
 - 6.3.2 September Monthly Expenditure Report
 - 6.3.3 October Monthly Expenditure Report
 - 6.3.4 Draft Financial Reports ending September
 - 6.3.5 2023 Friends Report – November 2023
 - 6.3.6 2024 Fees Schedule
 - 6.3.7 2024 Operations Budget
 - 6.3.8 Budget Presentation
 - 6.4 Facilities Committee
 - 6.4.1 NONE
 - 6.5 Policy Committee
 - 6.5.1 October Policy Committee Report
 - 6.5.2 100-12 Board Recognition Policy
 - 6.5.3 400-06 Health Care and Sick Leave Policy
 - 6.5.4 400-09 Human Rights Policy; Anti-Harassment, Violence and Discrimination
 - 6.5.5 Policies to be Rescinded
 - 6.5.5.1 400-06 Health Care Leave Policy
 - 6.5.5.2 400-17 Sick Leave Policy
 - 6.6 CEO Evaluation Committee
 - 6.6.1 NONE
 - 6.7 2024 Library Closures
 - 6.8 Summary of Motions

7. Items Removed from Consent
 - 7.1
8. Information Items
 - 8.1 NOLHA 2023 Community Champion of the Year Award
 - 8.2 Christmas Open House
9. Board Development
 - 9.1 Strategic Plan
 - 9.2 2024 Board Meeting Calendar
 - 9.3 OLA Boot Camp
10. Follow Up Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development
11. Membership Drive Report
12. 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, R. Verdone, E. Schofield, C. Parker, J. Martin, L. Aube, J. Berberick
13. Report of the Closed Session
14. New Business
 - 14.1
15. Board meetings
 - 15.1 Regular Meeting January 29, 2024
16. 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.**

Supporting Ontario's Public Libraries to Empower Local Economic Growth

OLA & FOPL Advocacy Priorities
September 2023

Public libraries are critical to communities across Ontario and essential to thriving local economies and economic growth.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource. They are engines of innovation, entrepreneurship, and local economic development in communities of all sizes.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.
- Despite this, many individuals and families across the province are unable to access the local public library resources they need.
- In urban centres, rural and Northern communities alike, public library budgets are overstretched – and the situation is getting worse.
- The combined impact of the pandemic, the pressure of inflation on public library and municipal budgets, and growing social and economic challenges in communities across the province have brought public libraries to a critical point.
- The situation for public libraries located on First Nations Reserves in Ontario is even more challenging, as these libraries do not receive funding from municipal taxes. This has overburdened a funding model that has left many public libraries on reserve closed or with severely reduced access.

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

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

- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high quality e-learning & online resources.
- Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and

viable. This includes enhancing the existing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.

- Increase provincial operating funding for Ontario's public libraries through a targeted investment in shared community and provincial priorities, and work with municipalities to ensure that this strategic investment builds upon and enhances existing municipal support for public library budgets.

Priorities

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

- Ontario's Public Libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has recognized the crucial importance of public libraries to broadband internet access, making a \$4.8 million investment to install or upgrade broadband connectivity at over 100 public libraries across the province.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness.
- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis.
- Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.
- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario's vision of an economy where every individual and community and contribute and compete.
- Creating an Ontario Digital Public Library through a targeted provincial investment would leverage the province's significant purchasing power to give all Ontarians – no matter where they live – access to a common set of high-quality digital resources through their public library.
- Ontario's public library sector would work closely the Ministry of Tourism, Culture and Sport and agency partners on the development and implementation of an Ontario Digital Public Library to ensure the included resources are appropriate to the needs of public libraries and communities of all sizes, that barriers to access are addressed, and that integration with existing digital infrastructure at the individual library level is seamless.
- *Projected cost:* \$10 million - \$20 million / annually.

Working alongside First Nations Public Library leaders, implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.

As an immediate first step, enhance the existing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.

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

Recommended Priority:

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

Increase provincial funding for Ontario's public libraries to address critical shared priorities and community needs.

- Public libraries in Ontario have received no increase in provincial funding support (Provincial Libraries Operating Grant, or PLOG) in over 25 years, during which time the value of the province's investment in public libraries has decreased by over 60%.
- Although over 90% of public library funding is provided by the local municipal government,

provincial operating funding provides critical stability to public library budgets.

- Libraries have adapted and maximized the impact of every dollar despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource.
- Across Ontario – in communities of all sizes – these budget pressures are reaching a tipping point.
- Public libraries are the focal point of municipalities across Ontario, and critical to social cohesion and community building. As a result, they find themselves on the front lines of many of the most critical challenges facing our communities, including homelessness, addiction and mental health, newcomer integration, re-skilling in a changing economy and overcoming the digital divide.
- Ontario's public libraries are proposing a targeted investment in additional operating funding for public libraries to specifically address critical areas of shared community and provincial priority, including:
 - o Supporting economic recovery through job training and skills development;
 - o Addressing the community impacts of mental health and addictions;
 - o Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members; and
 - o Supporting early literacy and K-12 success.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to any of the four identified priority areas.
- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.
- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.
- *Projected cost: \$25 million / annually.*

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

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

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

BRIEFING NOTE

Ontario Digital Public Library – Investment Scenarios

September 2023

Bridging the Digital Divide through Ontario's Public Libraries

- *Building a Digital Ontario* is the Ontario Government's ambitious strategy to make the province a world-leading digital jurisdiction.
- As part of this strategy, the Ontario Government has recognized the crucial importance of public libraries to broadband internet access, making a \$4.8 million investment to install or upgrade broadband connectivity at over 100 public libraries across the province.
- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed in the 21st century.
- Millions of Ontarians rely on local public libraries for 24/7 access to online resources, which support digital equity, job readiness, civic engagement, health empowerment, and improved access to literacy and numeracy supports.
- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis.
- Through an Ontario Digital Public Library (ODPL), Ontario's public libraries can deliver equitable access to a common set of online databases and e-learning resources to every Ontarian, regardless of where they live, with technology and digital literacy supports provided by library staff.
- Ontario can leverage existing infrastructure and staffing that already exists throughout public libraries to advance Ontario as a world-leading digital jurisdiction and deliver a positive impact for residents of every community across the province.
- By leveraging volume purchasing, the ODPL could provide digital resources at **a cost savings of up to 40%** when compared to a direct subscription by an average Ontario public library.
- The ODPL responds to post-pandemic patterns of work, study and education in Ontario and helps to advance and increase the impact of key Provincial strategies, including *Building a Digital Ontario*, *Ontario Onwards Action Plan*, and *Rebuilding Main Street*.

The Impact of an Ontario Digital Public Library

- According to 2021/22 survey data, 61% of technology users in the library indicate that the public library was their only access to digital technology.
 - 31% of respondents used digital resources through the library to develop employable skills.
- Public libraries and trained library staff can provide equitable access to important digital and in-person supports to all Ontarians in such areas as:
 - Workforce and career development to build employable skills;
 - Small business and entrepreneurship to support economic development;
 - Online government in an increasingly digital world; and
 - E-Learning in areas such as health and wellness, language skills and homework help to support lifelong learning.
- Many public libraries in Ontario, particularly in smaller, Francophone and First Nation communities, will be able to provide a suite of high-quality digital resources that they are otherwise unable to afford.
- Through digital resource savings generated by the ODPL, local public libraries will be able to re-invest in other local priorities and urgent needs.

ODPL – Provincial Investment Scenarios

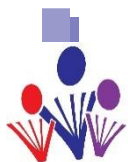
- Different funding levels listed below provide incremental increases for access to online databases and e-learning products, based on library sector understanding of preferred/high-use resources, current subscription costs, and required technical support and maintenance.
- Each funding level provides all 310 public library systems and First Nations public libraries in Ontario with:
 - A suite of online resources for a full subscription year with unlimited, 24/7 and simultaneous access, and
 - Annual operating costs for staff, support and supplies.
- At each funding level, the breadth of resources provided substantially increases, while operating costs remain stable.
- The ODPL would be delivered seamlessly through local public library websites, with centralized support to coordinate and manage resources and operations.

Funding Level*	Number of Databases	Database Examples**
\$10 million	14	General: <ul style="list-style-type: none"> • <i>Health and Small Business reference</i> • <i>Language learning</i> • <i>Consumer Reports</i> • <i>Legal forms and templates</i> • <i>Magazines and News in 70 languages</i> • <i>French e-books</i> • <i>Auto Repair</i> • <i>Genealogy</i> • <i>Self Publishing</i>
\$15 million (recommended)	18	General and Advanced – all content listed above and: <ul style="list-style-type: none"> • <i>K-12 e-content</i> • <i>Live Tutoring</i> • <i>Resume and Job coaching</i>
\$20 million	22	General, Advanced and Specialized - all content listed above and: <ul style="list-style-type: none"> • <i>Online learning courses, including business essentials</i> • <i>Wellness and personal development</i>

* The three funding levels include funds for online databases as well as \$780,000 for operational requirements including supplies, support materials and 5 full-time staff for training, technical support, outreach and digital content management for the ODPL.

** At the levels of investment outlined in the scenarios above, OLA/FOPL is not recommending that further investment in e-books be included in the ODPL due to borrowing limits/restrictions, and high purchasing costs. The funding would be more impactful and beneficial to a greater number of Ontarians when expended on online databases and e-learning resources.

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, September 25, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

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

Absent:

Library: Matthew MacDonald, Kaitrin Aaltonen

1. Call to Order

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

1.1 Excused Absence

NONE

1.2 Land Recognition

K. Harrison read the land acknowledgement statement.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

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

Moved: H. Caicco

Seconded: M. Olejnik

CARRIED

4. Delegations

NONE

5. Chair's Report

The Board Chair presented a report on his activities as Chair over the previous month, as well as providing insight into current work being undertaken by the Federation of Ontario Public Libraries.

MOTION:

The Sault Ste. Marie Public Library Board accepts the Chair's report of the September 25, 2023 meeting as presented.

Moved: H. Caicco

Seconded: L. Dubrovnik

CARRIED

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

MOTION

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the June 26, 2023 meeting as presented.
2. The Sault Ste. Marie Public Library Board approves the minutes of the July 27, 2023 special meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the September 14, 2023 meeting as presented.
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.
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.
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.
7. The Sault Ste. Marie Public Library Board receive the financial reports ending June 30, 2023 as information.
8. The Sault Ste. Marie Public Library Board approve the 2022 Audited Statements as presented.

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

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

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

Moved: K. Harrison

Seconded: M. Olejnik

CARRIED

MOTION

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

Moved: K. Harrison

Seconded: M. Olejnik

CARRIED

7. Items Removed from Consent

NONE

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

M. MacDonald reported on a recent inspection from the Ministry following a complaint the Library is not meeting its requirements under the OHSA to protect its employees from violence. No orders were issued at this time.

10. Board Development

10.1 Strategic Planning Update – Objectives

M. MacDonald gave a progress report on the Strategic Plan and will be making the Objectives and Action Items available to Board members to review and edit.

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

Moved: H. Caicco

Seconded: M. Olejnik

CARRIED

MOTION

The Board meeting of September 25, 2023 to be extended at 5:57 p.m. to complete the business of the Board.

Moved: L. Dubrovnik

Seconded: M. Olejnik

CARRIED

12. Report of the Closed Session

The Sault Ste. Marie Public Library Board will respond to Grievance # 2022-09-07-01 as presented.

MOTION

The Sault Ste. Marie Public Library Board received the report of the Closed Session of September 25, 2023 meeting as presented.

Moved: S. Murray

Seconded: K. Harrison

CARRIED

13. New Business

NONE

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

13. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the September 25, 2023 meeting at 6:08 p.m.

Moved: H. Caicco

Seconded: M. Olejnik

CARRIED

Chairperson, Library Board

Sault Ste. Marie Public Library
Library Board
SPECIAL MEETING
October 23, 2023



Board Members Present:

Jami van Haaften	Mike Olejnik	Kevin Harrison
Wayne Greco	Hannah Caicco	Steve Murray
Erin Ferlano		

Absent: Paolo Bruni, Lisa Dubrovnik

Library: Matthew MacDonald, Kaitrin Aaltonen, Sharon Wigney

1. Call to Order

W. Greco called the meeting to order at 4:37 p.m.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

4. 2024 Operating Budget

K. Aaltonen presented the Library's 2024 Operations Budget

MOTION

The Sault Ste. Marie Public Library Board approves the preliminary 2024 budget to be forwarded to City Finance as presented.

Moved: H. Caicco

Seconded: E. Ferlano

CARRIED

5. Adjournment

4:52 p.m.

Chairperson, Library 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. Financial Results as at June 30, 2023

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

8. 2024 Budget Progress Update

7.1 Draft Library Operating Budget

Discussion on the preliminary draft budget and questions answered.

9. Donations Update

9.1 Donations as of August 31st, 2023

9.2 Restricted Donations Overview

Information provided as an update.



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

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

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.



Sault Ste. Marie Public Library
Finance Committee
REGULAR MEETING
Thursday, November 16, 2022 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes

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

Wayne asked if the agenda package could be circulated a couple of days in advance of the meeting so that Committee members are better prepared, and more engaged.

4. Approval of the Minutes

4.1 September 13, 2023 Finance Committee Meeting Minutes

4.2 Matters arising from the September 13, 2023 Meeting Minutes

Report on the hours at the North Branch will be brought forward to the January meeting of the Finance Committee.

5. Draft Financial Report

5.1 Draft Financial Results as at September 30, 2023

Statement does not require approval because bank reconciliations are not done, due to process delays at City Hall.. A number of grants are pending (PLOG and Pay Equity) as are two rebates (ILL and Internet Connectivity).



6. 2024 Operational Budget Update

6.1 Draft 2024 Library Budget

The draft budget has already been submitted, and both contractual increases and the minimum wage increases have been included in the library's base budget.

6.2 2024 City Council Supplemental Request Presentation

Presented as an information item and has already been sent to City Council. Matthew has been given a two-minute time slot to present to City Council.

7. Information Items

Matthew and Kaitrin provided information and answered questions about the following items:

- 7.1 Tulloch Asbestos Abatement
- 7.2 PLOG Opens
- 7.3 Program Sponsorships
- 7.4 Updated Banking Agreement
- 7.5 Q3 2023 HST Claim

8.. Expenditures for the month of October 2023

Recommendation:

The expenditures for the month of October 2023, which include wages, benefits and RBC Visa in the amount of \$220,710.84 be confirmed paid.

9. Adjournment at 5:47.

Next meeting: January 11, 2024

Summary of Motions

Resolved that the Sault Ste. Marie Public Library Board approve the November 14, 2023 Finance Committee report.

Resolved that the expenditures for the month of October 2023, which include wages, benefits and RBC Visa in the amount of \$220,710.84 be confirmed paid.



Monthly Expenditure Report for September 2023

Cheque Register

September 21, 2023	168,208.09
September 28, 2023	10,157.21
Subtotal	<u>\$178,365.30</u>

EFT from Bank Statements

Wages	108,967.74
RBC Visa 18 Aug	5,229.42
Service Fees	73.54
Subtotal	<u>\$114,270.70</u>
Total	<u>\$292,636.00</u>

Recommendation:

The expenditures for the month of September 2023, which include wages, benefits and RBC Visa in the amount of \$292,636.00 be confirmed paid.



Monthly Expenditure Report for October 2023

Cheque Register

October 5, 2023	84,395.20
October 12, 2023	23,786.31
October 19, 2023	10,390.41
October 26, 2023	96,572.43
Subtotal	<u>\$108,181.51</u>

EFT from Bank Statements

Wages	107,689.80
RBC Visa 18 Aug	4,530.47
Service Fees	309.06
Subtotal	<u>\$112,529.33</u>
Total	<u><u>\$220,710.84</u></u>

Recommendation:

The expenditures for the month of October 2023, which include wages, benefits and RBC Visa in the amount of \$220,710.84 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,510,839.31)	(\$3,407,660.00)	44%
Fines	(5,738.17)	(\$3,100.00)	185%
Concessions	(859.64)	(\$1,000.00)	86%
Sales	(39,726.98)	(\$53,550.00)	74%
Donations	(5,994.16)	(\$55,170.00)	11%
Other income	(31,907.70)	(\$17,300.00)	184%
Change in future employee benefits			0%
Surplus, prior year		(\$157,103.00)	0%
	<u>(1,595,065.96)</u>	<u>(\$3,694,883.00)</u>	<u>43%</u>
EXPENDITURES			
Salaries and benefits	1,801,783.27	\$2,661,816.70	68%
Future employee benefits			0%
Books and periodicals	105,179.81	\$218,269.23	48%
Utilities	58,705.97	\$96,000.00	61%
Office expenditures	116,773.96	\$161,205.00	72%
Operating expenditures	386,459.47	\$476,860.00	81%
Equipment purchases	46,681.00	\$85,132.00	55%
Depreciation			0%
Default			0%
	<u>2,515,583.48</u>	<u>\$3,699,282.93</u>	<u>68%</u>
(Surplus)/Deficit	920,517.52	\$4,399.93	20,921%

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(1,510,839.31)	(\$3,407,660.00)	44%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CONCESSION - Grants			
Total Grants	(1,510,839.31)	(\$3,407,660.00)	44%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(5,041.20)	(\$2,600.00)	194%
LIBRARY NORTH BRANCH - Fines	(696.97)	(\$500.00)	139%
LIBRARY CONCESSION - Fines			
Total Fines	(5,738.17)	(\$3,100.00)	185%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CONCESSION - Concessions	(859.64)	(\$1,000.00)	86%
Total Concessions	(859.64)	(\$1,000.00)	86%
Sales:			
LIBRARY ADMINISTRATION - Sales	(29,815.84)	(\$37,000.00)	81%
LIBRARY MAIN BRANCH - Sales	(8,531.29)	(\$13,950.00)	61%
LIBRARY NORTH BRANCH - Sales	(1,379.85)	(\$2,600.00)	53%
LIBRARY CONCESSION - Sales			
Total Sales	(39,726.98)	(\$53,550.00)	74%
Donations:			
LIBRARY ADMINISTRATION - Donations	(5,994.16)	(\$41,030.00)	15%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,140.00)	0%
LIBRARY CONCESSION - Donations			
Total Donations	(5,994.16)	(\$55,170.00)	11%
Other income:			
LIBRARY ADMINISTRATION - Other income	(26,947.08)	(\$10,000.00)	269%
LIBRARY MAIN BRANCH - Other income	(623.53)	(\$4,500.00)	14%
LIBRARY NORTH BRANCH - Other income	(4,337.09)	(\$2,800.00)	155%
LIBRARY CONCESSION - Other income			
Total Other income	(31,907.70)	(\$17,300.00)	184%
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 Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
	(1,573,596.39)	(\$3,652,793.00)	43%
	(14,196.02)	(\$21,050.00)	67%
	(6,413.91)	(\$20,040.00)	32%
	(859.64)	(\$1,000.00)	86%
	(1,595,065.96)	(\$3,694,883.00)	43%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	524,555.99	\$809,765.00	65%
LIBRARY MAIN BRANCH - Salaries and benefits	979,110.10	\$1,552,559.06	63%
LIBRARY NORTH BRANCH - Salaries and benefits	298,117.18	\$299,492.64	100%
LIBRARY CONCESSION - Salaries and benefits			
Total Salaries and benefits	1,801,783.27	\$2,661,816.70	68%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	4,905.86	\$1,000.00	491%
LIBRARY MAIN BRANCH - Books and periodicals	85,971.02	\$158,671.43	54%
LIBRARY NORTH BRANCH - Books and periodicals	14,302.93	\$58,597.80	24%
LIBRARY CONCESSION - Books and periodicals			
Total Books and periodicals	105,179.81	\$218,269.23	48%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	58,705.97	\$96,000.00	61%
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CONCESSION - Utilities			
Total Utilities	58,705.97	\$96,000.00	61%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	51,643.21	\$83,605.00	62%
LIBRARY MAIN BRANCH - Office expenditures	40,199.54	\$64,800.00	62%
LIBRARY NORTH BRANCH - Office expenditures	24,931.21	\$12,800.00	195%
LIBRARY CONCESSION - Office expenditures			
Total Office expenditures	116,773.96	\$161,205.00	72%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	31,686.78	\$30,900.00	103%
LIBRARY MAIN BRANCH - Operating expenditures	191,355.69	\$234,200.00	82%
LIBRARY NORTH BRANCH - Operating expenditures	157,040.16	\$210,760.00	75%
LIBRARY CONCESSION - Operating expenditures	6,376.84	\$1,000.00	638%
Total Operating expenditures	386,459.47	\$476,860.00	81%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	44,712.64	\$81,210.00	55%
LIBRARY MAIN BRANCH - Equipment purchases	1,968.36	\$3,300.00	60%
LIBRARY NORTH BRANCH - Equipment purchases		\$622.00	0%
LIBRARY CONCESSION - Equipment purchases			
Total Equipment purchases	46,681.00	\$85,132.00	55%
Depreciation			0%

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
Default			0%
	657,504.48	\$1,006,480.00	65%
	1,357,310.68	\$2,109,530.49	64%
	494,391.48	\$582,272.44	85%
	6,376.84	\$1,000.00	638%
	2,515,583.48	\$3,699,282.93	68%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(916,091.91)	(\$2,646,313.00)	35%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,343,114.66	\$2,088,480.49	64%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	487,977.57	\$562,232.44	87%
LIBRARY CONCESSION - (Surplus)/Deficit	5,517.20	\$0.00	0%
Total (Surplus)/Deficit	920,517.52	\$4,399.93	20,921%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,510,839.31)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales	(29,815.84)	(\$37,000.00)	81%
Donations	(5,994.16)	(\$41,030.00)	15%
Other income	(26,947.08)	(\$10,000.00)	269%
Change in future employee benefits		(\$157,103.00)	0%
Surplus, prior year			
	<u>(1,573,596.39)</u>	<u>(\$3,652,793.00)</u>	<u>43%</u>
EXPENDITURES			
Salaries and benefits	524,555.99	\$809,765.00	65%
Future employee benefits			
Books and periodicals	4,905.86	\$1,000.00	491%
Utilities			
Office expenditures	51,643.21	\$83,605.00	62%
Operating expenditures	31,686.78	\$30,900.00	103%
Equipment purchases	44,712.64	\$81,210.00	55%
Depreciation			
Default			
	<u>657,504.48</u>	<u>\$1,006,480.00</u>	<u>65%</u>
(Surplus)/Deficit	(916,091.91)	(\$2,646,313.00)	35%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(9,294.81)	(\$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	(1,510,839.31)	(\$3,407,660.00)	44%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(29,815.84)	(\$37,000.00)	81%
Total Sales	(29,815.84)	(\$37,000.00)	81%
Donations:			
30-720-7201-5861 DONATIONS	(2,322.24)	(\$16,000.00)	15%
30-720-7201-5866 RESTRICTED DONATIONS	(3,671.92)	(\$3,000.00)	122%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,030.00)	0%
Total Donations	(5,994.16)	(\$41,030.00)	15%
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	(1,573,596.39)	(\$157,103.00)	0%
		(\$3,652,793.00)	43%

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	397,619.36	\$606,001.74	66%
30-720-7201-6031 CANADA PENSION PLAN	20,291.00	\$26,560.34	76%
30-720-7201-6032 EMPLOYMENT INSURANCE	7,546.43	\$9,402.26	80%
30-720-7201-6033 EMPLOYER HEALTH TAX	7,770.94	\$12,089.29	64%
30-720-7201-6041 OMERS	34,449.43	\$55,012.89	63%
30-720-7201-6042 HEALTH CARE	14,192.22	\$19,724.04	72%
30-720-7201-6043 DENTAL	5,121.15	\$11,918.76	43%
30-720-7201-6044 GROUP INSURANCE	3,629.82	\$5,999.42	61%
30-720-7201-6045 LONG TERM DISABILITY	7,700.35	\$12,726.04	61%
30-720-7201-6046 WSIB	2,065.14	\$4,810.00	43%
30-720-7201-6052 RETIRED HEALTH CARE	24,170.15	\$31,000.00	78%
30-720-7201-6011 SALARIES PART TIME		\$14,520.22	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	524,555.99	\$809,765.00	65%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	4,905.86	\$1,000.00	491%
Total Books and periodicals	4,905.86	\$1,000.00	491%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	5,631.03	\$6,455.00	87%
30-720-7201-6182 TRAVEL	980.58	\$10,000.00	10%
30-720-7201-6185 TRAINING	12,159.06	\$15,450.00	79%
30-720-7201-6200 MILEAGE	605.27	\$1,900.00	32%
30-720-7201-6470 POSTAL SERVICE	11.01	\$300.00	4%
30-720-7201-6474 CARTAGE	2,760.30	\$4,000.00	69%
30-720-7201-6480 TELECOMMUNICATIONS	26.20	\$500.00	5%
30-720-7201-6500 AUDIT FEES	7,098.78	\$12,500.00	57%
30-720-7201-6506 BOOKKEEPING SERVICE	13,087.67	\$12,700.00	103%
30-720-7201-6511 OTHER PROFESSIONAL FEES	5,873.79	\$9,600.00	61%
30-720-7201-6542 PUBLIC RELATIONS	2,003.27	\$7,200.00	28%
30-720-7201-6720 BANK CHARGES	1,406.25	\$3,000.00	47%
Total Office expenditures	51,643.21	\$83,605.00	62%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	4,851.14	\$800.00	606%
30-720-7201-6462 INSURANCE	26,835.64	\$30,100.00	89%
Total Operating expenditures	31,686.78	\$30,900.00	103%
Equipment purchases:			
30-720-7201-8201 OFFICE EQUIPMENT	737.76	\$18,060.00	4%
30-720-7201-8202 COMPUTER EQUIPMENT	142.80	\$23,150.00	1%
30-720-7201-8300 SOFTWARE	43,832.08	\$40,000.00	110%
Total Equipment purchases	44,712.64	\$81,210.00	55%
Depreciation			
Default	657,504.48	\$1,006,480.00	65%
(Surplus)/Deficit	(916,091.91)	(\$2,646,313.00)	35%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(5,041.20)	(\$2,600.00)	194%
Concessions			
Sales	(8,531.29)	(\$13,950.00)	61%
Donations			
Other income	(623.53)	(\$4,500.00)	14%
Change in future employee benefits			
Surplus, prior year			
	<u>(14,196.02)</u>	<u>(\$21,050.00)</u>	<u>67%</u>
EXPENDITURES			
Salaries and benefits	979,110.10	\$1,552,559.06	63%
Future employee benefits			
Books and periodicals	85,971.02	\$158,671.43	54%
Utilities	58,705.97	\$96,000.00	61%
Office expenditures	40,199.54	\$64,800.00	62%
Operating expenditures	191,355.69	\$234,200.00	82%
Equipment purchases	1,968.36	\$3,300.00	60%
Depreciation			
Default			
	<u>1,357,310.68</u>	<u>\$2,109,530.49</u>	<u>64%</u>
(Surplus)/Deficit	1,343,114.66	\$2,088,480.49	64%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(5,041.20)	(\$2,600.00)	194%
Total Fines	(5,041.20)	(\$2,600.00)	194%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(785.23)	(\$650.00)	121%
30-720-7202-5892 MEMBERSHIP FEES	(1,026.85)	(\$1,200.00)	86%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(6,277.88)	(\$10,000.00)	63%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(441.33)	(\$2,100.00)	21%
Total Sales	(8,531.29)	(\$13,950.00)	61%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(305.14)	(\$3,500.00)	9%
30-720-7202-5752 RENT PROGRAM ROOM B	(318.39)	(\$1,000.00)	32%
Total Other income	(623.53)	(\$4,500.00)	14%
Change in future employee benefits			
Surplus, prior year	(14,196.02)	(\$21,050.00)	67%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	627,031.23	\$888,658.68	71%
30-720-7202-6011 SALARIES PART TIME	170,533.93	\$367,859.30	46%
30-720-7202-6031 CANADA PENSION PLAN	41,901.27	\$65,890.79	64%
30-720-7202-6032 EMPLOYMENT INSURANCE	16,717.39	\$26,229.18	64%
30-720-7202-6033 EMPLOYER HEALTH TAX	15,300.99	\$24,187.96	63%
30-720-7202-6041 OMERS	54,507.14	\$106,530.90	51%
30-720-7202-6042 HEALTH CARE	28,987.19	\$38,671.20	75%
30-720-7202-6043 DENTAL	16,808.65	\$22,797.00	74%
30-720-7202-6044 GROUP INSURANCE	2,273.21	\$3,679.05	62%
30-720-7202-6045 LONG TERM DISABILITY	5,049.10	\$8,055.00	63%
Total Salaries and benefits	979,110.10	\$1,552,559.06	63%
Future employee benefits			
Books and periodicals:			
30-720-7202-6136 BOOKS ADULT	20,571.15	\$39,750.34	52%
30-720-7202-6137 BOOKS JUVENILE	5,610.39	\$18,806.91	30%
30-720-7202-6138 BOOKS FRENCH	452.19	\$1,032.58	44%
30-720-7202-6141 PERIODICALS	2,798.40	\$11,000.00	25%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	4,394.42	\$12,484.64	35%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	461.31	\$2,179.50	21%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	7,523.07	\$11,333.49	66%
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	33,205.61	\$34,000.00	98%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	842.10	\$1,925.78	44%
30-720-7202-6160 AUDIO BOOKS JUVENILE	533.69	\$1,233.97	43%
30-720-7202-6161 IN KIND DONATIONS	16.31		0%
30-720-7202-6165 MATERIALS PROCESSING	8,623.73	\$19,500.00	44%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7202-6135 BOOKS REFERENCE ADULT		\$3,137.99	0%
Total Books and periodicals	85,971.02	\$158,671.43	54%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	46,206.16	\$79,000.00	58%
30-720-7202-6254 NATURAL GAS	12,499.81	\$17,000.00	74%
Total Utilities	58,705.97	\$96,000.00	61%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	17,336.50	\$22,000.00	79%
30-720-7202-6200 MILEAGE	316.20	\$800.00	40%
30-720-7202-6470 POSTAL SERVICE	3,964.67	\$5,200.00	76%
30-720-7202-6480 TELECOMMUNICATIONS	11,711.86	\$17,500.00	67%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	5,782.84	\$19,300.00	30%
30-720-7202-6726 US \$ EXCHANGE	1,087.47		0%
Total Office expenditures	40,199.54	\$64,800.00	62%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	214.26	\$600.00	36%
30-720-7202-6395 JANITORIAL SUPPLY	7,162.32	\$10,000.00	72%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	211.10	\$1,900.00	11%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	153,581.79	\$163,850.00	94%
30-720-7202-6496 JANITORIAL SERVICE	22,589.75	\$47,500.00	48%
30-720-7202-6620 SECURITY	3,287.06	\$5,350.00	61%
30-720-7202-6704 MACHINE RENTAL	4,309.41	\$5,000.00	86%
Total Operating expenditures	191,355.69	\$234,200.00	82%
Equipment purchases:			
30-720-7202-8201 OFFICE EQUIPMENT	899.54		0%
30-720-7202-8271 LIBRARY EQUIPMENT	1,068.82	\$3,300.00	32%
Total Equipment purchases	1,968.36	\$3,300.00	60%
Depreciation			
Default	1,357,310.68	\$2,109,530.49	64%
(Surplus)/Deficit	1,343,114.66	\$2,088,480.49	64%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(696.97)	(\$500.00)	139%
Concessions			
Sales	(1,379.85)	(\$2,600.00)	53%
Donations		(\$14,140.00)	0%
Other income	(4,337.09)	(\$2,800.00)	155%
Change in future employee benefits			
Surplus, prior year			
	<u>(6,413.91)</u>	<u>(\$20,040.00)</u>	<u>32%</u>
EXPENDITURES			
Salaries and benefits	298,117.18	\$299,492.64	100%
Future employee benefits			
Books and periodicals	14,302.93	\$58,597.80	24%
Utilities			
Office expenditures	24,931.21	\$12,800.00	195%
Operating expenditures	157,040.16	\$210,760.00	75%
Equipment purchases		\$622.00	0%
Depreciation			
Default			
	<u>494,391.48</u>	<u>\$582,272.44</u>	<u>85%</u>
(Surplus)/Deficit	487,977.57	\$562,232.44	87%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(696.97)	(\$500.00)	139%
Total Fines	(696.97)	(\$500.00)	139%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(68.33)	(\$100.00)	68%
30-720-7204-5892 MEMBERSHIP FEES	(129.00)	(\$100.00)	129%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,122.52)	(\$1,350.00)	83%
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	(1,379.85)	(\$2,600.00)	53%
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	(2,362.95)	(\$2,000.00)	118%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,974.14)	(\$800.00)	247%
Total Other income	(4,337.09)	(\$2,800.00)	155%
Change in future employee benefits			
Surplus, prior year	(6,413.91)	(\$20,040.00)	32%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	141,615.31	\$175,726.82	81%
30-720-7204-6011 SALARIES PART TIME	104,761.03	\$65,709.29	159%
30-720-7204-6031 CANADA PENSION PLAN	12,854.44	\$12,303.83	104%
30-720-7204-6032 EMPLOYMENT INSURANCE	5,247.43	\$5,028.11	104%
30-720-7204-6033 EMPLOYER HEALTH TAX	4,788.21	\$4,646.60	103%
30-720-7204-6041 OMERS	16,501.23	\$21,445.84	77%
30-720-7204-6042 HEALTH CARE	7,110.34	\$7,734.24	92%
30-720-7204-6043 DENTAL	4,173.34	\$4,559.40	92%
30-720-7204-6044 GROUP INSURANCE	327.70	\$727.51	45%
30-720-7204-6045 LONG TERM DISABILITY	738.15	\$1,611.00	46%
Total Salaries and benefits	298,117.18	\$299,492.64	100%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	7,150.40	\$17,629.58	41%
30-720-7204-6137 BOOKS JUVENILE	3,468.93	\$11,529.59	30%
30-720-7204-6138 BOOKS FRENCH	649.01	\$1,248.14	52%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,613.63	\$4,035.98	40%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	558.74	\$2,140.52	26%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Saturday, September 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	344.81	\$2,225.70	15%
30-720-7204-6160 AUDIO BOOKS JUVENILE	331.26	\$1,765.29	19%
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	14,302.93	\$58,597.80	24%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,548.79	\$2,500.00	62%
30-720-7204-6200 MILEAGE	17,287.12	\$300.00	5,762%
30-720-7204-6480 TELECOMMUNICATIONS	6,095.30	\$10,000.00	61%
Total Office expenditures	24,931.21	\$12,800.00	195%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(24.00)	\$100.00	(24%)
30-720-7204-6620 SECURITY	1,851.65	\$1,150.00	161%
30-720-7204-6700 RENT	154,947.33	\$206,810.00	75%
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	157,040.16	\$210,760.00	75%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$622.00	0%
Total Equipment purchases		\$622.00	0%
Depreciation			
Default	494,391.48	\$582,272.44	85%
(Surplus)/Deficit	487,977.57	\$562,232.44	87%

SSM LIBRARY
LIBRARY CONCESSION
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(859.64)	(\$1,000.00)	86%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(859.64)</u>	<u>(\$1,000.00)</u>	<u>86%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	6,376.84	\$1,000.00	638%
Equipment purchases			
Depreciation			
Default			
	<u>6,376.84</u>	<u>\$1,000.00</u>	<u>638%</u>
(Surplus)/Deficit	5,517.20	\$0.00	0%

SSM LIBRARY
LIBRARY CONCESSION
For the Nine Months Ending Saturday, September 30, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(859.64)	(\$1,000.00)	86%
Total Concessions	(859.64)	(\$1,000.00)	86%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(859.64)	(\$1,000.00)	86%
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	6,355.00	\$1,000.00	636%
Total Operating expenditures	6,376.84	\$1,000.00	638%
Equipment purchases			
Depreciation			
Default			
	6,376.84	\$1,000.00	638%
(Surplus)/Deficit	5,517.20	\$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	\$ 129.00	\$ 3,278.70	-	\$ 3,407.70
3rd Quarter Totals	\$ 414.25	\$ 9,386.43	\$ -	\$ 9,800.68
OCTOBER	\$159.50	\$ 3,367.00	\$ 1,426.14	\$ 4,952.64
NOVEMBER	\$ 157.50	\$ 2,126.30	-	\$ 2,283.80
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ 317.00	\$ 5,493.30	\$ 1,426.14	\$ 7,236.44
TOTALS Year To Date	\$ 3,205.05	\$ 32,762.95	\$ 1,835.11	\$ 37,803.11
	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	\$ 414.25	\$ 9,386.43	\$ 9,800.68
4th Quarter Totals	OCT-DEC	\$ 317.00	\$ 5,493.30	\$ 7,236.44
Annual Total	JAN-DEC	\$ 3,205.05	\$ 32,762.95	\$ 37,803.11
				\$ -
Grand Total		\$ 37,803.11	\$ -	\$ 37,803.11



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2024

Particular	Price	Price with HST
Faxes, Photocopies, Prints & Scans		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Prints	\$0.22 per side + HST	\$0.25
Colour Copies/Prints	\$0.44 per side + HST	\$0.50
Scans (Public Machines)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.44 + HST per additional page	First 5 scans free, \$0.50 per additional page
Archive Scans (Prescanned)	FREE	
Photo-reproductions of Archival Copies	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Items for Purchase		
Promotional Items:		
Chocolate Bar	\$2.21 + HST	\$2.50
Cloth Bag	\$2.65 + HST	\$3.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Library Building Block Set	\$60.00 + HST	\$67.80
Supplies:		
City Maps	\$1.99 per map + HST	\$2.25
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
Waste Tags	\$2.00 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous Communities:		
Residents of Garden River or Batchewana First Nations	Free	
First Nation or Metis Council members located in Ontario	Free	
Institutional Memberships:		
Organization located in Sault Ste. Marie	Free	
Organizations located in Garden River or Batchewana First Nations	Free	
Organizations located outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will <u>not</u> be refunded for returned items declared lost and paid for.	
U.S. Exchange Rate	Rate as provided by City Hall	
Overdues		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$1.00 per day (Max \$15.00)	
Object Collection	\$1.00 per day (Max \$10.00 per item)	
Programming & Events		
Program Registration:		
Adult Book Clubs	\$22.12 + HST	\$25.00
Children & Teen Programs	Free	
Craft Programs, Educational Programs & Workshops	Cost Recovery	
Signature Events	Cost dependent on event	

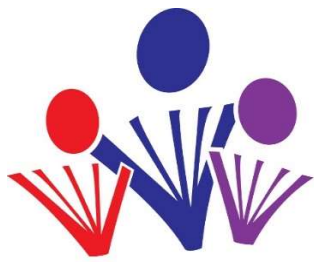
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Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2024

Particular	Price	Price with HST
Replacement Cost for Damaged or Lost Items		
Collections (including Books, DVDs, Blu-Rays, Video Games, Books on CD, Music CDs & other collections not specified)	Cost of item + \$5.00 + HST	Cost of item + 5.65
Book Jackets	\$4.43 + HST	\$5.00
CD Containers/DVD Cases/Jewel Boxes	\$2.65 + HST	\$3.00
Magazines	\$4.43 + HST	\$5.00
Object Library Collection	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Passes (Bushplane, Museum, Ermatinger, Ontario Parks, YMCA)	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Room Rentals		
James L. McIntyre Centennial Library:		
Program Room A	\$17.70 per hour + HST	\$20 per hour
Program Room B	\$8.85 per hour + HST	\$10 per hour
North Branch:		
Program Room A	\$17.70 per hour + HST	\$20 per hour
Program Room B	\$8.85 per hour + HST	\$10 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
Laminations	\$.88 + HST per page	\$1 per page
City Council Recordings (DVD)	\$10.00 per copy + HST	\$11.30
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Rental Late Fee	\$10.00 per day (Max \$50.00)	
Research	\$39.82 per hour + HST	\$45.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2023

Particular	Price	Price with HST
Faxes, Photocopies, Prints & Scans		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Prints	\$0.22 per side + HST	\$0.25
Colour Copies/Prints	\$0.44 per side + HST	\$0.50
Scans (Public Machines)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.44 + HST per additional page	First 5 scans free, \$0.50 per additional page
Archive Scans (Prescanned)	FREE	
Photo-reproductions of Archival Copies	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Items for Purchase		
Promotional Items:		
Chocolate Bar	\$2.21 + HST	\$2.50
Cloth Bag	\$2.65 + HST	\$3.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Library Building Block Set	TBD	TBD
Supplies:		
City Maps	\$1.99 per map + HST	\$2.25
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
Waste Tags	\$2.00 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous People:		
Residents of Garden River or Batchewana First Nations	Free	
First Nations Member or Metis Council	Free	
Institutional Organizations:		
Sault Ste. Marie Organization	Free	
Organizations located in Garden River or Batchewana First Nations	Free	
Organizations located outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will not be refunded for returned items declared lost and paid for.	
U.S. Exchange Rate	Rate as provided by City Hall	
Overdues		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$1.00 per day (Max \$15.00)	
Object Collection	\$1.00 per day (Max \$10.00 per item)	
Programming & Events		
Program Registration:		
Adult Book Clubs	\$22.12 + HST	\$25.00
Children & Teen Programs	Free	
Craft Programs, Educational Programs & Workshops	Cost Recovery	
Signature Events	Cost dependent on event	

Particular	Price	Price with HST
Replacement Cost for Damaged or Lost Items		
Collections including Books, DVDs, Blu-Rays, Video Games, Books on CD, Music CDs, other collections not specified	Cost of item + \$5.00 + HST	Cost of item + 5.65
Book Jacket	\$4.43 + HST	\$5.00
CD Containers/DVD Cases/Jewel Boxes	\$2.65 + HST	\$3.00
Lending Laptops	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Magazines	\$4.43 + HST	\$5.00
Object Collection:		
Bike Locks	\$66.37 + HST	\$75.00
Build Boxes	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Circulating Bags	\$5.75 + HST	\$6.50
Disc Golf Kits	\$30.98 + HST	\$35.00
External DVD Drives & Cases	\$39.82 + HST	\$45.00
Passes:		
Cultural	\$26.55 + HST	\$30.00
Ontario Parks	\$225.00 + HST	\$254.25
YMCA	\$8.85 + HST	\$10.00
Radon Kits	\$265.50 + HST	\$300.00
Snowshoes	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Thermal Imaging Camera	\$530.97 + HST	\$600.00
Urban Poles	\$88.50 + HST	\$100.00
Room Rentals		
James L. McIntyre Centennial Library:		
Program Room A	\$13.27 per hour + HST	\$15 per hour
Program Room B	\$4.43 per hour + HST	\$5 per hour
North Branch:		
Program Room A	\$17.70 per hour + HST	\$20 per hour
Program Room B	\$8.85 per hour + HST	\$10 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
City Council Recordings (DVD)	\$10.00 per copy + HST	\$11.30
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Rental Late Fee	\$10.00 per day (Max \$50.00)	
Research	\$35.40 per hour + HST	\$40.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50

Draft 2024 Library Budget - Operating Increases Only

Dated: October 11, 2023

	Admin		Main		North		Total	Total 2023	Diff
Grants:									
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)					(207,474)	(207,474)	-
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)					(3,939)	(3,689)	(250)
ONT SPEC GRANT OTHER	30-720-7201-5212	(9,726)					(9,726)	(8,726)	(1,000)
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)					(160,595)	(160,595)	-
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)					(21,687)	(21,687)	-
GRANTS MUNICIPAL	30-720-7201-5294	(3,150,803)					(3,150,803)	(3,003,089)	(147,714)
GRANTS OTHER	30-720-7201-5296	-					-	(2,400)	2,400
CANADA SPEC GRANT	30-720-7201-5311	(30,729)					(30,729)	(4,400)	(26,329)
CONTRIBUTIONS FROM CITY	30-720-7201-5870	-					-	-	-
Total Grants (5000 TO 5311, 5870))		<u>(3,584,953)</u>		<u>-</u>	<u>-</u>		<u>(3,584,953)</u>	<u>(3,412,060)</u>	<u>(172,893)</u>
Fees:									
DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(3,500)	30-720-7204-5843	(750)	(4,250)	(3,100)	(1,150)
SALES AUDIO TAPES			30-720-7202-5894	-			-	-	-
PROGRAM REGISTRATION FEES			30-720-7202-5895	(1,800)	30-720-7204-5895	(150)	(1,950)	(2,650)	700
Total Fees (5840 TO 5845)		<u>-</u>		<u>-</u>	<u>(5,300)</u>	<u>(900)</u>	<u>(6,200)</u>	<u>(5,750)</u>	<u>(450)</u>
Sales:									
SALES MERCHANDISE			30-720-7202-5891	(4,450)	30-720-7204-5891	(100)	(4,550)	(750)	(3,800)
MEMBERSHIP FEES			30-720-7202-5892	(1,500)	30-720-7204-5892	(150)	(1,650)	(1,300)	(350)
SALES COPIES PRINTS SCANS			30-720-7202-5893	(9,000)	30-720-7204-5893	(1,750)	(10,750)	(11,350)	600
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(40,000)			30-720-7204-5898	-	(40,000)	(37,500)	(2,500)
Total Sales (5891 TO 5898)		<u>(40,000)</u>		<u>-</u>	<u>(14,950)</u>	<u>(2,000)</u>	<u>(56,950)</u>	<u>(50,900)</u>	<u>(6,050)</u>
Donations:									
DONATIONS	30-720-7201-5861	(10,000)					(10,000)	(16,000)	6,000
RESTRICTED DONATIONS	30-720-7201-5866	(6,000)			30-720-7204-5866		(6,000)	(3,000)	(3,000)
DONATIONS IN KIND	30-720-7201-5869	(150)				-	(150)	-	(150)
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902	(11,887)			30-720-7204-5902	(14,490)	(26,377)	(23,310)	(3,067)
Total Donations (5861 TO 5869 ...)		<u>(28,037)</u>		<u>-</u>	<u>-</u>	<u>(14,490)</u>	<u>(42,527)</u>	<u>(42,310)</u>	<u>(217)</u>
Other income:									
RENT PROGRAM ROOM A			30-720-7202-5751	(3,500)	30-720-7204-5751	(2,000)	(5,500)	(5,500)	-
INVESTMENT INCOME BANK	30-720-7201-5847	(16,000)					(16,000)	(10,000)	(6,000)
SUNDRY REVENUE	30-720-7201-5860	-	30-720-7202-5860	-			-	-	-
RENT PROGRAM ROOM B			30-720-7202-5752	(1,000)	30-720-7204-5752	(800)	(1,800)	(1,800)	-
CONCESSIONS FOOD	30-720-7206-5801	(1,000)					(1,000)	(1,000)	-
SURPLUS PRIOR YEAR	30-720-7201-5901	(4,573)					(4,573)	(3,052)	(1,521)
Total Other income (5846 TO 5860 ...)		<u>(21,573)</u>		<u>-</u>	<u>(4,500)</u>	<u>(2,800)</u>	<u>(28,873)</u>	<u>(21,352)</u>	<u>(7,521)</u>
TOTAL REVENUE:		<u>\$ (3,674,563)</u>		<u>\$ -</u>	<u>\$ (24,750)</u>	<u>\$ -</u>	<u>\$ (3,719,503)</u>	<u>\$ (3,532,372)</u>	<u>\$ (187,131)</u>

Draft 2024 Library Budget - Operating Increases Only

Dated: October 11, 2023

	Admin		Main		North		Total	Total 2023	Diff
Salaries and benefits:									
SALARIES FULL TIME	30-720-7201-6001	649,115	30-720-7202-6001	917,796	30-720-7204-6001	177,098	1,744,009	1,670,387	73,622
SALARIES PART TIME	30-720-7201-6011	3,939	30-720-7202-6011	374,648	30-720-7204-6011	79,299	457,886	448,089	9,797
CANADA PENSION PLAN	30-720-7201-6031	30,437	30-720-7202-6031	68,005	30-720-7204-6031	13,147	111,589	104,755	6,834
EMPLOYMENT INSURANCE	30-720-7201-6032	9,487	30-720-7202-6032	26,934	30-720-7204-6032	5,348	41,770	40,660	1,110
EMPLOYER HEALTH TAX	30-720-7201-6033	12,735	30-720-7202-6033	24,881	30-720-7204-6033	4,923	42,539	40,924	1,615
OMERS	30-720-7201-6041	58,051	30-720-7202-6041	109,571	30-720-7204-6041	22,722	190,344	182,990	7,354
HEALTH CARE	30-720-7201-6042	29,903	30-720-7202-6042	49,981	30-720-7204-6042	9,996	89,880	66,129	23,751
DENTAL	30-720-7201-6043	13,321	30-720-7202-6043	32,796	30-720-7204-6043	6,559	52,676	39,275	13,401
GROUP INSURANCE	30-720-7201-6044	6,141	30-720-7202-6044	3,800	30-720-7204-6044	733	10,674	10,406	268
LONG TERM DISABILITY	30-720-7201-6045	13,026	30-720-7202-6045	8,055	30-720-7204-6045	1,611	22,692	22,392	300
WSIB	30-720-7201-6046	4,750					4,750	4,810	(60)
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	31,000	-
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	-
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85					85	-	85
Total Salaries and benefits (6001 TO 6098)		861,990		1,616,466		321,437	2,799,892	2,661,817	138,075
Books and periodicals:									
RESTRICTED DONATION EXPENSE	30-720-7201-6166	1,000					1,000	1,000	-
BOOKS PROFESSIONAL			30-720-7202-6133	250			250	-	250
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	500	30-720-7204-6134	500	1,000	1,000	-
BOOKS REFERENCE ADULT			30-720-7202-6135	4,000	30-720-7204-6135	-	4,000	3,000	1,000
BOOKS ADULT			30-720-7202-6136	33,181	30-720-7204-6136	18,024	51,205	47,000	4,205
BOOKS JUVENILE			30-720-7202-6137	15,250	30-720-7204-6137	9,750	25,000	25,000	-
BOOKS FRENCH			30-720-7202-6138	1,200	30-720-7204-6138	1,200	2,400	2,200	200
PERIODICALS			30-720-7202-6141	10,500	30-720-7204-6141	2,000	12,500	13,500	(1,000)
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	10,000	30-720-7204-6151	3,500	13,500	16,000	(2,500)
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	1,500	30-720-7204-6152	1,500	3,000	3,800	(800)
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	10,000	30-720-7204-6153	-	10,000	10,550	(550)
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	500	30-720-7204-6154	-	500	1,000	(500)
GAMES ADULT & JUVENILE			30-720-7202-6155	1,000	30-720-7204-6155	1,000	2,000	1,500	500
CD MUSIC ADULT			30-720-7202-6156	-	30-720-7204-6156	-	-	-	-
CD MUSIC JUVENILE			30-720-7202-6157	-	30-720-7204-6157	-	-	-	-
ELECTRONIC DATABASES			30-720-7202-6158	40,000	30-720-7204-6158	-	40,000	34,000	6,000
AUDIO BOOKS ADULT			30-720-7202-6159	1,200	30-720-7204-6159	1,200	2,400	3,200	(800)
AUDIO BOOKS JUVENILE			30-720-7202-6160	1,200	30-720-7204-6160	1,000	2,200	2,500	(300)
IN KIND DONATIONS			30-720-7202-6161	275	30-720-7204-6161	-	275	275	-
MATERIALS PROCESSING			30-720-7202-6165	19,500			19,500	19,500	-
Total Books and periodicals (6130 TO 6169)		1,000		150,056		39,674	190,730	185,025	5,705
Utilities:									
WATER & ELECTRIC			30-720-7202-6252	80,000	30-720-7204-6252	-	80,000	79,000	1,000
NATURAL GAS			30-720-7202-6254	22,000	30-720-7204-6254	-	22,000	17,000	5,000
Total Utilities (6250 TO 6259)		-		102,000		-	102,000	96,000	6,000

Draft 2024 Library Budget - Operating Increases Only

Dated: October 11, 2023

Dated: October 11, 2023			Admin		Main		North		Total	Total 2023	Diff
Office expenditures:											
OFFICE EXPENSES			30-720-7202-6111	25,000	30-720-7204-6111	2,500		27,500	24,500	3,000	
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	6,750		-		-		6,750	6,455	295	
TRAVEL	30-720-7201-6182	5,300		-		-		5,300	10,000	(4,700)	
TRAINING	30-720-7201-6185	11,450		-		-		11,450	15,450	(4,000)	
MILEAGE	30-720-7201-6200	1,800	30-720-7202-6200	-	30-720-7204-6200	-		1,800	3,000	(1,200)	
POSTAL SERVICE	30-720-7201-6470	100	30-720-7202-6470	7,000		-		7,100	5,500	1,600	
CARTAGE	30-720-7201-6474	6,000		-		-		6,000	4,000	2,000	
TELECOMMUNICATIONS	30-720-7201-6480	200	30-720-7202-6480	18,500	30-720-7204-6480	10,000		28,700	28,000	700	
AUDIT FEES	30-720-7201-6500	14,000		-		-		14,000	12,500	1,500	
BOOKKEEPING SERVICE	30-720-7201-6506	13,480		-		-		13,480	12,700	780	
PUBLIC RELATIONS	30-720-7201-6542	9,540		-		-		9,540	7,200	2,340	
OTHER PROFESSIONAL FEES	30-720-7201-6511	15,130		-		-		15,130	2,000	13,130	
BANK CHARGES	30-720-7201-6720	2,800		-		-		2,800	3,000	(200)	
US \$ EXCHANGE			30-720-7202-6726	-		-		-	-	-	
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	11,887		-		11,887	19,300	(7,413)	
Total Office expenditures (6111 TO 6120 ...)		86,550		62,387		12,500		161,437	153,605	7,832	
Operating expenditures:											
MISCELLANEOUS	30-720-7201-6316	1,000	30-720-7202-6316	100	30-720-7204-6316	20		1,120	1,500	(380)	
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,900	30-720-7204-6400	100		2,000	2,000	-	
MAINTENANCE & ALTERATIONS			30-720-7202-6410	65,500	30-720-7204-6410	1,000		66,500	60,000	6,500	
JANITORIAL SERVICE			30-720-7202-6496	49,320	30-720-7204-6496	-		49,320	47,500	1,820	
SECURITY			30-720-7202-6620	5,920	30-720-7204-6620	900		6,820	6,500	320	
RENT				-	30-720-7204-6700	209,394		209,394	206,810	2,584	
MACHINE RENTAL			30-720-7202-6704	5,100	30-720-7204-6704	1,200		6,300	5,600	700	
JANITORIAL SUPPLY			30-720-7202-6395	10,000	30-720-7204-6395	-		10,000	10,000	-	
INSURANCE	30-720-7201-6462	30,000	30-720-7202-6462	-		-		30,000	30,100	(100)	
RESALE FOOD	30-720-7206-6595	1,000				-		1,000	1,000	-	
Total Operating expenditures (6300 TO 6469 ...)		32,000		137,840		212,614		382,454	371,010	11,444	
Equipment purchases:											
ARCHIVES					30-720-7204-6132	14,490		14,490	14,140	350	
OFFICE EQUIPMENT	30-720-7201-8201	-	30-720-7202-8201	7,000	30-720-7204-8201	-		7,000	2,100	4,900	
COMPUTER EQUIPMENT	30-720-7201-8202	12,000				-		12,000	13,000	(1,000)	
LIBRARY EQUIPMENT		-	30-720-7202-8271	3,000	30-720-7204-8271	1,500		4,500	-	4,500	
SOFTWARE	30-720-7201-8300	45,000				-		45,000	40,000	5,000	
Total Equipment purchases (8000 TO 8899)		57,000		10,000		15,990		82,990	69,240	13,750	
TOTAL EXPENSES:	\$ 1,038,540		\$ -	\$ 2,078,748	\$ -	\$ 602,215		\$ 3,719,503	\$ 3,532,372	\$ 187,131	
DEFICIT / (SURPLUS)	\$ (2,636,023)		\$ -	\$ 2,053,998	\$ -	\$ 582,025		\$ 0	\$ -	\$ 0	



2024 Supplemental Request **Presentation**

November 20, 2023
City Hall



Request Overview

The Sault Ste. Marie Public Library is seeking additional funding in response to urgent concerns raised by both the public and our Unionized staff. As of November 2023, the SSMPL has both an active CUPE grievance and active Ministry of Labour investigation, both relating to safety & security at the Library.

At current funding levels, we are severely limited in our ability to ensure a secure environment for our staff and struggle to assist and navigate patrons through crises or connect them to necessary social services.

These proposals aim to bridge that gap. With this funding, we will be able to ensure incidents are handled by trained security. We will also be able to provide support, not only to assist our staff with necessary resources, but also to directly support and guide patrons in times of need.

01

Social Services
Technician

\$82,468

02

Full-Time
Security

\$78,868

Total Requested Increase

\$161,336

Background and Rationale

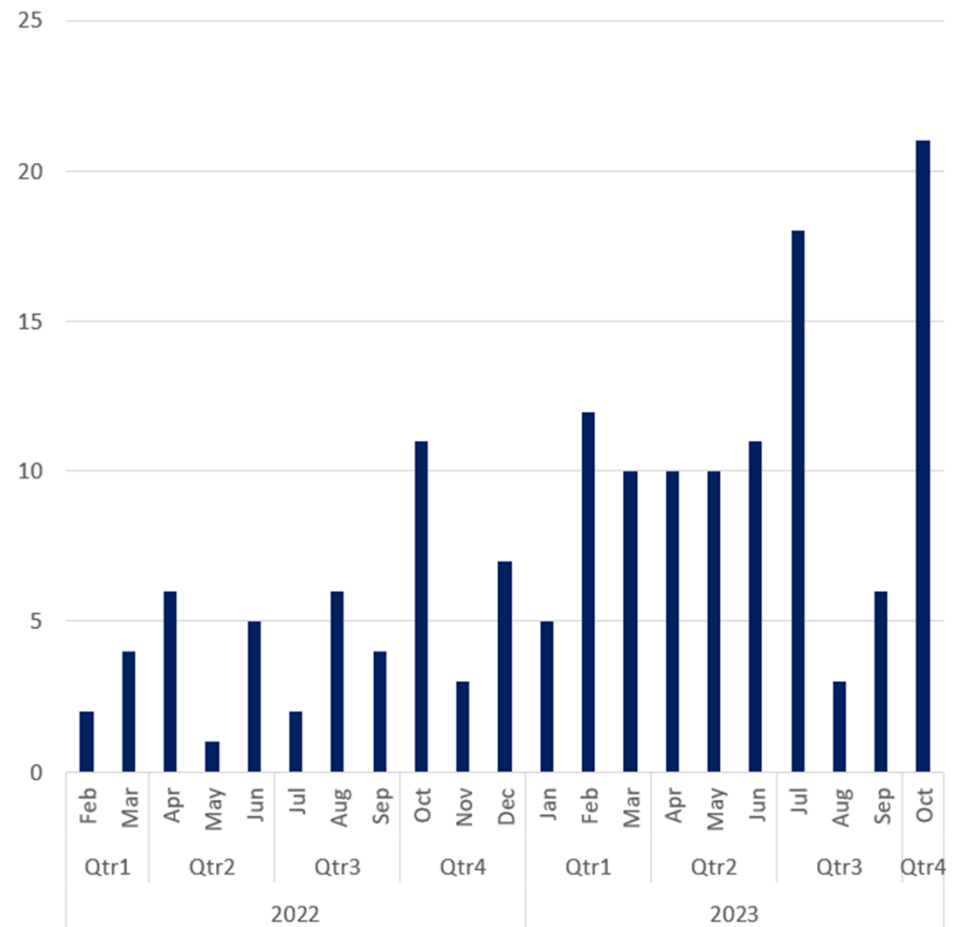
The straining of mental-health supports and increase in drug-related activity and violence in the downtown area have led to drastic increase in the frequency and severity of incidents at the James L. McIntyre Centennial Library. Additionally, the fallout from these issues has resulted in extreme stress and considerable mental health strain on our staff, volunteers, and patrons.

With security limited to 3 hours a week and no social worker on staff, we are limited in our ability to address urgent situations promptly and effectively.

"The library is the social worker of first and last resort."

- Ester Cepeda, The Washington Post

Incident Reports by Month



Proposed Social Services Technician

The Sault Ste. Marie Public Library is seeking funding to add a Full-time position Social Services Technician to our staff at the downtown location.

The Technician, reporting to the Manager of Public Services, will be a vital point of reference for both staff and patrons, while also relieving a staffing gap experienced since the opening of the North Branch and relocation of the Archives Technician.

The Social Services Technician will not only be a pivotal resource for our patrons but will also educate our staff on social services and community assistance options, bridging the knowledge gap and enhancing overall service delivery.



"Public libraries are at the table alongside provincial, regional and municipal departments and community leaders working at a systems level to change broader responses to homelessness, poverty, and the needs of marginalized residents."

From "Social Workers within Canadian public libraries: A multi-case study," by E. Schweizer, University of Calgary

Social Services Technician



Bridging Service Gaps

While we excel in providing information services, we recognize the community's pressing need for social supports.

As an information service provider, we are uniquely positioned to connect our patrons to social support networks and community-based resources.



Addressing Community Needs

The presence of an in-house social worker is a proactive step in providing immediate support & intervention where it's most needed.

This role extends our Library services beyond traditional information services, connecting patrons with vital community resources.



Proven Success & Sustainability

Other cities (including Thunder Bay, London, and Toronto) have successfully integrated social workers to their library staff, reporting improved service quality and patron interactions.

Funding a social worker ensures our library continues as a dynamic, responsive centre for learning and support.

Proposed **Full-Time Security**

We are seeking Council's support for a contracted security presence at the James L. McIntyre Centennial Library during all hours of operation. While there is currently a contract in place for part-time security coverage for 3 hours each Sunday and on-call as needed, the escalating number and severity of incidents has made it clear that this coverage is insufficient to ensure a safe, secure environment. By expanding our security coverage to match operational hours, we will be able take a proactive stance to incident response and will be better able to prevent incidents before they occur.

This step is not only crucial for immediate risk mitigation, but also serves as a long-term investment in our community's trust in our Library's reputation for providing a welcoming, family-friendly environment.



"When I was hired to work in that very same Children's department, I was elated. How wonderful to get to be a part of that experience for other children. My excitement fizzled as I was almost immediately put into situations that made me feel incredibly unsafe. (...) I can tell you that it is a great disappointment to not be able to share the place I love so much with my child."

- PT Staff Member, CUPE Local 67 Security Grievance, June 26, 2023

Security By The Numbers

Recorded Incidents in
October 2019

2



Recorded Incidents in
October 2023

21

Police Dispatches in
2019

4



Police Dispatches in
2023 (Through Oct 31)

33

Since September 2023:

- **2 Lockdown Incidents**
- **4 panic button presses**
- **2 Ministry of Labour Visits**

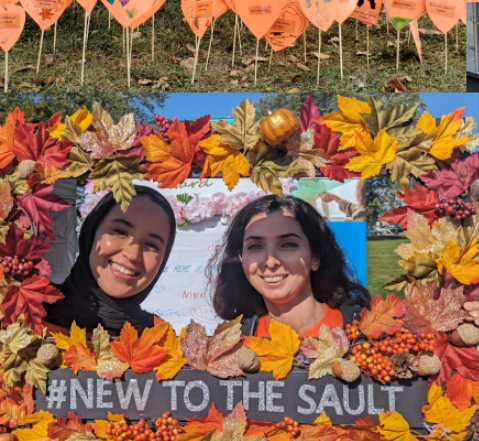
"We are doing a disservice to the community if we cannot provide them a safe environment."

- FT Staff Member, CUPE Local 67 Security Grievance, June 26, 2023

87% of incidents occur at the downtown location.



Thank you!





**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, October 3, 2023 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

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

Regrets: None

1. Meeting was called to order at 4:32 p.m.
2. There were no Declarations of Conflict of Interest.
3. The agenda was approved.
4. The Minutes of the September 5, 2023 Policy Committee Meeting were approved.
5. Policies Reviewed
 - 5.1 400-09 Human Rights Policy Anti-Harassment/Violence/Discrimination Policy
 - 5.2 100-12 Board Recognition Policy
6. Policies Rescinded
 - 6.1 400-17 Sick Leave Policy
 - 6.2 400-06 Health Care Leave Policy
7. New Policies
 - 7.1 400-06 Health Care and Sick Leave Policy
8. Policy Follow up
 - 8.1 Accessibility Plan
9. New Business
 - 9.1 None
10. The meeting was adjourned at 6:06 p.m.

Title:	Board Member Recognition Policy	Policy Number: 100-12
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 1987-06-15	
Approval Date:	June 15, 1987	
Revised Dates:	May 25, 1998, March 20, 2002; June 15, 2007; May 27, 2013; June 19, 2017; February 22, 2021; September 25, 2023	
Review Date:	June 2026	

PURPOSE

This policy provides for the suitable thanks and recognition to Library Board members.

SCOPE

This policy applies to Sault Ste. Marie Public Library Board members.

POLICY

The Library recognizes the hard work, dedication and achievements of its volunteer Board Members using various methods. Their contributions and governance help the Library to excel as an organization.

FORMS OF RECOGNITION

Photographs

A print of a collection of the current Library Board members with their names and term listed will be hung at each Library location.

Website

A list of current Board Members will be listed prominently on the Library's website. In addition, a list of former Board members will also be made accessible via the Library's website.

Publications

All significant Library publications including the Library's annual report, as well as any documents that the Board is directly involved in the creation of, such as a strategic plan, will include a list of current Board Members.

Legacy Wall

A portion of one of the Board Room's walls will be dedicated to recognizing past Library Boards. The wall will be organized by Board term, and will include a list of Board members for each term.



Gifts

When a Board member leaves the Board after completing a term, they shall be presented with a gift (up to \$100).

RELATED POLICIES

400-13 Expression of Sympathy Policy

Title:	Health Care and Sick Leave Policy	Policy Number: 400-06
Policy Type:	Human Resources	
Approval By:		
Approval Date:	November 27, 2023	
Revised Dates:		
Review Date:	October 2024	

PURPOSE

This policy ensures the responsible use of sick leave and time off required for health care appointments.

SCOPE

This policy applies to all employees of the Library with exceptions of injuries or illnesses covered by the Workers' Compensation Board.

DEFINITIONS

DIAP - a Documented Individualized Accommodation Plan

Health Care Appointments – medical appointments, dental appointments, medical tests prescribed by a physician, physiotherapy appointments, counselling, and chiropractor appointments.

Sick Leave - credits accumulated over the course of an employee's employment.

Unpaid Sick Leave - When an employee is ill and has no sick leave credit, either because they have not started to accumulate sick leave or because they have exhausted it, the employee will be placed on unpaid leave.

Work Accommodation - a change in the work environment or the terms and conditions of employment that allows a person with limitations in their abilities, or who faces barriers from the standard rules and conditions of work, to perform their job.

POLICY STATEMENT

The Board recognizes the importance of its staff's health and well-being. To that end, the Library offers some benefits to meet its employees' healthcare and accommodation needs.

SICK LEAVE

Employees are expected to use sick leave responsibly and fulfill their scheduled hours.

Unionized employees will receive sick leave benefits in accordance to their collective agreements.

Administrative employees and Managers will receive sick leave benefits in accordance with the City's Non-Union/Management compensation package.



An employee who takes other gainful employment during absence from work due to illness or injury shall be deemed to have voluntarily quit their employment unless the employee has prior written permission from the CEO to take other employment.

NO MONETARY VALUE

Sick leave is provided as a form of "insurance" should an employee qualify for sick pay. Therefore, it is not subject to any monetary payout at the completion of an employee's service with the Library.

WORK ACCOMMODATIONS

Any employee requiring a work accommodation needs to notify their manager. An adjudicator will provide the manager with information about an employee's scheduled return to work and a list of limitations, whichever is applicable. Employees shall comply with the third party adjudication process.

The Manager will provide the employee with DIAP, which will include a safety plan if needed.

HEALTH CARE

The Library will make reasonable attempts to permit staff the time off they require for medical appointments and/or approved tests or examinations, including those requiring additional accommodations.

Health care shall be used according to the following for Full-time Staff:

- Sick leave shall not be used for health care appointments except for all-day appointments, including medical appointments outside the city.
- All-day appointments shall be charged to Sick Leave.
- The Library will compensate employees for up to two (2) hours for each of their medical appointments for a maximum of two appointments per week. The balance of time for appointments that exceed two (2) hours will be required to be made up within the pay period or be marked as unpaid hours.
- Whenever possible, health care appointments shall be made outside working hours or at the beginning or end of a lunch or work period. Adjustments to work periods so staff can attend appointments can be made with prior approval from a Manager.
- Time taken for appointments scheduled for family members shall be made up within the pay period.
- Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.
- Leave for health care appointments can be denied due to operational requirements.
- Proof of appointments may be required.

Part-time staff are asked to make health care appointments outside of their scheduled work hours. Shifts may be cancelled by a Manager so that a Part-time staff member may attend a specialist appointment.

RIGHT TO PRIVACY

To protect the privacy of an employee, a third-party adjudicator will verify all medical information. No employee is obliged to tell their immediate supervisor or Management of a diagnosis nor provide other information relative to their ability to work beyond what appears on the medical certificate.

Related Policies

400-02 Management and Non-Union Human Resources Policy

400-05 Workplace Code of Conduct

400-09 Human Rights Policy; Anti-harassment, violence and discrimination policy

Title:	Human Rights Policy; Anti-Harassment/Discrimination/Violence	
Policy Type:	Human Resources	Policy Number: 400-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	April 2017; April 2018; January 2020; February 22, 2021; January 20, 2022; October, 17, 2022; November 27, 2023	
Review Date:	October 2024	

PURPOSE:

This policy establishes a framework for preventing / mitigating the occurrence of harassment, discrimination and/or violence. It will ensure the Library's compliance with the Occupational Health and Safety Act in regards to workplace violence and harassment.

SCOPE:

This policy applies to all employees, volunteers, Friends of the Library, Board members, any person having business with the Library, and members of the public.

DEFINITIONS:

Bullying - an incident(s) or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a person or group of people.

Discrimination - the unjust or prejudicial treatment of people especially on the grounds of race, age, sex, or ability.

Harassment – Any behavior that creates a hostile or unpleasant work environment through unwelcome verbal or physical conduct, including the implicit or perceived use of an inappropriate comment or conduct against another that is known, or ought reasonably to be known, to be unwelcome.

Personal harassment includes but is not limited to:

- Unwelcome and/or insulting remarks, jokes, innuendoes, or taunting of another person
- Displaying of racist, derogatory, or offensive pictures or material.
- Refusal to work with or share facilities with an employee because of;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.
- Unwelcome, inappropriate or insulting gestures based on;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.

Sexual harassment - any comment or conduct which is intimidating or malicious and related to sex or sexual orientation and includes but is not limited to:

- Unwelcome, inappropriate, insulting remarks, jokes, innuendoes and/or taunting about a person's body, attire, sex or sexual orientation.
- Jokes of a sexual nature.
- Displaying of sexually explicit pictures or other offensive material.

- Suggestive staring, leering or other gestures.
- Unnecessary or unwanted physical contact such as touching, patting or pinching.
- Request for sexual favours from an employee implying or suggesting that employment status could be affected.

Unacceptable behaviour - physically or psychologically aggressive behaviour including but not limited to:

- Hitting, kicking, punching, shoving, slapping, pinching, grabbing, and biting.
- Carrying or brandishing weapons of any sort.
- Destruction of workplace or co-workers' property.
- Throwing objects at an individual with a view to cause physical injury or fear.

Violence – a perceived, attempted, or expressed threat or actual use of physical force against an individual that causes or could cause physical injury.

Volunteer – authorized, unpaid worker assisting the Library with the provision of service.

Weapon - anything used, designed to be used or intended for use to threaten, intimidate, cause death of or injure any person.

Workplace - in or on the property of Sault Ste. Marie Public Library or off site, including facilities and worksites and vehicles.

POLICY STATEMENT

The Library is committed to the prevention of harassment, discrimination and violence as outlined in the Canadian Charter of Rights and Freedoms, and the Occupational Health and Safety Act. The Library recognizes that workplace violence and harassment is a health and safety issue. The Library will not tolerate nor condone workplace violence or harassment and considers it inconsistent with the Library's goals, priorities and values.

The Library will make every reasonable effort to:

- Develop and promote a positive, inclusive and safe environment.
- Raise awareness through workplace training of personal safety issues.
- Provide sound procedures for reporting and resolving complaints.
- Take appropriate action(s) with perpetrators of workplace violence or harassment which may include exclusion from using Library services, disciplinary action (up to discharge), counseling (mandatory and/or voluntary) or work reassignment.
- Assist victims in every reasonable manner possible.

All staff responsibilities (i.e. performance appraisals, scheduling, and implementation of disciplinary action) will adhere to this policy.

A complaint filed under this Policy does not preclude an individual from pursuing other appropriate avenues of resolution.

SOURCES OF VIOLENCE/HARASSMENT

Co-worker / Manager - the perpetrator is a co-worker / manager, volunteer or a past worker who attacks or threatens fellow workers.

Domestic - the perpetrator usually does not have a legitimate relationship with the Library but has or has had a relationship with a worker.

Member of Public - the perpetrator is a visitor to the Library and may be a user of library services.

RESPONSIBILITIES

All employees, volunteers, Board members, and persons having business with the Library, and members of the public are responsible for promoting mutual respect and for preventing and resolving incidents of harassment, discrimination or violence.

Each Employee Has the Responsibility To

- Be knowledgeable about workplace policies and procedures.
- Not ignore acts of workplace violence or harassment.
- Ensure proper reporting and documenting.
- Co-operate with any subsequent Violence or Harassment Investigation.

The Supervisor Has the Responsibility To

- Communicate workplace policies and procedures to all staff and volunteers.
- Receive and report any harassment, discrimination or violence complaint.
- Take whatever immediate action is appropriate and available.
- Encourage employees and volunteers to report incidents of harassment discrimination or violence.

Management Has the Responsibility To

- Provide and encourage an environment free of harassment, discrimination and violence through education and training.
- Review with all employees and volunteers relevant Library Policies.
- Make this Policy accessible on the Library website.
- Resolve harassment, discrimination and violence complaints without delay.
- Take appropriate corrective action, monitor the situation and protect confidentiality.

CONFIDENTIALITY

- Except where disclosure is required by law or agreed to by consent of the parties, all records relating to a harassment, discrimination or violence complaint will be kept confidential.

- Records of incidents involving an employee or volunteer will be maintained in the employee's / volunteer's personnel file.
- Records of incidents involving a member of the public are maintained in the CEO's files.
- When a complaint is unsubstantiated and the Policy has been used in a vindictive or frivolous manner, a record will be maintained in the complainant's personnel file.
- Investigative files will be retained permanently, separate from personnel files in the CEO's Office.

NO REPRISALS

The victims are assured that there shall be no recrimination or reprisals, dismissal, discipline, intimidation or the imposition of any penalty because of a complaint of workplace violence and harassment. However, frivolous and / or vexatious use of this policy by any worker may result in disciplinary action up to and including discharge.

This policy shall be reviewed annually.

RELATED POLICIES

100-11 Board Code of Ethics
300-02 Records Management and Protection of Privacy policy
300-06 Social Media Policy
300-07 Exclusion, Reinstatement and Appeals Policy
300-09 Rules of Conduct Policy
300-17 Volunteer Program Policy
300-18 Friends of the Library Policy
300-23 Accessible Customer Service Policy
300-26 Computer & Internet Use Policy
400-01 Hiring Policy
400-03 Health and Safety Commitment Policy
400-05 Workplace Code of Conduct
400-07 Dress Code and Casual Dress Policy
400-08 Right to Disconnect Policy
400-10 Electronic Monitoring Policy
400-14 Performance Appraisal Policy

APPENDIX A

Harassment, Discrimination, Violence Program

The workplace harassment, discrimination and violence program applies to all workers including managers, temporary employees, students and subcontractors.

1. Measures and Procedures to Control Risks

The Library uses a combination of controls to help reduce the risk of workplace harassment, discrimination, and violence. These include:

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

Engineering Controls

Library locations are equipped with security features including keyed access, security alarms, and surveillance cameras. Each location also has restricted staff-only areas and service desks which act as a barrier between the staff and the public.

Administrative Controls

The Library has established many procedures to prevent harassment and violence in the workplace, which can be found in the Library's Staff manual under the Emergency Procedures section. Additional procedures such as the Library Closing Procedures/Vulnerable Staff have been created to ensure extra precautions are taken.

The Library will ban and have a no trespass order issued to patrons who demonstrate that they are a threat to the staff, public, facilities or equipment, through their actions or uttered threats.

The Library has a contract with a local Security Firm that provides on-call security for non-emergency incidents.

The Library offers health and safety training during the on-boarding process and on occasion through staff development days, first aid courses, and individual webinars.

PPE

Panic buttons are available to staff at each library location and can be worn when responding to an incident or conducting a task where risks are increased.

2. Reporting Harassment, Discrimination, Violence

Workers must report incidents or complaints of harassment, discrimination or violence in writing using the workplace harassment complaint form (see Appendix B). If there is an injury, they must also complete an Accident/Injury Investigation form and Administration may be required to submit a WSIB claim.

In the case of an emergency, assistance will need to be summoned immediately. Staff should call out to other staff and/or bystanders if they are able and it is safe to do so. Staff may use their personal devices, library phones, and/or panic buttons to alert police services. They should provide as much detail about the threat and danger as possible to emergency services.

Reporting Harassment, Discrimination or Violence

An incident or a complaint of harassment, discrimination or violence must be reported as soon as possible after experiencing or witnessing an incident, to allow an investigation in a timely manner.

Employees cannot expect to raise a complaint while at the same time asking that no action be taken or ask to remain totally 'anonymous'.

If the worker's supervisor is the person engaging in the harassment, discrimination or violence contact the department's manager. If the CEO is the person engaging in the workplace harassment, contact the Board Chairperson. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser).

Administration shall be notified of the incident or complaint to ensure an appropriate investigation is conducted. If the incident or complaint involves the CEO, an external qualified person, as identified by the Board, will be retained to conduct the investigation.

All incidents or complaints shall be kept confidential except to protect workers; to investigate the complaint or incident; or to take corrective action or otherwise as required by law.

3. Investigation

a. Commitment to Investigate

The CEO will ensure that an investigation is conducted upon receipt of a complaint of harassment, discrimination or violence.

b. Who Will Investigate

The CEO will determine who will conduct the investigation. Any allegations against the CEO will be referred to the Library Board Chairperson.

c. Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation).

d. Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential. Any identifying information must not be disclosed unless necessary to the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- The investigator must thoroughly interview the complainant and the alleged harasser(s), if the alleged harasser is an employee. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview them.
- Both parties must be given the opportunity to respond to the specific allegations.
- Parties to the complaint may be temporarily reassigned during the investigation or put on administrative leave.
- The investigator must interview any relevant internal or external parties, collect and record any relevant information.
- The investigator must prepare a summarized written report which must set out findings of fact and come to a conclusion.

b. Results of the Investigation

A determination will not be made until all facts and information have been received. Within 10 days of the investigation being completed, the relevant parties will be informed in writing of the results and any corrective action to be taken. Corrective action will be taken as expeditiously as possible.

c. Confidentiality

While the investigation is on-going, the relevant parties will not discuss the incident or complaint or the investigation with each other or others except to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary.

All records of the investigation will be kept confidential.

4. Support

If the need for post crisis support is evident, the CEO may arrange for consultation with appropriate health care professionals. An employee who visits a physician or health care specialist for treatment or counseling will not lose any pay or other benefits.

5. Record Keeping

The CEO or the Library Board will keep records of the investigation including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;

- a copy of the investigation report;
- a summary of the results;

All records and documents of the investigation will be kept confidential unless necessary to investigate a subsequent incident or complaint, take corrective action or otherwise as required by law.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: 2024 LIBRARY CLOSURES
DATE: December 11, 2023

PURPOSE

For the Board set the Library's closures for 2024.

2024 CLOSURES

The following are the recommended Library closures for 2024 based on City closures and past practice.

New Year's Day:	Monday, January 1
Family Day:	Monday, February 19
Good Friday:	Friday, March 29
Easter:	Sunday, March 31
Easter Monday:	Monday, April 1
Victoria Day:	Monday, May 20
Canada Day:	Monday, July 1
Sir William Hearst Day:	Monday, August 5
Labour Day:	Monday, September 2
Thanksgiving:	Monday, October 14
Remembrance Day:	Monday, November 11
Staff Development Day:	Monday, November 18
Christmas:	Wednesday, December 25
Boxing Day:	Thursday, December 26

The following are the recommended early Library closures for 2024 based on past practice.

Christmas Eve: Tuesday, December 24
Closed at 12:30 PM

New Year's Eve: Tuesday, December 31
Closed at 4:30 PM

The following is a recommended holiday opening for 2024.

Family Day: Monday February 19, 2023
Open at 12:00 pm, Closed at 4:00 pm

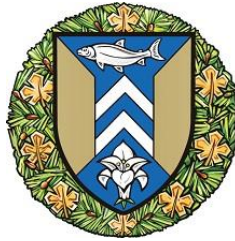
MOTION

Resolved that the Sault Ste. Marie Public Library Board approve the Library closures and holiday opening for the year 2024 as presented.

MOVED:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



September 26, 2023

MEMO TO: Senior Management Team

RE: 2024 Public Holidays

Below is a list of public holidays that will be observed in 2024 and the days designated for municipal offices to remain closed.

**Actual Day of
Public Holiday - 2024**

**Designated Day that
Municipal Offices Closed**

New Year's Day: Monday, January 1

Monday, January 1

Family Day: Monday, February 19

Monday, February 19

Good Friday: Friday, March 29

Friday, March 29

Easter Monday: Monday, April 1

Monday, April 1

Victoria Day: Monday, May 20

Monday, May 20

Canada Day: Monday, July 1

Monday, July 1

Sir William Hearst Day: Monday, August 5

Monday, August 5

Labour Day: Monday, September 2

Monday, September 2

National Day for Truth and Reconciliation
Monday, September 30 (for certain operations only)

Monday, September 30

Thanksgiving: Monday, October 14

Monday, October 14

Remembrance Day: Monday, November 11

Monday, November 11

Christmas: Wednesday, December 25

Wednesday, December 25

Boxing Day: Thursday, December 26

Thursday, December 26

Sincerely,

A blue ink signature of Malcolm White.

Malcolm White
CAO

MW/kv



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: December 11, 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 September 25, 2023, meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 14, 2023, meeting as presented.
☐ REMOVED FROM CONSENT
3. The expenditures for the month of September 2023, which include wages, benefits and RBC Visa in the amount of \$292,636 be confirmed paid.
☐ REMOVED FROM CONSENT
4. The expenditures for the month of October 2023, which include wages, benefits and RBC Visa in the amount of \$220,710.84 be confirmed paid.
☐ REMOVED FROM CONSENT

5. The Sault Ste. Marie Public Library Board receive the draft Financial Reports ending September 30, 2023, as information.
- ☐ REMOVED FROM CONSENT
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the October 3, 2023, meeting as presented.
- ☐ REMOVED FROM CONSENT
7. The following revised policies be approved as presented:
100-12 Board Recognition Policy
400-09 Human Rights Policy; Anti-Harassment, Violence and Discrimination
- ☐ REMOVED FROM CONSENT
8. That the following new policy be approved as presented:
400-06 Health Care and Sick Leave Policy
- ☐ REMOVED FROM CONSENT
9. That the following policies be rescinded:
400-06 Health Care Leave Policy
400-17 Sick Leave Policy
- ☐ REMOVED FROM CONSENT
10. The Sault Ste. Marie Public Library Board approves the 2024 schedule of Library Closures as presented.
- ☐ REMOVED FROM CONSENT
11. The Sault Ste. Marie Public Library Board approves the 2024 Fees schedule as presented.
- ☐ REMOVED FROM CONSENT
12. The Sault Ste. Marie Public Library Board approves the Library closures and holiday opening for the year 2024 as presented.
- ☐ REMOVED FROM CONSENT

RESOLVED THAT:

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

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO,
SUBJECT: INFORMATION ITEMS
DATE: December 11, 2023

8.1 NOLHA 2023 COMMUNITY CHAMPION OF THE YEAR AWARD

The Library is the recipient of the Northern Ontario Latin-Hispanic Association's 2023 Community Champion of the Year Award. The award was presented to Elise Schofield, Manager of Community Engagement, at the Gala Latina 2023 on October 21, 2023.

The award was given in recognition of the Library's continuous partnership with NOLHA to support efforts to share Latin-Hispanic culture, languages, and heritage.



8.2 CHRISTMAS OPEN HOUSE

Join us for a time of music, crafts and Christmas treats at the James L. McIntyre Centennial Library on Wednesday, December 6th, 2023 from 1 p.m. to 4 p.m. This is always a popular program to help everyone get into the 'festive spirit'!

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Congratulations!

NOLHA 2023 Community Champion of the Year Award

Matthew MacDonald, Chief Executive Officer

m.macdonald@cityssm.on.ca

Dear Mr. MacDonald,

On behalf of Northern Ontario Latin Hispanic Association NOLHA Board of Directors, we want to congratulate you on your incredible contributions and we would like to present you with the NOLHA 2023 Community Champion of the Year Award

The Community Champion of the Year Award recognizes individuals or business who contribute and support to the NOLHA year-round and have done so for a number of years.

Your continued and ongoing commitment to work with NOLHA and supporting our mission and our efforts to share our culture and heritage with the community is essential in our goals to bring this programming to the community.

The Sault Ste Marie Public Library has been a supporting partner with NOLHA since our inception 10 years ago. Thank you for your partnership and continuous support providing a space to support our adult and children Spanish and Portuguese classes, collaborating with NOLHA on Community events, Culture Days, diversity efforts and different cultural and educational workshops. Also, you have provided your guidance throughout and given NOLHA a presence within the community.

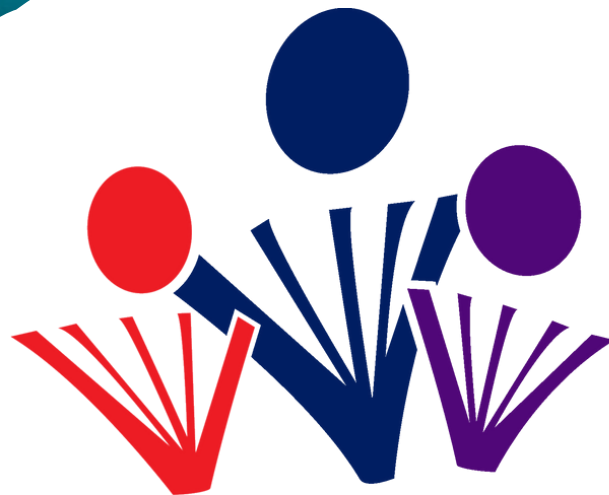
Your participation and assistance with many of the programs NOLHA provides has not gone unnoticed. You have opened your space and offered assistance through your staff and we are greatly appreciative for all of your continued support. Your constant support has allowed NOLHA to grow and improve our services. Your pursuit of excellence in education, culture and community service aligns with the programming NOLHA wants to provide. Your example and support have been unwavering and it is an honour to have you as a strong partner with the NOLHA team.

We would like to be able to present you with this award at the Gala Latina 2023. Please join us as we recognize your outstanding support and leadership. We are hosting this year's event at Delta Hotel on October 21, 2023

Again, thank you for your support! We are grateful to have you as a leader of our community. Please let us know if you have questions or require additional information.

Sincerely,

Sandra Mongui, Francine Floreani, Uju Fadijo, Sheri Tuck
NOLHA Executive Board of Directors



Sault Ste. Marie
Public Library

www.ssmpl.ca

"One stop....endless possibilities"

STRATEGIC PLAN 2024-2029

MESSAGE FROM THE BOARD CHAIR



Sault Ste Marie Public Library is the heart of our community. The people of SSM deserve and want a Library that puts them on equal footing with the rest of the world. No matter where you live, who you are, where you came from, how old or young; the Library is the place to meet the needs of the people of SSM.

In collaboration and alignment with our elected officials at City Hall, under the leadership of Mayor Shoemaker, we have created a strategic plan that will guide us for the next five years in our pursuit of excellent library services for the citizens of SSM.

There have been many hands involved in this new strategic plan but I especially want to thank the Board of Directors, CEO Matthew MacDonald and his staff, Ontario Library Services, and the numerous community partners and individuals that provided the insight, input and raw data that guided us on this journey. Thank you all for helping us create your strategic plan for the Library.

Wayne Greco
Chair
SSM Public Library Board

2023-2027 Library Board of Directors

Paolo Bruni
Hannah Caicco
Lisa Dobrovnik
Erin Ferlaineo
Steve Murray
Wayne Greco (Chair)
Kevin Harrison
Mike Olejnik (Vice Chair)
Jami van Haaften

STRATEGIC PLAN 2024-2029



Sault Ste. Marie
Public Library

www.ssmpl.ca

"One stop...endless possibilities"

Our Mission

The Sault Ste. Marie Public Library provides opportunities to discover, learn, and grow. We serve as a community partner offering spaces, resources, and connections which contribute to quality of life.

Our Vision

A diverse and welcoming community hub, the Sault Ste. Marie Public Library fuels innovation, demonstrates leadership, and promotes literacy aligned with our growing community. We strive to deliver library service for all, driven by knowledge sharing, partnerships, and new opportunities.

Our Values

- Community Engagement
- Diverse People and Perspectives
- Innovation
- User Experiences
- Literacy

ONE STOP ENDLESS POSSIBILITIES . . .



OUR PRIORITIES



**Community
Engagement**



**Marketing &
Communications**



**Inclusion,
Diversity,
Equity and
Accessibility**



Heritage & Culture



Service Excellence



ONE STOP

ENDLESS POSSIBILITIES ...

COMMUNITY ENGAGEMENT

- Build and maintain strong community partnerships
- Expand Library services within underserved areas
- Initiate positive change through opportunities for development and growth



A close-up photograph of a person's hand resting on the grey handrim of a wheelchair. The background is slightly blurred, showing the spokes of the wheel and parts of the chair's frame.

ONE STOP ENDLESS POSSIBILITIES ...

IDEA (INCLUSION, DIVERSITY, EQUITY & ACCESSIBILITY)

- Expand Library service to be more inclusive of a diverse population
- Represent new audiences within library relationships
- Embed EDI across all levels of Library activity
- Provide more accessible technology
- Collaborate with local Indigenous partners on Truth & Reconciliation and Decolonization

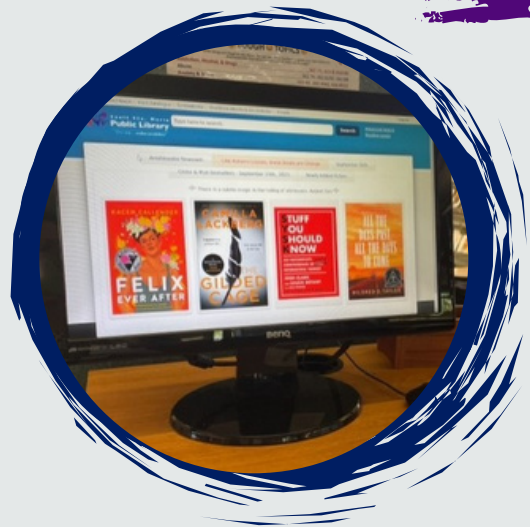




ONE STOP ENDLESS POSSIBILITIES ...

MARKETING & COMMUNICATIONS

- Engage stakeholders in library activities at all levels
- Increase Community awareness of the Library
- Improve the Library's website to enhance the digital experience





ONE STOP ENDLESS POSSIBILITIES . . .

HERITAGE & CULTURE

- Develop programs, collections and services to celebrate and recognize local history
- Improve Access to Historical collections
- Participate in cross-cultural dialogue and knowledge sharing





ONE STOP ENDLESS POSSIBILITIES ...

SERVICE EXCELLENCE

- Ensure Library services, programs and collections meet community needs
- Deliver exceptional customer service
- Improve Library facilities to better meet the service needs of the community



MESSAGE FROM THE CEO



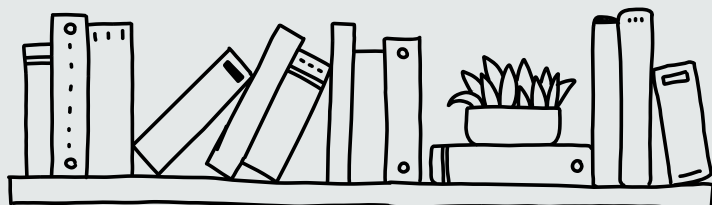
"There are far better things ahead than any we leave behind."
— C.S. Lewis.

The Library's Strategic Plan is a guiding document that will help the Board and staff improve and adapt library services to meet our community's continuously evolving needs. With our new mission and vision in place, we hope to move the library in a new direction while still maintaining our core values.

Each strategic priority is supported by carefully chosen goals, objectives and planned action items. Through effort and intention, we hope to create a Sault Ste. Marie Public Library that is more inclusive, innovative, and responsive to our patrons' needs. We aim to offer exceptional programs, activities and services in the years to come.

Our library is community focused. We will continue to meet the needs of our current patrons while also trying to engage new audiences. We will continue to collaborate with our many community partners and seek out new partnerships. We will undertake initiatives that will create positive change and make efforts to expand to areas that are underserved.

Finally, we hope to create a greater awareness in our community, through marketing and communications, that our library truly is a destination for all that is one stop with "endless possibilities..."



Matthew MacDonald, B.A. Hon., M.L.I.S.
Chief Executive Officer
Sault Ste. Marie Public Library



Art by Lucia Laford et al.

Land Acknowledgment

The Sault Ste. Marie Public Library is a gathering place where community comes together; to share stories, to explore new ideas and to gain knowledge of the past. It is through this unique position in our community that we support and promote truth and reconciliation with Indigenous peoples.

We acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and is known as Bawating. Bawating is the home of Ketegaunseebeee (Garden River) First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council.

The Library, and we as individuals, have a deep desire to bring about change in our community and move forward together as diverse and inclusive peoples. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect.

Steering Committee

Kaitrin Aaltonen
Paolo Bruni
Erin Ferlaine
Matthew MacDonald
Frances Ryan
Liz Webkamigad

Kendal Barban
Hannah Caicco
Wayne Greco
Steve Murray
Elise Schofield
Sharon Wigney

Elspeth Belair
Lisa Dobrovnik
Kevin Harrison
Mike Olejnik
Jami van Haaften



STRATEGIC PLAN 2024-2029

2024 SSMPL Board Calendar

January	February	March	April
Facility Committee Meeting Jan 8	Policy Committee Meeting Feb 6	Policy Committee Meeting Mar 5	Policy Committee Meeting Apr 2
Policy Committee Meeting Jan 9	Facilities Committee Meeting Feb 12	Facilities Committee Meeting Mar 11	Finance Committee Meeting Apr 8
Finance Committee Meeting Jan 18	Finance Committee Meeting Feb 15	Finance Committee Meeting Mar 14	Facilities Committee Meeting Apr 18
OLA Conference Jan 24—27	Library Board AGM Feb 26	Regular Meeting Mar 25	Board Development Meeting Apr 29
Regular Meeting Jan 29	Presentation of Annual Report	Board Member Self Reflection Survey	
May	June	July	August
Policy Committee Meeting May 7	Policy Committee Meeting June 4		
Facilities Committee Meeting May 13	Facilities Committee Meeting June 10		
Finance Committee Meeting May 16	Finance Committee Meeting June 13		
Regular Meeting May 27	Regular Meeting June 24		
	Review 2025 Operations Budget		
	Review Business Continuity Plan		
September	October	November	December
Policy Committee Meeting Sept 10	Public Library Month	CEO Evaluation Committee Meeting TBD	CEO Evaluation TBD
Facilities Committee Meeting Sept 16	Policy Committee Meeting Oct 1	Facilities Committee Meeting Nov 4	
Finance Committee Meeting Sept 19	Facilities Committee Meeting Oct 7	Policy Committee Meeting Nov 5	
Regular Meeting Sept 30	Finance Committee Meeting Oct 17	Finance Committee Meeting Nov 14	
Approval of 2025 Library Closures	Board Development Meeting Oct 28	Budget Presentation to Council Nov 18	
Board Evaluation (Dalhousie Tool)	Volunteer and Donor Reception	Regular Meeting Nov 25	
		Approval of 2025 Fees Schedule	





Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9.3

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OLA BOOT CAMP
DATE: December 11, 2023

PURPOSE

To provide the Board with information about the 2024 OLA Super Conference/Board Boot Camp.

OLA SUPER CONFERENCE

The Ontario Library Association is Canada's largest library organization and OLA's Super Conference is Canada's largest continuing education event in librarianship. Within the Super Conference event is the country's largest library tradeshow.

It will be held from Wednesday January 24, 2024 to Saturday January 27, 2024 at the Metro Toronto Convention Centre – North Building.

This year's theme is "Get Loud."

"Get Loud symbolizes our commitment to civic engagement, recognizing the significance of libraries in promoting equity, diversity, and truth. As champions of education and democracy, libraries play a pivotal role in empowering individuals and building community. We acknowledge the challenges ahead, unsure of the exact demands our services will face or how our libraries will adapt and transform."

Workshops and sessions are designed for various types of libraries with different focuses, including public, school, academic and government.

OLA BOOT CAMP

The Library Trustee Boot Camp is part of the annual Super Conference and is designed specifically for public library board trustees. Throughout this interactive event, you'll enhance team building and communication skills, connect with peers facing similar challenges, and explore how to effectively advocate for your library and collaborate with your municipal government.

Bootcamp is scheduled for Saturday January 27, 2024.

Agenda

8:45am - OLBA Annual General Meeting

9:15am - Session #1 - Library Trustee Boot Camp Opening Speaker

10:45am - Session #2 - Current State Of Your Library

12:00pm - Lunch (Provided)

1:15pm - Session #3 - Advocating For Support

2:45pm - Session #4 - Working With Your Municipality

OLA SUPERCONFERENCE ATTENDANCE

The Board should determine which of its members, if any, they would like to send to the 2024 OLA Super Conference.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: FOLLOW UP FIELD VISIT REPORT FROM THE MINISTRY OF LABOUR,
IMMIGRATION, TRAINING, AND SKILLS DEVELOPMENT
DATE: DECEMBER 11, 2023

PURPOSE

To provide the Board with a follow up 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 (October 26, 2023)
- Workplace Violence Risk Assessment (November 29, 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.

An inspector of the MLITSD conducted a follow up inspection on October 26, 2023 as part of the ongoing investigation.

RESULTS

The inspector provided a full narrative in his report.

The Inspector also provided the following order:

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. At the time of the visit the employer had not reassessed the risk of workplace violence after the incident that occurred at the beginning of September 2023.

The Employer had completed an investigation into the September 11, 2023 violent incident providing the results, action items and recommendations to the JHSC. As an intermediary action, Management had suspended the People Sleeping Outside the Library procedure. At the time of the inspection the procedure was being researched and updated but had not been replaced. Since the visit, the procedure has been replaced with one that does not require staff to exit the building, thus eliminating the risk.

In addition, the Library's Workplace Violence Risk Assessment was updated by Goodsense Workplace Solutions with consultation from the JHSC. The updated assessment was provided to the MLITSD inspector on December 1, 2023, to demonstrate compliance with the order.

The investigation is ongoing.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 3

OHS Case ID: **04782SQWR861**

Field Visit no: **04782SSZQ902**

Visit Date: **2023-OCT-26**

Field Visit Type: **FOLLOW-UP**

Workplace Identification:

SAULT STE MARIE PUBLIC LIBRARY

Notice ID:

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

Telephone:

(705) 759-5230

JHSC Status:

Active

Work Force #:

50

Completed %:

Persons Contacted: **MATTHEW MACDONALD - CEO, SHARON WIGNEY - JHSC MANAGEMENT CO-CHAIR, AMANDA TURCO - JHSC WORKER CO-CHAIR.**

Visit Purpose: **INVESTIGATION**

Visit Location: **MEETING ROOM**

Visit Summary: **SEE DETAILED NARRATIVE, ORDER ISSUED.**

Detailed Narrative:

This visit was to continue the investigation into allegations made to the ministry. The complaint alleged that the employer was not meeting the obligations outlined in the Occupational Health and Safety Act concerning violence in the workplace.

As part of a previous visit it was disclosed that a recent event involving violence occurred in the workplace. The employer outlined during the last visit that they maintain a written violence program. The program outlines how violence events will be investigated. During this visit the employer demonstrated that an investigation was completed. The employer summarized the findings, the action they were taking and recommendations to try and prevent re-occurrence. This process was completed recently and information was shared with the JHSC.

During Field Visit 04782SQWR862 risk assessments under Section 32.0.3 of the Occupational Health and Safety Act were discussed. The employer has a written risk assessment. It was outlined to the employer that risk reassessments are required periodically.

This is outlined in Section 32.0.3 (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.

Since a recent incident occurred (early September) the employer needs to re-assess the risk for that activity. The event occurred several days before the previous visit. The employer committed to completing the reassessment during that visit. The employer has determined what activity led to the incident. They also took some interim measures by communicating to staff not to undertake the activity until the employer has updated the policy that impacts this activity. The employer has not determined if it will continue to undertake the activity in the future and the level of risk of doing it has not been determined. The employer is still researching the activity to determine if it will still be a worker expectation. The employer did disclose they are working on getting a third party to complete a risk re-assessment in the near future. (Order Issued).

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>	SMMOLReporting@Ontario.ca	Title: <u>Senior Technical Services Technician</u> <u>JHSC Worker Co-Chair</u>
Signature: 	Signature: 	Signature: 

Operations Division Occupational Health and Safety

Field Visit Report

Page 2 of 3

OHS Case ID: 04782SQWR861

Field Visit no: 04782SSZQ902

Visit Date: 2023-OCT-26

Field Visit Type: FOLLOW-UP

Workplace Identification: SAULT STE MARIE PUBLIC LIBRARY

Notice ID:

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

In the previous visit narrative it discussed lock down procedures;

"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."

This item was discussed. It was still unclear if the workers knew what the expectations were. The employer committed to sending out information to the workers immediately about this item.

Section 50 of the Occupational Health and Safety Act was discussed with the employer. It was noted that workers had some concerns with recent correspondence that was sent by the employer. The correspondence was not reviewed during the visit. The employer was provided information on the Section for consideration.

No discipline, dismissal, etc., by employer

50 (1) No employer or person acting on behalf of an employer shall,

(a) dismiss or threaten to dismiss a worker;

(b) discipline or suspend or threaten to discipline or suspend a worker;

(c) impose any penalty upon a worker; or

(d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations or has given evidence in a proceeding in respect of the enforcement of this Act or the regulations or in an inquest under the Coroners Act, R.S.O. 1990, c. O.1, s. 50 (1).

Investigation ongoing.

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

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>	SMMOLReporting@Ontario.ca	Title <u>Senior Technical Services Technician</u> <u>JHSC worker Co-Chair</u>
Signature <u>[Signature]</u>	Signature <u>[Signature]</u>	Signature <u>[Signature]</u>

Operations Division
Occupational Health and Safety

Field Visit Report

Page 3 of 3

OHS Case ID: **04782SQWR861**

Field Visit no: **04782SSZQ902**

Visit Date: **2023-OCT-26**

Field Visit Type: **FOLLOW-UP**

Workplace Identification: **SAULT STE MARIE PUBLIC LIBRARY**

Notice ID:

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

Order(s) /Requirement(s) Issued To:

To:

SAULT STE MARIE PUBLIC LIBRARY

Org/Ind Role

Primary Employer

Mailing Address:

50 EAST ST, SAULT STE. MARIE, ON, CA P6A 3C3

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

No	Type Code	ActReg	Year	Sec.	Sub Sec.	Clause	Text of Order/Requirement	Comply by Date
1	Time	OHS	1990	32.0.3	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. At the time of the visit the employer had not reassessed the risk of workplace violence after the incident that occurred at the beginning of September 2023.	2023-DEC-01
	04782SSZR903							

Recipient

Inspector Data

Worker Representative

Name

Matthew MacDonald

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

Name

Amanda Turco

Title

Chief Executive Officer

Title

Senior Technical Services Technician
JHSC Worker Co-Chair

Signature

Matthew MacDonald

Signature

Kirk Dillabough

Signature

Amanda Turco



S a u l t S t e . M a r i e
Public Library

"One stop....endless possibilities"

Originally prepared by Matthew MacDonald, CEO September 27, 2022

Updated by Lisa Salvini of Good Sense Workplace Solutions on November 29, 2023

INTRODUCTION

A Risk Assessment for the Sault Ste. Marie Public Library was conducted by Lisa Salvini from Good Sense Workplace Solutions on November 15, 2023, in collaboration with the Joint Health and Safety Committee (JHSC). Existing policies and procedures, past incidents, training, and physical buildings/work environments were assessed and opportunities for improvements were discussed. The following potential risks of violence were identified:

- Working Alone or with minimal staff
- Dealing with Patrons who are suffering from mental health or substance abuse issues

The leadership team of the Library recognizes the potential for violent acts or threats directed against staff. Every effort has been made to identify the sources of such action, and procedures are continually reviewed to eliminate or minimize the risk to staff. The Library has established many workplace emergency procedures to prevent workplace violence and injury. Leadership will ensure that all staff, volunteers and board members are aware of the hazards and are trained in the appropriate actions to take for protection from acts or threats of violence.

The leadership team is committed to investigating all incidents of workplace violence and working together with employees to continuously improve the policies and procedures to mitigate risk.

PURPOSE

This Risk Assessment was created to:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyze and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- Determine appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated (risk control).

The focus of this Risk Assessment is the hazard of workplace violence within the facilities of the Sault Ste. Marie Public Library. This report does not exclude the fact that other hazards may exist for Sault Ste. Marie Public Library staff members and volunteers within these facilities or when they conduct their duties on behalf of the Library outside of these facilities.

Workplace violence is defined in the Ontario Health and Safety Act (OHSA) as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- 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 [subsection 1(1)].

The goal of this assessment is to determine the likelihood of workplace violence occurring if the risks are controlled effectively, and if any further action is required.

IDENTIFYING HAZARDS

Staff and volunteers may experience workplace violence perpetrated by the following individuals:

1. A person of authority (i.e. supervisor or manager)
2. A coworker or colleague
3. A volunteer
4. A member of the public
5. A contractor (i.e. maintenance or custodial staff)

Any one of these individuals has the potential to commit an act or threaten to commit an act of physical violence, harassment, intimidation, or other threatening or disruptive behaviour while in the Library.

ACCIDENT/INJURY INVESTIGATIONS

Since the year 2013, there have been a total of twenty-five (25) workplace accidents reported. Of these, fifteen (15) were accidents, six (6) were related to a facilities issue, three (3) were due to a repetitive injury, one (1) was related to a pre-existing condition and one (1) was due to exposure to mould.

The Library has made twelve (12) Workplace Safety and Insurance Board (WSIB) claims since 2014. All claims were related to either exposure to hazardous materials, repetitive injuries, or workplace accidents. One (1) was considered a critical injury. There were no claims related to workplace violence.

WORKPLACE VIOLENCE/HARASSMENT INVESTIGATIONS

In recent years there have been five (5) Workplace Violence/Harassment Investigations that were conducted at the Library. Allegations of workplace violence and harassment are taken very seriously and investigated. Employee relations are monitored, and the employer is committed to providing a safe work environment safe from workplace

violence and harassment. When allegations of violence and harassment are substantiated, the employee will be disciplined up to and including termination as per the *Human Rights Policy; Anti-Harassment/Discrimination/Violence* policy.

INCIDENT REPORTS DATA

In this Risk Assessment, the historical data of incident reports have been reviewed from the year 2013 to the date of the assessment. A danger rating has been used to help assess the risk staff collectively experience. The rating scale according to severity is Green, Yellow, Red, and Black. A full definition for each category is listed in the following chart:

Danger Rating	
GREEN	Minor Incident - Staff following operational policies and informing patrons if there needs to be a modification in their behaviour and/or use of the library. This would include someone sleeping in the library, raising voices, and arguing with staff over a library policy or resource availability.
YELLOW	Caution - Patron behaviour signals that staff need to keep an eye on the situation or there are signs of escalation, if necessary, request that they leave the building for the day. Staff call for their immediate supervisor (Senior Techs) to come in and intervene if they feel that this is warranted. This would include increased agitation on the part of the patron and an impasse being reached between the original staff member and the patron, throwing materials around, louder arguing using profanity and impairment by alcohol or drugs that may lead to a more dangerous situation.
RED	Severe Incident – Patron behaviour that indicates a line has been crossed e.g. verbal harassment, illegal behaviour, harm to staff or other patrons, and damage to library or customer property. This would be the point when managers are called in. Depending on the frequency, severity and number of incidents, a decision to ban the patron for a period of time is possible and may result in a temporary ban.
BLACK	Emergency - Patron behaviour that results in an immediate threat to safety or harm of another individual(s) or significant damage to library property, e.g someone brings a weapon into the library, actual physical abuse/contact to staff or other patrons, an action that results in significant damage to library property (starting a fire in the building, breaks a window), or any other action that has a significant impact. This would probably result in an immediate and permanent or long-term ban from the premises.

Between the years 2013 and now, there have been a total of 382 incident reports filed at the Library. This averages to approximately 38 incident reports a year or three per month. Of that, 49 required police notification, 12 required security, and 17 required EMS services.

The following lists how many incident reports were made each year:

2013 – 17 reports filed
2014 – 14 reports filed
2015 – 18 reports filed
2016 – 26 reports filed
2017 – 20 reports filed
2018 – 32 reports filed
2019 – 37 reports filed
2020 – 10 reports filed
2021 – 28 reports filed
2022 – 51 reports filed
2023 - 120 filed so far

Incident reports are categorized as Disturbance, Emergency/Accident, Public Intoxication, Sharps, Vandalism, Theft, Damage, or Other.

The following is a listing of how many of each type of incident occurred between 2013 and this assessment.

Damage – 7 incidents
Disturbance – 175 incidents
Emergency/Accident – 44 incidents
Public Intoxication – 23
Sharps – 8
Theft – 15
Vandalism – 13
Other – 88

Disturbances represent 46.92% of all incidents, followed by Other which represents 16.9% of all incidents. Of the Disturbances, 23.59% or 1 out of every 5 required outside intervention (either police or security).

Of the incidents, two hundred and eighty-four (284) were assessed as being at the Green Danger Level, eighty-six (86) were assessed as being at the Yellow Danger Level, and twelve (12) were assessed as being at the Red Danger Level.

There were four (4) Black-level events. Details for each Black-level event are as follows:

1. Occurred on December 4, 2014. A developmentally delayed patron forced herself behind the children's desk and assaulted a staff member in an attempt to get a pencil crayon from a drawer.
2. Occurred on December 3, 2016. A banned patron was asked to leave. He grabbed the reference desk phone, threatened staff, then came around behind the reference and information desk and attempted to assault a staff member with a highlighter. There were no injuries.

3. Occurred March 18, 2017. A 12-year-old child was misusing the computers and assaulted a staff member when they issued a warning. There are no recorded injuries.
4. Occurred May 24, 2019. Someone with a knife struggled with two teens outside the James L. McIntyre Centennial Library. No staff were involved in the altercation.

A Special Note on Sharps

The first instance of Sharps being identified on incident reports is in the year 2020. Prior to this Sharps was not a separate category, but was later added to incident reports. Sharps present a significant biohazard risk to staff and volunteers as they may transfer infectious diseases. In relation to workplace violence, sharps can potentially be used as a weapon. Additionally, those under the influence of drugs may act irrationally and/or aggressively, increasing the potential for workplace violence.

BANNED PATRON DATA

The Library keeps a list of banned patrons. A person can be banned from the library for violating Library policies and rules of conduct, or because they are banned from all municipal buildings per the City's Clerk Office. Bans vary in length depending on the severity of the incident, however, if an individual poses a significant risk to the health and safety of Library staff and volunteers, they are permanently banned. Since 2013, ten (10) people have been permanently banned. Currently, there are twenty-three (23) patrons with active bans (excluding the permanent bans) and five (5) patrons who have had bans but have had their Library privileges reinstated.

ENVIRONMENTAL FACTORS

The following is a list of environmental factors that could potentially increase the risk of workplace violence for some staff/volunteers:

Cash handling – the risk of being robbed

Crime rate – being in a neighbourhood with high crime rates increases the odds that a crime will be committed at the Library

Proximity to methadone clinics and related medical services – increased chance drug users under the influence will visit that location

Volatile personal relationships - domestic or personal life issues spilling over into the workplace

Working alone – no other staff/volunteers to provide additional assistance should an incident occur

Working at night – low visibility when exiting the building and walking through parking lots

RISK ANALYSIS

The Risk Analysis will look at the following:

1. Historical Data (including Incident Reports and Accident Investigation Reports)
2. Environmental Factors
3. Staff/Volunteer Vulnerabilities

Due to the potential repercussions of the loss of employment, in addition to legal action being taken, the risk of workplace violence being committed by a person associated with the Library is considered lower than that of a volunteer or member of the public.

		Overall Ranking of Controlled Hazards	Date: November 15, 2023	
SSM Public Library		Low/Medium		
#	Work Activity/Task	Current State	Steps To Eliminate or Control Hazards/ Recommendations	Probability /Impact
ADMINISTRATIVE - POLICY/PROCEDURE/PROTOCOLS				
1	Is there a workplace violence policy as required by the Occupational Health and Safety Act?	<ul style="list-style-type: none"> • Policy titled, <i>Human Rights Policy: Anti-Harassment/Discrimination/ Violence</i> 	<ul style="list-style-type: none"> • Policy has been reviewed and updated. • Include Domestic Violence language in policy. • Policy should state that the risk assessment will be reviewed and updated should any new risks become known that were not previously included. • Policy should include that there is no disciplinary or punitive action against an employee for filing a notice of an occurrence of harassment and violence. • Recommended to ensure Health and Safety is discussed at every meeting. 	Low
2	People Sleeping Outside the Library Procedure	<ul style="list-style-type: none"> • Policy recently changed 	<ul style="list-style-type: none"> • This has been changed to state that employees should not approach patrons outside of the library. • Employees are directed to call SSM District Social Services 	Low
3	Library Closing Procedures/Vulnerable Staff/Working at Night	<ul style="list-style-type: none"> • Senior staff wait until all student pages are picked up before leaving for the evening. 	<ul style="list-style-type: none"> • Recommended that all staff walk to the parking lot together in groups when it is dark. 	Low

4	Social Media Policy	<ul style="list-style-type: none"> • Social Media policy is in place 	<ul style="list-style-type: none"> • Policy describes what is not acceptable and states that harassment or discriminatory posts shall be reported to the police. 	Low
5	Workplace Code of Conduct	<ul style="list-style-type: none"> • Policy establishes expectations of conduct for all employees and volunteers 	<ul style="list-style-type: none"> • Policy describes employee accountabilities and disciplinary actions should there be a violation. 	Low
6	Lack of clarity of what to do in an emergency/crisis	<ul style="list-style-type: none"> • Emergency Response outlined in Staff Manual • JHSC shared that there are no clear instructions other than to lock yourself in. • Concern about how to protect patrons. 	<ul style="list-style-type: none"> • Review emergency procedures • Examine if emergency procedures need to be dependent on staffing levels. • Hold Emergency Response drills to practice response. • Create an emergency response code that can be called out to alert other staff in case of emergency. 	Medium
7	Are there procedures for workers to follow when dealing with aggressive or violent patrons?	<ul style="list-style-type: none"> • There is an Emergency Response plan binder at each desk. 	<ul style="list-style-type: none"> • Ensure employees are trained in ways to handle different situations. • Provide opportunities for employees to further develop these skills to increase confidence. • A binder is required downstairs at Centennial Branch. • Ensure all employees are trained on how to lock doors and where keys are located. 	Medium
8	Is the process for filling out incident forms followed and easily understood?	<ul style="list-style-type: none"> • Employee confusion about when to fill out a report. • First Aid/Incident reports are seen as vague and may not ask for enough information. • Missing a Near Miss Form • Training is required for all new employees regardless of employee status. 	<ul style="list-style-type: none"> • Employee training on what should and should not be reported. • Review of form(s) to ensure they contain enough information to truly understand the incident and how to mitigate further risk(s) • Include a near-miss section on the form or create a new form for near misses. • Ensure this type of training is included in the new employee orientation. • JHSC would like to see “when in doubt, fill it out” and err on the side of caution to fill out a form. • Noticed under Name in the form, that some put the person filling out the form and some put the perpetrator. • The employer has a reporting system for workplace injuries including those from violence and harassment. 	Low
INCIDENT INVESTIGATIONS/BANNED PATRONS				
9	Investigation Responsibilities	<ul style="list-style-type: none"> • Investigation to be conducted by the CEO or designate. 	<ul style="list-style-type: none"> • JHSC recommends that a JHSC member participate in investigations when appropriate. • JHSC members may help look at determining if any work process needs to be changed to mitigate any future risk because of an incident. 	Low

			<ul style="list-style-type: none"> Recommended that investigations occur within three (3) business days of the incident by the CEO or designate. 	
10	Patrons may be banned for breach of conduct	<ul style="list-style-type: none"> A list of banned patrons is shared with all employees. 	<ul style="list-style-type: none"> Policy to exclude violent and dangerous patrons from buildings. Policy explains the level of exclusions, the banning process and the appeal process. Banning Threshold document sent to JHSC for review and recommendations. Employees should be informed when a patron is banned as soon as it is known. 	Low

HISTORY OF PAST INCIDENTS

11	The number of police calls	<ul style="list-style-type: none"> The number of police calls is at an all-time high for 2023. In 2021 there were 20 calls, in 2022 there were 16 and in 2023 there have been 33 so far. 	<ul style="list-style-type: none"> Continue to monitor the calls to the police. Maintain data of calls made to security. Analyze this data to recognize patterns that may be used to better schedule onsite security presence or increased staffing levels. 	Medium
12	Violence and Harassment Incident Reports	<ul style="list-style-type: none"> Incident Reports have been increasing year over year. In 2022, there were 5 reports of violence and 5 reports of harassment. So far in 2023, there have been 10 incidents of violence and 12 incidents of harassment. This includes internal and external harassment investigations. 	<ul style="list-style-type: none"> Continue to investigate each incident and reevaluate risk assessment as required. Debrief with the team after each incident to review protocols and make improvements when possible. 	Medium

EMPLOYEE TRAINING

13	Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence?	<ul style="list-style-type: none"> Staff are trained through Niche Academy 	<ul style="list-style-type: none"> JHSC suggests more training for staff on emergency response, when and how to fill out incident reports, how many reports for the same incidents, when to use panic buttons, and how to communicate with other staff in the building. Ensure part-time, pages and volunteers are given the same training as full-time staff to ensure they have the same information. How to call a "code". Training on how to recognize the difference between workplace conflict and violence and harassment. 	Low
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Work Activity (Task)	Overall Ranking of Controlled Hazards	Date: November 15, 2023
James L. McIntyre Centennial Library	Low	

#	Work Activity/Task	Current State	Steps To Eliminate or Control Hazards/ Recommendations	Probability /Impact
BRANCH SPECIFIC:				
1	Working with fewer staff	<ul style="list-style-type: none"> • Policies do not provide different scenarios for lower staff. 	<ul style="list-style-type: none"> • Provide opportunities to practice dealing with possible contentious issues to increase employee confidence. • Review emergency response protocols and determine how they can be modified when working with fewer staff. • The Library is currently reviewing the scheduling of security personnel 	Low
2	Employee entrance door	<ul style="list-style-type: none"> • Employee entrance door does not swing shut. It can be opened from the outside without a key. Solutions are being investigated on how to repair the door. 	<ul style="list-style-type: none"> • The door should be fixed as soon as possible. • Employees to be trained to ensure that it is closed tight. • Door should never be propped open unattended. • Door should be checked periodically to ensure it is closed 	Low
3	Exits and Entrances	<ul style="list-style-type: none"> • Exits and entrances are well marked 	<ul style="list-style-type: none"> • Assess if it would make sense to have one entrance locked to the main library during evenings and weekends. It may help if doors need to be locked. 	Low
4	Alarms	<ul style="list-style-type: none"> • Personal alarms are available and should be worn by all employees. • Alarms are present at different locations in buildings. 	<ul style="list-style-type: none"> • Continue to ensure alarms are in good working order and available. • Records of testing should be kept. • Ensure all staff know the location of alarms • Alarms are monitored by ADT 	Low
5	Is there a designated safe area where workers can go during a workplace violence incident?	<ul style="list-style-type: none"> • Employees told to lock in a room. No protocol for patrons. 	<ul style="list-style-type: none"> • Create an emergency response considering the location of the incident, the number of employees working/what to do with patrons. • Hold drills to practice response. • Staff-only areas are locked using a key card system. 	Low
6	Outside lighting	<ul style="list-style-type: none"> • Outside lighting is sufficient 	<ul style="list-style-type: none"> • None 	Low
7	Washrooms	<ul style="list-style-type: none"> • Washrooms are locked and there is a process for distributing and retrieving keys. 	<ul style="list-style-type: none"> • Workers to check washrooms when required in pairs. 	Medium
8	Reception/Front Desk/Public counters	<ul style="list-style-type: none"> • Clear sightlines to doors • No heavy or sharp objects in reach of patrons 	<ul style="list-style-type: none"> • Continue to ensure good housekeeping at all desks and ensure no sharp/heavy objects are not in reach. 	Low
9	Meeting Rooms	<ul style="list-style-type: none"> • Meeting rooms are kept locked when not in use and must be booked in advance 	<ul style="list-style-type: none"> • Continue to ensure doors are locked after use. 	Low
10	Surveillance Cameras	<ul style="list-style-type: none"> • Cameras are present inside and outside the building 	<ul style="list-style-type: none"> • There is a plan to install more cameras as the budget permits. 	Low

Work Activity (Task)		Overall Ranking of Controlled Hazards		Date: November 15, 2023
North Branch		Low		
#	Work Activity/Task	Current State	Steps To Eliminate or Control Hazards/ Recommendations	Probability /Impact
BRANCH SPECIFIC:				
1	Working Alone Procedure	<ul style="list-style-type: none"> • Policy in place. 	<ul style="list-style-type: none"> • Provide opportunities to practice redirection or dealing with possible contentious issues to increase employee confidence. • Ensure part-time employees are given the training to deal with workplace issues. • Employees should always wear an alarm and carry the master key when working alone as per the Working Alone Procedure. 	Medium
2	Alarms	<ul style="list-style-type: none"> • Personal alarms are available and should be worn by all employees. • Alarms are present at different locations in buildings. 	<ul style="list-style-type: none"> • Continue to ensure alarms are in good working order and available. • Records of testing should be kept. • Ensure all staff know the location of alarms. • Alarms are monitored by ADT 	Low
3	Is there a designated safe area where workers can go during a workplace violence incident?	<ul style="list-style-type: none"> • Employees told to lock in a room. No protocol for patrons. 	<ul style="list-style-type: none"> • Create an emergency response considering the location of the incident, the number of employees working/what to do with patrons. • Hold drills to practice response. 	Low
4	Inadequate lighting outside	<ul style="list-style-type: none"> • The lights are very dim at the front entrance. 	<ul style="list-style-type: none"> • The lights have since been fixed. • 	Low
5	Main washrooms do not lock (accessible washroom does lock)	<ul style="list-style-type: none"> • Potential for patrons to hide in the washroom 	<ul style="list-style-type: none"> • Review protocol to regularly check washrooms. • Monitor incidents in washrooms at this location to determine if further action needs to be taken. • Key protocol for accessible washrooms should be taken. 	Low
6	Reception/Front Desk/Public counters	<ul style="list-style-type: none"> • Clear sightlines to doors • No heavy or sharp objects in reach of patrons 	<ul style="list-style-type: none"> • Continue to ensure good housekeeping at all desks and 	Low

			ensure no sharp/heavy objects are not in reach.	
7	Access to behind desk/Employee Area	• There are currently no barricades to back employee areas.	• Look at the possibility of putting in a door or gate.	Low
8	Meeting Rooms	• Meeting rooms are kept locked when not in use and must be booked in advance	• Continue to ensure doors are locked after use.	Low
9	Surveillance Cameras	• Cameras on the outside of the building only	• Periodically review the need for cameras.	Low

Probability Values:

- Rare: An event that is highly unlikely to occur during the work. It may have occurred in isolated instances or under exceptional circumstances in the past but is not expected to repeat in the foreseeable future.
- Unlikely: The chances of the event occurring are low, but it is not entirely improbable. There might be some historical data or remote occurrences to suggest that it could happen.
- Moderate: The event has a reasonable chance of occurring, and some precedent or instances in the past may justify this probability level.
- Likely: The chances of the event occurring are high. Past occurrences or existing conditions indicate the event is probable during the project's lifecycle.
- Very Likely: The event is almost certain to happen. It is highly likely to occur based on the existing conditions and historical data.

Impact Ranges:

- Minor: The event, if it occurs, will have minimal consequences health and safety of Workers, or the environment. It can be easily managed and rectified without significant disruptions.
- Moderate: The event will have noticeable adverse effects on Worker safety. However, it is manageable and can be addressed with proper mitigation measures.
- Major: The event will significantly affect Worker safety. It requires immediate attention and comprehensive risk management strategies.
- Extreme: The event will have severe and far-reaching impacts posing a serious threat to Worker safety and the environment. Urgent and extensive actions are necessary to prevent or mitigate this level of risk.

		Impact			
		Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Medium	Medium
	Unlikely	Low	Medium	Medium	Medium
	Moderate	Medium	Medium	Medium	High
	Likely	Medium	Medium	High	High
	Very likely	Medium	High	High	High

STAFF/VOLUNTEER VULNERABILITIES

Some Library staff/volunteers are considered vulnerable, either because of their age, place of origin, or disability.

Students – due to their young age and lack of knowledge and experience, students are considered vulnerable as they often may not know their rights, be afraid to speak up, or know how to handle some situations.

Immigrant Workers – they are considered vulnerable because they are unlikely to raise grievances with their employers or the authorities out of fear of losing employment. There may also be differences in cultural norms creating uncertainty of what is expected from them.

Disabled Employees – depending on the disability, an employee may not be able to react to an incident in the same way as others. For example, someone with mobility issues may not be able to evacuate the building because of stairs. They may also have more difficulty fending off any attackers.

RISK CONTROL

The Library is dedicated to ensuring a safe and effectively controlled environment and has taken steps to eliminate the risk of workplace violence wherever possible. The Library utilizes the following controls to effectively reduce the risk posed to Library staff and volunteers.

- Engineering Controls
- Administrative Controls

- Personal Protective Equipment (PPE)

Together, these help to reduce the risk of workplace violence occurring within the Library.

ENGINEERING CONTROLS

Each Library location is designed with a service desk to be used as a barrier between staff and the public in an emergency. Each location also has restricted staff-only areas which can be used as safe rooms during an emergency. Each location is designed with multiple exits, some of which are located in staff-only areas.

Each library location has several security features in addition to alarm monitoring. Security cameras are equipped at each location, which acts as a deterrent and can help identify suspects after an incident has occurred.

In 2022, Sault Ste. Marie Public Services provided the Library with a Crime Prevention through Environmental Design audit. Management acted on their recommendations which included locking the public washrooms at the Centennial Library and installing a lockdown mechanism at the North Branch.

ADMINISTRATIVE CONTROLS

PROCEDURAL

The Library has established thorough administrative controls to deal with difficult situations safely and effectively. Topics include dealing with:

- Banned Patrons
- Angry or Irrate Patrons
- Patrons in staff-only areas
- Intoxicated Patrons
- Sleeping Patrons
- Disruptive Patrons

The Library has established various workplace emergency procedures to prevent workplace violence and injury on topics which include:

- Assault of a staff member
- Bombs or suspected bombs
- Weapons in the Library
- Lockdowns
- Robberies

The Library has established a Library Closing/Vulnerable Staff Procedure and working alone procedures for the North Branch.

The Library has a contract with KC Security Services to provide on-call security for non-emergency incidents. All staff have been provided with KC Security Services 24-hour telephone number (705-998-2613) which is listed in the Library's phone directory.

The Library has an anti-discrimination/harassment/violence program which is used to investigate related incidents.

If needed, Library Management will take disciplinary actions, including termination, should workplace violence occur and be perpetrated by a staff member.

POLICY

The Library Board has established several policies for the health and safety of the staff and the prevention of workplace violence. These include:

- 400-03 Health and Safety Commitment Policy
- 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence
- 300-07 Exclusion, Reinstatement and Appeals Policy
- 300-09 Rules of Conduct
- 300-24 Use of Surveillance Cameras in Public Places Policy

TRAINING

The Library provides health and safety training to its staff during the onboarding process. This includes legislated training such as WHMIS and Worker Health and Safety in 4 Steps. Also included is a health and safety tour of Library facilities, a review of emergency procedures, and a training module on Workplace Violence and Harassment Prevention (available through Niche Academy). Training includes an in-person component and a Health and Safety tour of the workplace.

The Library also offers health and safety training on occasion through its staff development days, first aid courses, and individual webinars. Emergency response drills are held at regular intervals to ensure employees are comfortable with defined protocols.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to effectively respond to incidents of workplace violence, panic buttons provided for all staff working in public areas. They can be worn by staff around the neck, and silently notify police immediately when they are pressed. Batteries are regularly checked to ensure alarms are in good working order.

RISK EVALUATION

Based on the available data, the employer assesses that the risk of workplace violence is low. In the last 10 years, there have been only three recorded instances of workplace violence committed against staff. In each instance, there were either no injuries or only minor ones. None required time off work or a WSIB claim. Of the instances where workplace violence has occurred, all were perpetrated by members of the public, two of which were under the

guardianship of another person.

Statistically, a staff member is at greater risk of suffering an injury due to an accident in the workplace than due to workplace violence. Though incidents occur on a somewhat regular basis (several a month), serious incidents are infrequent, rarely pose a risk to staff, and are usually handled appropriately.

The Library has taken many steps to prevent workplace violence through policy, training, administrative controls, and environmental design. The employer has assessed that there are adequate control measures in place for workplace violence prevention and that reasonable precautions have been taken. Though the risk of workplace violence is low, the employer acknowledges that there is the potential for it to occur at the Library, and that incidents of violence have been increasing year over year. However, the inherent nature of any environment with multiple staff and interactions with the public will have a risk of workplace violence. The risk cannot be eliminated in its entirety; therefore, the employer is committed to working with the Joint Health and Safety Committee and all employees to continually review its policies and procedures to continually look for ways to mitigate risk.

MEMBERSHIP DRIVE REPORT

September 2023



Prepared By:

Elise Schofield, MLIS BAH
Manager of Community
Engagement



PURPOSE

1. Increase library memberships
2. Raise awareness of diverse resources and services
3. Promote community connections and free programming and events
4. Connect with new immigrants and indigenous residents



TIMELINE

Advertising and outreach began in mid-August 2023. Officially, the Membership Drive ran between September 1, 2023 - September 30, 2023.

Membership Drive final count was completed October 2, 2023 and the winner for the \$200 Station Mall Gift Card was awarded on October 5.

INCENTIVES

Grand Prize

\$200 Station Mall Gift Card

Runner Up Prize

Candyland Gift Basket

Congrats to the Pyne Family!



Media

SooToday
Sault This Week
FirstNewsLocal
CTV Northern Ontario
Sault Star
Moose Radio Station
Chamber of Commerce Newsletter

Library membership drive includes prize draws

Sault Ste. Marie Public Library is hosting a membership drive through which a lucky winner will receive a \$200 Gift Card to Station Mall....

September 2, 2023 [Local News](#)



Notified

City Council
Library Board of Directors
Algoma District School Board
Huron Catholic District
All Library Partners
Immigration Services
Indigenous Services, Educational Sites, and Communities

Social Media



Ontario Aboriginal Housing Services

4m · 🌐

...

We're thrilled to announce that the [Sault Ste. Marie Public Library](#) is offering FREE library memberships for all Indigenous individuals.

No status proof is required! Just let them know your indigenous heritage and Ontario address, and you'll receive your free library card.

8.3 K
Reach



Urban Indigenous EarlyOn

September 14 at 12:22 PM · 🌐

From the [Sault Ste. Marie Public Library](#)...

"At Sault Ste Marie Public Library, inclusivity and access to knowledge are among our core principles. As part of our commitment to better serve the indigenous population in Ontario, we

48
Shares

...

Promotional Material

Downtown Businesses - eNewsletter

City Sites (Active 55+, Community Centres, City Hall) - Newspaper

Sault College - posters

Algoma University - posters

Garden River Education Centre - posters

Garden River Bingo Hall - poster

Canadian Immigration Consultation - poster and pamphlets

Fringe Festival (Sault Museum) - poster

SSM YMCA - poster

Library newsletters, website, social media, and poster bulletin boards

SooToday Event Calendar

Sault Community Career Ctr - newsletter

Where We Went

Bushplane Days

Cultural Family Fun Day

ICA Student Cafe

Back to School Bliits - Garden River

Sault College Orientation Fair

Sault College International Students Fair

Newcomer Fair

Romes Independent Grocerer

Metro (Second Line)

Food Basics (Trunk Rd)

Greyhounds Street Part & Game

Station Mall

The Robinson Huron Treaty of 1850 - Garden River

Prince Charles Secondary School

Algoma University Orientation Fair



ADULT

323

Senior

53

Age 13 - 19

100

Age 12 & under

178

Computer & eResource

10



Other

7

671

NEW MEMBERS!