

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, February 26, 2024 – 4:30 P.M.**  
**BOARD ROOM & VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
  - 1.2 Land Recognition – Read at AGM
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (Verbal)
6. Consent Agenda\*
  - 6.1 Approval of the Minutes
    - 6.1.1 January 29, 2024 Regular Board Meeting Minutes
  - 6.2 Correspondence
    - 6.2.1 In-coming: NONE
    - 6.2.2 Out-going: NONE
  - 6.3 Financials
    - 6.3.1 February Financial Committee Report
    - 6.3.2 January Monthly Expenditure Report
    - 6.3.3 Financial Reports ending January 2024
    - 6.3.4 Friends Report – January 2024
  - 6.4 Policy Committee
    - 6.4.1 NONE
    - 6.4.2 Policies to be Rescinded
      - 6.4.2.1 NONE
  - 6.5 Summary of Motions
7. Items Removed from Consent
8. Motions carried forward from the previous meeting
9. Information Items
  - 9.1 Canadian Federation of Library Associations Strategic Plan
10. Board Development
  - 10.1 Meeting Code of Conduct
  - 10.2 Board Annual Calendar

- 11. New Policies
  - 11.1 NONE
- 12. Strategic Plan Progress Update
- 13. New Business
  - 13.1 Summer Operational Hours
- 14. Board meetings
  - 14.1 Regular Meeting March 25, 2024
- 15. Adjournment

**\*All matters listed under “Consent Agenda” are considered to be routine, and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #7.**

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, January 29, 2024 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**



**Board Members Present:**

Jami van Haaften	Steve Murray
Wayne Greco	Hannah Caicco
Lisa Dubrovnik	Mike Olejnik

**Absent:** Kevin Harrison, Paolo Bruni, Erin Ferlaino

**Library:** Matthew MacDonald, Kaitrin Aaltonen, Rebekah Verdone

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**1. Call to Order**

W. Greco called the meeting to order at 4:32 p.m.

**1.1 Excused Absence**

**MOTION:**

The Sault Ste. Marie Public Library Board resolves that the following Board Members be excused from the January 29<sup>th</sup>, 2024 meeting: Paolo Bruni & Erin Ferlaino.

Moved:      Seconded:      **CARRIED**

**1.2 Land Recognition**

J. van Haaften read the Land Acknowledgement statement.

**2. Declaration of Conflict of Interest**

No conflicts declared.

**3. Approval of Agenda**

Amended to move item 12 into Closed Session, switch items 13 and 8, and move correspondence letter into Closed Session.

**MOTION:**

The Sault Ste. Marie Public Library Board approves the agenda of the January 29, 2024 meeting as amended.

Moved: L. Dubrovnik      Seconded: S. Murray      **CARRIED**

#### **4. Delegations**

NONE

#### **5. Chair's Report**

The Board Chair presented a report on his activities as Chair over the previous month, including his attendance at the OLA Super conference. The Chair provided information on meeting with MPP Ross Romano on gaining his support on the initiative across Ontario for funding digital public libraries.

##### **MOTION:**

The Sault Ste. Marie Public Library Board accepts the Chair's report of the January 29, 2024 meeting as presented.

Moved: S. Murray

Seconded: L. Dubrovnik

**CARRIED**

#### **6. Consent Agenda**

##### **6.1 REMOVED FROM CONSENT**

##### **6.2 Correspondence**

**6.2.1 In-coming: NONE**

**6.2.2 Out-going: NONE**

##### **6.3 Financials**

**6.3.1 January Financial Committee Report**

**6.3.2 November Monthly Expenditure Report**

**6.3.3 December Monthly Expenditure Report**

**6.3.4 Draft Financial Reports ending December 2023**

**6.3.5 Audit Management Representation Letter**

**6.3.6 Friends Report – December 2023**

##### **6.4 Facilities**

**6.4.1 January Facilities Committee Report**

##### **6.5 Policy Committee**

**6.5.1 January Policy Committee Report**

**6.5.2 100-11 Board Code of Ethics**

**6.5.3 300-04 Hours of Operations Policy**

**6.5.4 300-24 Use of Video Surveillance Policy**

**6.5.5 Policies to be Rescinded**

**6.5.5.1 NONE**

**6.6 CEO Evaluation Committee**

**6.6.1 REMOVED FROM CONSENT**

**6.6.2 REMOVED FROM CONSENT**

**6.7 REMOVED FROM CONSENT**

**6.8 Summary of Motions**

**MOTION**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 29, 2024 meeting as amended.

Moved: M. Olejnik

Seconded: H. Caicco

**CARRIED**

**MOTION**

1. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the January 18, 2024, meeting as presented.
2. The expenditures for the month of November 2023, which include wages, benefits and RBC Visa in the amount of \$181,537.42 be confirmed paid.
3. The expenditures for the month of December 2023, which include wages, benefits and RBC Visa in the amount of \$306,081.84 be confirmed paid.
4. The Sault Ste. Marie Public Library Board receive the draft Financial Reports ending December 31, 2023, as information.
5. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the January 8, 2024, meeting as presented.
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the January 9, 2024, meeting as presented.
7. The following revised policies be approved as presented:

100-11 Board Code of Ethics

300-04 Hours of Operation Policy

## 300-24 Use of Video Surveillance Policy

Moved: M. Olejnik

Seconded: H. Caicco

**CARRIED**

### 7. Items Removed from Consent

**6.1.1 December 11, 2023 Regular Board Meeting Minutes**

**6.6.1 CEO Evaluation Committee Report**

**6.6.2 CEO Evaluation Tool**

**6.7 Strategic Plan Progress Update**

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the minutes of the December 11, 2023 meeting as amended.

Moved: L. Dubrovnik

Seconded: S. Murray

**CARRIED**

### 8. CEO Evaluation Report and Tool

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the CEO Evaluation Committee Report as presented.

Moved: S. Murray

Seconded: L. Dubrovnik

**CARRIED**

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the CEO Evaluation Committee Report as amended:

CEO Evaluation tool numbering to be corrected.

Moved: S. Murray

Seconded: L. Dubrovnik

**CARRIED**

### 9. Strategic Plan Update

M. MacDonald reported that the Library has completed seven (7) objectives in the Strategic Plan. A log located on the Board Drive will be brought to each meeting to show progress on action items. Action items will be colour coded based on progress. M. MacDonald will provide a document of action items highlighted that the Board is responsible for.

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the Strategic Plan update as information.

Moved: L. Dubrovnik

Seconded: S. Murray

**CARRIED**

## **10. Security Contract**

M. MacDonald reported that a Request for Proposal was released in Dec 2023 with a closing date of January 12, 2024. Three (3) proposals were received. All bids came in over the budgeted amount. The Finance Committee chose the lowest bidder, which was Northwest Security Services. Because the cost of security exceeds the amount granted by City Council, the Library needs to adjust the number of security hours or reallocate operation expenses.

### **MOTION**

The Sault Ste. Marie Public Library Board award the contract for Security Services at the James L. McIntyre Centennial Library from February 1, 2024, to December 31, 2024, with option to renew, to Northwest Security Services Inc.

Moved: S. Murray

Seconded: H. Caicco

**CARRIED**

### **MOTION**

The Sault Ste. Marie Public Library Board award the contract for Security Services for a total deficit of \$3,649.60.

Moved: J. van Haaften

Seconded: H. Caicco

**DEFEATED**

### **MOTION**

The Sault Ste. Marie Public Library Board award the contract for Security Services for a total deficit of \$587.64.

Moved: S. Murray

Seconded: M. Olejnik

**CARRIED**

## **10. Information Items**

### **10.1 NOHFC Grant Update**

M. MacDonald gave an update on the NOHFC Grant. We have received grant funding but are still looking for an appropriate candidate to fill that position.

### **10.2 The Friends and the Health Sciences Library**

M. MacDonald gave an information on Friends of the Library working with Health Sciences Library to provide books to people at Sault Area Hospital.

## **11. Board Development**

### **11.1 Board Committee Amalgamation**

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the dissolution of the Facilities Committee and approves having the Finance Committee take over reviewing facility projects because of the financial overlap between the two committees.

Moved: L. Dubrovnik

Seconded: M. Olejnik

**CARRIED**

## **12. New Policy**

### **12.1 100-13 Planning Policy**

The Strategic Plan included an action item to create a Planning Policy. This is required for Library Accreditation.

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the 100-13 Planning Policy as presented.

Moved: M. Olejnik

Seconded: S. Murray

**CARRIED**

## **13. 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 and R. Verdone.

Moved: S. Murray

Seconded: J. van Haaften

**CARRIED**

## **14. Follow Up Field Visit Report from the Ministry of Labour**

#### **DEFERRED**

## **15. Report of the Closed Session**

#### **MOTION**



The Sault Ste. Marie Public Library Board received the report of the Closed Session of January 29, 2024 meeting as presented/amended.

Moved:

Seconded:

**DEFERRED**

**16. New Business**

**16.1 Summer Operational Hours**

**DEFERRED**

**16. Adjournment**

Meeting declared closed by the Chair at 5:53 p.m.

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Chairperson, Library Board



Sault Ste. Marie Public Library  
Finance Committee  
REGULAR MEETING  
**Thursday, February 15, 2024 – 4:30 P.M.**  
**Board Room & Virtual Via Zoom**

Attendees: Wayne Greco, Lisa Dobrovnik, Jami van Haaften (Secretary), Steve Murray (Acting Chair), Kevin Harrison, and Kaitrin Aaltonen

Matthew MacDonald joined the meeting at 4:50.  
Kevin Harrison left the meeting at 4:55

Regrets: Hanna Caicco and Mike Olejnik

**Agenda**

1. The meeting was called to order at 4:33
2. There was no declaration of Conflict of Interest
3. Agenda was approved as amended.
4. Approval of the Minutes

**4.1** January 18, 2024 Finance Committee meeting minutes

The January 18, 2024 Finance Committee report was approved at January Board meeting.

**4.2** Matters arising from January 18, 2024 meeting minutes - none

**5.** Date of next meeting

Wayne polled members and the next meeting date was set at Monday March 11 at 4:30 p.m.

**6.** Monthly Expenditure Reports

**6.1** January 2024



The package was incomplete, and Kaitrin brought paper copies of the missing documentation to the Boardroom. The overall total remains unchanged.

**Recommendation:**

The expenditures for the month of January 2024, which include wages, benefits and RBC Visa in the amount of \$486,102.55 be confirmed paid.

**7. Financial Results as of January 31, 2024**

**Recommendation:** The Financial Results as at January 31, 2024 be approved.

**8. Donations 2023 – Summary (Discussion)**

- This was brought forward as an information item.
- Wayne requested future summaries of donations include history, so that year to year comparisons can be made. Kaitrin noted the 2023 total was lower than 2022, and lower than the budgeted amount.
- The Policy Committee will be asked to review the Donor and Sponsorship Policy (#200-03) in order to lower minimum amount for recognition in the library's quarterly newsletter.

**9. Capital Projects**

**8.1 New Projects - none**

**8.2 Project Updates**

**8.2.1 Exterior Cladding Progress Update**

- Drafting phase – invoice has been received.
- Contractors are looking at library archives to check original design and the material used.
- Money is dedicated from expansion reserve funds, and work will be completed this year Matthew reported.

**8.2.2 Asbestos Encapsulation Progress Update**

- Tendering process has been delayed, but Matthew expects the project will be completed this year.



**8.3** Completed Projects - none

**9.** Information Items:

**9.1** Q4 2023 HST Submission

The HST rebate will be \$23,236.00.

**10.** Adjournment was called at 5:22

**Summary of Motions:**

The expenditures for the month of January 2024, which include wages, benefits and RBC Visa in the amount of \$486,102.55 be confirmed paid.

The Financial Results as at January 31, 2024 be approved.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for January 2024

### Cheque Register

January 11, 2024	74,522.43
January 18, 2024	143,283.07
January 25, 2024	42,029.64
January 26, 2024	111,102.12

Subtotal	<u>\$370,937.26</u>
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### EFT from Bank Statements

Wages	110,860.11
RBC Visa 1/19/2023	4,043.46
Service Fees	261.72
Deposit Bags	15.00

Subtotal	<u>\$115,165.29</u>
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Total	<u><b>\$486,102.55</b></u>
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### Recommendation:

The expenditures for the month of January 2024, which include wages, benefits and RBC Visa in the amount of \$486,102.55 be confirmed paid.

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$796,700.75)		0%
Fines	(1,211.26)		0%
Concessions	(134.82)		0%
Sales	(4,469.21)		0%
Donations	(339.30)		0%
Other income	(5,837.95)		0%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(808,693.29)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits	196,513.54		0%
Future employee benefits			0%
Books and periodicals	27,747.91		0%
Utilities			0%
Office expenditures	7,750.19		0%
Operating expenditures	23,578.39		0%
Equipment purchases			0%
Depreciation			0%
Default			0%
	<u>255,590.03</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(553,103.26)	\$0.00	0%

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(796,700.75)		0%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CONCESSION - Grants			
Total Grants	(796,700.75)		0%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(1,124.31)		0%
LIBRARY NORTH BRANCH - Fines	(86.95)		0%
LIBRARY CONCESSION - Fines			
Total Fines	(1,211.26)		0%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CONCESSION - Concessions	(134.82)		0%
Total Concessions	(134.82)		0%
Sales:			
LIBRARY ADMINISTRATION - Sales	(3,301.35)		0%
LIBRARY MAIN BRANCH - Sales	(835.66)		0%
LIBRARY NORTH BRANCH - Sales	(332.20)		0%
LIBRARY CONCESSION - Sales			
Total Sales	(4,469.21)		0%
Donations:			
LIBRARY ADMINISTRATION - Donations	(339.30)		0%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations			
LIBRARY CONCESSION - Donations			
Total Donations	(339.30)		0%
Other income:			
LIBRARY ADMINISTRATION - Other income	(4,917.70)		0%
LIBRARY MAIN BRANCH - Other income	(411.37)		0%
LIBRARY NORTH BRANCH - Other income	(508.88)		0%
LIBRARY CONCESSION - Other income			
Total Other income	(5,837.95)		0%
Change in future employee benefits			0%
Surplus, prior year			0%
	(805,259.10)	\$0.00	0%
	(2,371.34)	\$0.00	0%
	(928.03)	\$0.00	0%
	(134.82)	\$0.00	0%
	(808,693.29)	\$0.00	0%

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
<b>EXPENDITURES</b>			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	58,953.74		0%
LIBRARY MAIN BRANCH - Salaries and benefits	99,719.94		0%
LIBRARY NORTH BRANCH - Salaries and benefits	37,839.86		0%
LIBRARY CONCESSION - Salaries and benefits			
Total Salaries and benefits	196,513.54		0%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	27,297.83		0%
LIBRARY NORTH BRANCH - Books and periodicals	450.08		0%
LIBRARY CONCESSION - Books and periodicals			
Total Books and periodicals	27,747.91		0%
Utilities			0%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	3,725.41		0%
LIBRARY MAIN BRANCH - Office expenditures	3,352.13		0%
LIBRARY NORTH BRANCH - Office expenditures	672.65		0%
LIBRARY CONCESSION - Office expenditures			
Total Office expenditures	7,750.19		0%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	63.94		0%
LIBRARY MAIN BRANCH - Operating expenditures	6,071.61		0%
LIBRARY NORTH BRANCH - Operating expenditures	17,442.84		0%
LIBRARY CONCESSION - Operating expenditures			
Total Operating expenditures	23,578.39		0%
Equipment purchases			0%
Depreciation			0%
Default			0%
	62,743.09	\$0.00	0%
	136,441.51	\$0.00	0%
	56,405.43	\$0.00	0%
		\$0.00	0%
	255,590.03	\$0.00	0%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(742,516.01)	\$0.00	0%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	134,070.17	\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	55,477.40	\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	(134.82)	\$0.00	0%
Total (Surplus)/Deficit	(553,103.26)	\$0.00	0%



SSM LIBRARY  
Summary of All Units  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
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SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$796,700.75)		0%
Fines			
Concessions			
Sales	(3,301.35)		0%
Donations	(339.30)		0%
Other income	(4,917.70)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(805,259.10)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits	58,953.74		0%
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures	3,725.41		0%
Operating expenditures	63.94		0%
Equipment purchases			
Depreciation			
Default			
	<u>62,743.09</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(742,516.01)	\$0.00	0%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5294 GRANTS MUNICIPAL	(796,700.75)		0%
Total Grants	(796,700.75)		0%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(3,301.35)		0%
Total Sales	(3,301.35)		0%
Donations:			
30-720-7201-5861 DONATIONS	(189.30)		0%
30-720-7201-5866 RESTRICTED DONATIONS	(150.00)		0%
Total Donations	(339.30)		0%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(4,917.70)		0%
Total Other income	(4,917.70)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(805,259.10)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	44,285.46		0%
30-720-7201-6031 CANADA PENSION PLAN	2,549.69		0%
30-720-7201-6032 EMPLOYMENT INSURANCE	976.02		0%
30-720-7201-6033 EMPLOYER HEALTH TAX	872.35		0%
30-720-7201-6041 OMERS	3,912.70		0%
30-720-7201-6042 HEALTH CARE	1,840.69		0%
30-720-7201-6043 DENTAL	619.25		0%
30-720-7201-6044 GROUP INSURANCE	422.91		0%
30-720-7201-6045 LONG TERM DISABILITY	842.08		0%
30-720-7201-6052 RETIRED HEALTH CARE	2,632.59		0%
Total Salaries and benefits	58,953.74		0%
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	100.00		0%
30-720-7201-6182 TRAVEL	555.86		0%
30-720-7201-6185 TRAINING	299.25		0%
30-720-7201-6470 POSTAL SERVICE	524.51		0%
30-720-7201-6474 CARTAGE	983.69		0%
30-720-7201-6542 PUBLIC RELATIONS	867.27		0%
30-720-7201-6720 BANK CHARGES	394.83		0%
Total Office expenditures	3,725.41		0%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	63.94		0%
Total Operating expenditures	63.94		0%
Equipment purchases			
Depreciation			
Default			
	62,743.09	\$0.00	0%
(Surplus)/Deficit	(742,516.01)	\$0.00	0%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(1,124.31)		0%
Concessions			
Sales	(835.66)		0%
Donations			
Other income	(411.37)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,371.34)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits	99,719.94		0%
Future employee benefits			
Books and periodicals	27,297.83		0%
Utilities			
Office expenditures	3,352.13		0%
Operating expenditures	6,071.61		0%
Equipment purchases			
Depreciation			
Default			
	<u>136,441.51</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	134,070.17	\$0.00	0%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(1,124.31)		0%
Total Fines	(1,124.31)		0%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(195.09)		0%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(640.57)		0%
Total Sales	(835.66)		0%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(265.50)		0%
30-720-7202-5752 RENT PROGRAM ROOM B	(145.87)		0%
Total Other income	(411.37)		0%
Change in future employee benefits			
Surplus, prior year	(2,371.34)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	63,664.77		0%
30-720-7202-6011 SALARIES PART TIME	16,841.21		0%
30-720-7202-6031 CANADA PENSION PLAN	4,213.20		0%
30-720-7202-6032 EMPLOYMENT INSURANCE	1,728.06		0%
30-720-7202-6033 EMPLOYER HEALTH TAX	1,542.11		0%
30-720-7202-6041 OMERS	5,808.22		0%
30-720-7202-6042 HEALTH CARE	3,132.05		0%
30-720-7202-6043 DENTAL	1,976.85		0%
30-720-7202-6044 GROUP INSURANCE	249.83		0%
30-720-7202-6045 LONG TERM DISABILITY	563.64		0%
Total Salaries and benefits	99,719.94		0%
Future employee benefits			
Books and periodicals:			
30-720-7202-6158 ELECTRONIC DATABASES	22,747.25		0%
30-720-7202-6165 MATERIALS PROCESSING	4,550.58		0%
Total Books and periodicals	27,297.83		0%
Utilities			
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	2,136.93		0%
30-720-7202-6470 POSTAL SERVICE	114.07		0%
30-720-7202-6480 TELECOMMUNICATIONS	411.56		0%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	689.57		0%
Total Office expenditures	3,352.13		0%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	20.23		0%
30-720-7202-6395 JANITORIAL SUPPLY	527.50		0%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	3,994.65		0%
30-720-7202-6496 JANITORIAL SERVICE	285.32		0%
30-720-7202-6704 MACHINE RENTAL	1,243.91		0%
Total Operating expenditures	6,071.61		0%
Equipment purchases			
Depreciation			
Default			
	136,441.51	\$0.00	0%
(Surplus)/Deficit	134,070.17	\$0.00	0%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(86.95)		0%
Concessions			
Sales	(332.20)		0%
Donations			
Other income	(508.88)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(928.03)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits	37,839.86		0%
Future employee benefits			
Books and periodicals	450.08		0%
Utilities			
Office expenditures	672.65		0%
Operating expenditures	17,442.84		0%
Equipment purchases			
Depreciation			
Default			
	<u>56,405.43</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	55,477.40	\$0.00	0%



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(86.95)		0%
Total Fines	(86.95)		0%
Concessions			
Sales:			
30-720-7204-5892 MEMBERSHIP FEES	(30.00)		0%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(272.20)		0%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY	(30.00)		0%
Total Sales	(332.20)		0%
Donations			
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(327.45)		0%
30-720-7204-5752 RENT PROGRAM ROOM B	(181.43)		0%
Total Other income	(508.88)		0%
Change in future employee benefits			
Surplus, prior year	(928.03)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	17,787.00		0%
30-720-7204-6011 SALARIES PART TIME	13,138.15		0%
30-720-7204-6031 CANADA PENSION PLAN	1,638.41		0%
30-720-7204-6032 EMPLOYMENT INSURANCE	678.25		0%
30-720-7204-6033 EMPLOYER HEALTH TAX	604.02		0%
30-720-7204-6041 OMERS	2,240.48		0%
30-720-7204-6042 HEALTH CARE	967.39		0%
30-720-7204-6043 DENTAL	614.01		0%
30-720-7204-6044 GROUP INSURANCE	51.37		0%
30-720-7204-6045 LONG TERM DISABILITY	120.78		0%
Total Salaries and benefits	37,839.86		0%
Future employee benefits			
Books and periodicals:			
30-720-7204-6138 BOOKS FRENCH	450.08		0%
Total Books and periodicals	450.08		0%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	37.94		0%
30-720-7204-6480 TELECOMMUNICATIONS	634.71		0%
Total Office expenditures	672.65		0%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(1.08)		0%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7204-6620 SECURITY	156.80		0%
30-720-7204-6700 RENT	17,287.12		0%
Total Operating expenditures	17,442.84		0%
Equipment purchases			
Depreciation			
Default			
	56,405.43	\$0.00	0%
(Surplus)/Deficit	55,477.40	\$0.00	0%

SSM LIBRARY  
LIBRARY CONCESSION  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(134.82)		0%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(134.82)</u>	<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	<u></u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(134.82)	\$0.00	0%

SSM LIBRARY  
LIBRARY CONCESSION  
For the One Month Ending Wednesday, January 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(134.82)		0%
Total Concessions	(134.82)		0%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(134.82)	\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
		\$0.00	0%
(Surplus)/Deficit	(134.82)	\$0.00	0%

2024 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 101.50	\$ 3,199.85	-	\$ 3,301.35
FEBRUARY	\$ -	\$ -		\$ -
MARCH	\$ -	\$ -	-	\$ -
1st Quarter Totals	\$ 101.50	\$ 3,199.85	\$ -	\$ 3,301.35
APRIL	\$ -	\$ -	-	\$ -
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ -	\$ -	\$ -	\$ -
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -		\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 101.50	\$ 3,199.85	\$ -	\$ 3,301.35
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 101.50	\$ 3,199.85	\$ 3,301.35
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 101.50	\$ 3,199.85	\$ 3,301.35
				\$ -
Grand Total		\$ 3,301.35	\$ -	\$ 3,301.35



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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**AGENDA ITEM: 6.5**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** FEBRUARY 26, 2024

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

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board approves the minutes of the January 29, 2024, meeting as presented.  
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 15, 2024, meeting as presented.  
☐ REMOVED FROM CONSENT
3. The expenditures for the month of January, which include wages, benefits and RBC Visa in the amount of \$486,102.55 be confirmed paid.  
☐ REMOVED FROM CONSENT
4. The Sault Ste. Marie Public Library Board approve the Financial Reports ending January 31, 2024, as presented.  
☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the February 26, 2024, meeting as presented/amended:

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

\_\_\_\_\_  
Chair of the SSM PL Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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**AGENDA ITEM: 8**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** MOTIONS CARRIED FORWARD FROM THE PREVIOUS MEETING  
**DATE:** FEBRUARY 26, 2024

---

The following are motions which were not passed at the January 29, 2024 due to a lack of quorum.

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board received the report of the Closed Session of the January 29<sup>th</sup>, 2024 meeting as presented.  
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board recieve the report of the Follow-up Field Visit Report from the Ministry of Labour as information.  
☐ REMOVED FROM CONSENT

**RESOLVED THAT:**

The Sault Ste. Marie Public Library Board approves the deferred motions of the January 29, 2024, meeting as presented/amended:

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

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Chair of the SSM PL Board

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Date


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CEO

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Date





# 2023 2027

## STRATEGIC PLAN

Canadian Federation of  
Library Associations



CFLA-FCAB  
STRATEGIC PLAN 2023-2027

# FROM THE CHAIR

CFLA-FCAB closed out our previous strategic plan at the end of 2022 during a global pandemic. While that experience came with many challenges, it also provided opportunity and motivation that led to the board completing a revitalization of our committees and a review of every policy held by CFLA-FCAB.

While administrative work like this is not often glamorous, it is critical to important action being such as the clarification of our policies, and led to member motions on the formation of a new strategic committee focusing on climate action. In the new 2023-2027 strategic plan, you'll see that many of our objectives continue to build on previous work. The board remains committed to expanding opportunities for collaboration, ongoing stakeholder relations and advocacy for the library sector and ensuring the viability of the organization.

A key element of this strategic plan was its development based on the strategic and working plans of our members- this way CFLA-FCAB's plan reflects the values and priorities of the Canadian library landscape and additionally can help our members meet their own strategic goals.

We look forward to seeing how CFLA-FCAB can continue to enable Canadian librarianship to come together across sectors and physical borders to advance our national intellectual, social, economic, and cultural success no matter what unforeseen challenges may arise.

**Lorisia MacLeod**  
**Board Chair, CFLA**



CFLA-FCAB  
STRATEGIC PLAN 2023-2027

# CFLA IS THE UNITED VOICE OF CANADA'S LIBRARIES

CFLA-FCAB influences public policy, advances library excellence, and raises the visibility of libraries in Canada to advance our national intellectual, social, economic, and cultural success

## CFLA AND SUSTAINABLE DEVELOPMENT

In addition to championing Canadian libraries, CFLA-FCAB aligns with the priorities of the international library community and several of the United Nations' **Sustainable Development Goals**. Canadian libraries are powerful agents of sustainable development through their efforts in literacy building, equitable access to learning opportunities, civic engagement, social justice, employment, settlement, the creation of social infrastructure and community development.

CFLA-FCAB supports the achievement of this work in several ways:

- Amplifying the voices of libraries through national-level advocacy efforts
- Increasing funding opportunities for libraries to support community capacity building
- Providing opportunities for member associations to share and collaborate on regional efforts
- Communicating and championing national standards of policy and practice affecting libraries
- Benchmarking library sector outcomes related to several SDGs





CFLA-FCAB  
STRATEGIC PLAN 2023-2027

# GOAL 1: AMPLIFY THE VOICE OF CANADIAN LIBRARIES

**Amplify the voices of CFLA-FCAB's member associations and strengthen the advocacy capacity and impact of the federation.**

- Develop an advocacy plan for the federation
- Seek opportunities for collaboration with other national associations, especially in the area of advocacy

**Identifying the niche role of CFLA-FCAB which will provide opportunities for collaboration with relevant national level associations whilst adding unique value to the library community.**

- Develop benchmarking on the impact of Canadian libraries as it relates to the United Nations' Sustainable Development Goals
- Seek partnership opportunities with external agencies to further CFLA-FCAB's goals

**Provide a platform for clear and consistent messaging from subject experts on issues that matter to our members.**

- Increase engagement with specialised associations to tap into their expertise.
- Identify opportunities to build understanding and respectful discussion on divisive issues

**Identify and address gaps in national library policy, guidelines and standards.**



CFLA-FCAB  
STRATEGIC PLAN 2023-2027

# GOAL 2: REPRESENT CANADIAN LIBRARIES IN THE NATIONAL POLICY AGENDA

**Increase engagement and relationship building with federal government representatives to influence policy decisions impacting the library and information sector.**

- Advocate for federal funding for libraries
- Identify federal funding opportunities available at the regional/sectoral level and communicate these opportunities to member associations

**Build on relationships with IFLA and other international agencies.**

- Outreach to National Associations outside Canada to identify international collaboration and knowledge exchange opportunities
- Active engagement with the International Federation of Library Associations (IFLA) through supporting member participation in working groups and committees
- Cultivate CFLA-FCAB's presence at IFLA events, specifically the annual World Library and Information Congress





CFLA/FCAB  
STRATEGIC PLAN 2023-2027

# GOAL 3: GROW CFLA AS A SUSTAINABLE ORGANIZATION

## **Continue to strengthen governance of the Federation.**

- Review and refresh the Federation's governance structure and policy framework.
- Identify opportunities for developing board members, succession and continuity planning for the Board, and the preservation of institutional knowledge.
- Develop strategies to engage non-board members when creating or renewing projects, committees, taskforces or events
- Review committee appointment process to expand opportunities for inclusion.

## **Diversify and expand stable revenue sources for the Federation.**

### **Enhance member engagement**

- Develop a robust communication strategy for members
- Re-launch the National Forum and an opportunity for member engagement and the exchange of knowledge throughout the sector.



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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**AGENDA ITEM: 10.1**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** MEETING CODE OF CONDUCT  
**DATE:** FEBRUARY 26, 2024

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## **PURPOSE**

For the Board to review the Library's new Meeting Code of Conduct and consider adoption of the document for governance meetings.

## **STRATEGIC PRIORITY**

Not a Strategic Priority

## **STRATEGIC GOAL**

No Strategic Goal

## **PROVIDED**

- Meeting Code of Conduct

## **BACKGROUND**

The document provided is an Operational document which has recently been adopted throughout the organization for various meetings, including but not limited to Departmental meetings, Joint Health and Safety Committee Meetings, Planning Meetings, and Labour Meetings. It has been brought forth for consideration by the Board for adoption into the Board's Annual General, meeting regular meetings, and committee meetings.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

## Meeting Code of Conduct

January 2024

### PURPOSE

To provide guidance and set expectations for meetings to ensure they are productive and that the values of the Library are upheld.

### SCOPE

The Meeting Code of Conduct applies to every individual at the meeting, whether attendee, speaker, facilitator, or guest.

### GENERAL ETIQUETTE

Each person attending a meeting is expected to:

1. Be punctual, respect time limits for agenda items, and plan to stay for the entire meeting.
2. Pre-arrange any early departures or late arrivals with the meeting facilitator.
3. Send regrets if circumstance prevents them from attending.
4. Come prepared by reviewing meeting materials in advance.
5. Ask questions at appropriate times.
6. Be courteous when using technology. This includes putting cell phones on silent or vibrate.
7. Treat each other with respect and consideration, valuing a diversity of views and opinions.
8. Avoid criticizing individuals during debates. Focus instead on debating the merits of their arguments.

### AGENDAS

Agendas are used to keep meetings orderly and attendees on task. Please respect meeting agendas by:

1. Providing any topics for discussion to the meeting facilitator in advance of the meeting to be included in the agenda.
2. Reviewing minutes of the previous meeting before the meeting.
3. Being prepared if you are expected to provide a report.
4. Not deviating from the agenda and by staying on topic.

The meeting secretary should be determined at the meeting's outset. They will prepare the meeting's minutes prior to the next meeting.





The Meeting Secretary should ensure that minutes are completed and reviewed in a timely manner after meetings. Review and communicate any necessary revisions or corrections promptly to the Meeting Secretary once minutes are completed.

## **COMMUNICATION**

Meetings are held so attendees may communicate with each other in a way that is more productive than other methods (emails, phone calls, casual conversations, etc.). When in a meeting you should:

1. Communicate openly and directly.
2. Be courteous, listen attentively, and be respectful of other points of view.
3. Participate fully in the group exchange.
4. Never talk over other attendees.
5. Do not engage in sideline conversations, cross-talk, or distracting behaviors.
6. Stay on task and not divert attention to other unrelated topics.
7. Be flexible and open to change and new ideas.
8. Assume positive intentions by others, giving them the benefit of doubt.
9. Provide constructive criticism and be willing to receive and accept similar criticism.
10. Exercise professionalism, consideration, and respect when speaking.
11. Refrain from harassing speech and other harassing behavior.

## **DECISION MAKING**

Not everyone attending a meeting will have authority to make decisions but everyone in attendance is expected to participate in the decision-making process by providing insight, knowledge, research opinion, constructive criticism, and/or solutions.

In addition, attendees are expected to:

1. Be solution-focused, seeking opportunities, challenges, and possibilities. Do not dwell on roadblocks or be negative.
2. Strive for consensus in joint decision making; if an impasse is reached, a simple majority vote will be used.
3. Support the decision maker regardless of the decision(s) made.
4. Respect the contributions and viewpoints of other attendees.
5. Respect each decision made, even if it is not your preference.
6. Make decisions based on what is best for the Library and its patrons, not on personal agendas or what is expedient or easy.
7. Handle disagreement constructively.



## **ONLINE MEETINGS**

Meetings that take place virtually have added layers of complexity. For virtual meetings you should:

1. Check your internet connectivity before the meeting starts.
2. Ensure you have the most up to date meeting link.
3. Find a place to participate in the meeting with the minimum disturbance.
4. Mute yourself while others are talking.
5. Turn on your camera to show you are present and involved in the meeting except when asked to do otherwise by the facilitator.
6. Make use of the chat box in ways that enhance the meeting, such as sharing links or adding a question to the queue.
7. Always gain permission from attendees before recording a meeting.

## **VIOLATIONS OF CODE OF CONDUCT**

If, at any time, you feel that this code of conduct has been violated, please inform the meeting facilitator. Those who have been found to be in violation can be removed from the meeting and may be subject to discipline.

## **CELEBRATION OF SUCCESSES**

Meetings should not be focused entirely on outstanding issues and providing information. There should be time set aside to acknowledge the work that has already been accomplished as well as to recognize individuals' and the team's successes.

## **CONFIDENTIALITY**

Confidential issues will sometimes be discussed in meetings. Staff are expected to adhere to 300-02 Records Management and Protection of Privacy Policy and abide by their signed Confidentiality Agreements. Some information may be confidential for a limited time (e.g. until the CEO or Board make a public announcement) while other information may need to be kept strictly confidential for an undetermined period.



# Sault Ste. Marie Public Library

## RELATED DOCUMENTS

- Staff Manual
- 300-02 Records Management and Protection of Privacy Policy
- 400-05 Workplace Code of Conduct

## ACKNOWLEDGEMENT

I acknowledge that I have read and understand the expectations as outlined in the above Meeting Code of Conduct.

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Staff Name (Print)

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Staff Signature

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Date

## 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	Finance Committee Meeting Feb 15	Finance Committee Meeting Mar 14	Finance Committee Meeting Apr 8
Finance Committee Meeting Jan 18	Library Board AGM Feb 26	Regular Meeting Mar 25	Board Development Meeting Apr 29
OLA Conference Jan 24—27	Presentation of Annual Report	Board Member Self Reflection Survey	
Regular Meeting Jan 29			
May	June	July	August
Policy Committee Meeting May 7	Policy Committee Meeting June 4		
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
Finance Committee Meeting Sept 19	Policy Committee Meeting Oct 1	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"*

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AGENDA ITEM: 12

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** STRATEGIC PLAN PROGRESS UPDATE  
**DATE:** FEBRAURY 26, 2024

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## **PURPOSE**

To provide the Board with a progress report on the implementation of its 2024-2029 Strategic Plan.

## **STRATEGIC PRIORITY**

All

## **ACTION ITEMS SUMMARY**

Since the last update, 4 action items have been completed. Progress has been made on 10 other action items many of which will remain ongoing for the duration of the plan.

## UPDATES ON ACTION ITEMS

PRIORITY	GOAL	OBJECTIVE	ACTION ITEM	RESPONSIBILITY	TIMELINE	PROGRESS
<i>Service Excellence</i>	Improve library facilities to better meet the service needs of the community	Ensure the Library is a safe, accessible, and welcoming community hub for all to enjoy.	Develop a Planning policy (to include accessibility plan, business continuity plan, facility plans, etc.)	Board	January 2024	Completed
<b>Notes:</b> The Board adopted a new policy, 100-13 Planning Policy, at its January 29, 2024 meeting.						
<i>Heritage and Culture</i>	Develop programs, collections, and services to celebrate and recognize local heritage and culture	Collaborate with local Heritage institutions to help preserve our history.	Plan periodic exchanges of exhibits and displays between the library and heritage institutions to keep the content fresh and engaging.	Manager of Public Services/Manager of Community Engagement	February 2024	Ongoing
<b>Notes:</b> The Sault Ste. Marie Municipal Heritage Committee provided displays for Local Heritage Week from February 19 – 24 <sup>th</sup> which were setup the in the front entrances of Centennial and North Branch.						
<i>Heritage and Culture</i>	Improve access to historical collections	Participate in historical and cultural committees within the community.	Staff to be on the Living History Algoma Committee	CEO	January 2024	Ongoing
<b>Notes:</b> The CEO attended the January 30, 2024 Living History Algoma committee meeting.						

<i>Heritage and Culture</i>	<b>Develop programs, collections, and services to celebrate and recognize local heritage and culture</b>	Recognize cultural and historical observances through library displays, social media posts, and library programming.	Create interesting and relevant library displays for cultural events and to recognize important historical events.	Archive Technician / Adult Services Staff	February 2024	Ongoing
<p><b>Notes:</b> Archive displays switched monthly at the North Branch.</p> <p>The Library created social media posts for Black History Month (2024) and shared Bon Soo historical photos during Bon Soo (2024).</p>						
<i>Heritage and Culture</i>	<b>Develop programs, collections, and services to celebrate and recognize local heritage and culture</b>	Participate in community cultural events and celebrations.	Participate in Bon Soo festivities annually	Manager of Public Services/Manager of Community Engagement	February 2024	Ongoing
<p><b>Notes:</b></p> <p>Offered a Bon Soo Drop-in PD Day program on February 2, 2024 at the JLM Centennial Library.</p> <p>Offered a Bon Soo Children's Craft Time on February 3, 2024 at the JLM Centennial Library.</p> <p>Offered a Bon Soo Chess Tournament on February 3, 2024 at the North Branch.</p>						
<i>Inclusion, Diversity, Equity and Accessibility</i>	<b>Represent new audiences within library relationships</b>	Celebrate new voices, ideas and differences to help confront discrimination.	Continue to partner with the Northern Ontario Latin-Hispanic Association to provide Spanish classes	Manager of Public Services/ Manager of Community Engagement	February - May 2024	Ongoing

<b>Notes:</b> Spanish and Portuguese language classes offered through partnership NOLHA resumed at the North Branch February 2024.						
<i>Community Engagement</i>	<b>Expand library services within underserved areas</b>	Conduct outreach with community partners in underserved areas to expand library services.	Organize focus groups with representatives to determine service needs that are being unmet.	Manager of Public Services/Manager of Community Engagement	January 2024	Ongoing
<p><b>Notes:</b> Two Library Managers attended a tour of the newly open Wellness Hub on January 12, 2024, to explore gaps in their services and resources that the library can assist with.</p> <p>The Manager of Community Engagement met with the Librarian of the Sault Area Hospital on January 16, 2024, to discuss the resources and services the Hospital library has and compared them with the public library and how they might assist each other.</p>						
<i>Community Engagement</i>	<b>Build and maintain strong community partnerships</b>	Investigate opportunities and explore options to partner with local school boards and post-secondary educational institutions to share resources and promote continuous learning.	Support and attend International and Orientation Fairs at Algoma University and Sault College for incoming students.	Manager of Community Engagement	January 2024	Ongoing
<b>Notes:</b> Library attended Sault College's International Fair as a vendor on Jan 5, 2024, and Algoma University's Orientation Fair on Jan 10, 2024.						
<i>Marketing and Communications</i>	<b>Engage stakeholders in library activities at all levels</b>	Advocate for Library services at various levels of government.	Present Strategic Plan to City Council	Board/CEO	February 2024	Completed



<b>Notes:</b> The Board Chair and CEO presented the Library's Strategic Plan to City Council on February 20, 2024.						
<i>Marketing and Communications</i>	<b>Increase community awareness of the library</b>	Build customer relationships, awareness and appreciation of our services through personal interactions.	Develop a package for new or returning library members	Manager of Community Engagement	December 2023	Completed
<b>Notes:</b> Created by the Circulation Department						
<i>Heritage and Culture</i>	<b>Develop programs, collections, and services to celebrate and recognize local heritage and culture</b>	Participate in community cultural events and celebrations.	Offer Family Literacy Day events annually	Manager of Public Services	January 2024	Ongoing
<b>Notes:</b> The Library partnered with the Soo Greyhounds to offer a program at the JLM Centennial Library on January 23, 2024 in celebration of Family Literacy Day.						
<i>Service Excellence</i>	<b>Ensure library services, programs, and collections meet community needs</b>	Distinguish SSMPL as a leader in the Ontario library community.	Be an active member of AMPLO	CEO	January - February 2024	Ongoing
<b>Notes:</b> The CEO makes regular contributions to the AMPLO Listserv.						

<i>Service Excellence</i>	<b>Ensure library services, programs, and collections meet community needs</b>	Distinguish SSMPL as a leader in the Ontario library community.	Present at the OLA Super conference	Management Team	January 2024	Completed
<b>Notes:</b> Elise Schofield, Manager of Community Engagement, presented a De-Escalation Workshop on January 24, 2024 at the OLA Super conference.						
<i>Service Excellence</i>	<b>Improve library facilities to better meet the service needs of the community</b>	Revitalize library spaces to improve comfort, functionality, accessibility and flexibility, maximizing library enjoyment.	Replace programming tables for both adults and children in the Program Room	Manager of Public Services	February 2024	In Progress
<b>Notes:</b> New children's tables have been purchased and installed in the JLM Centennial Library program room. The adult tables still need to be replaced.						

### **ACTION ITEMS PREVIOUSLY REPORTED ON**

<b>PRIORITY</b>	<b>GOAL</b>	<b>OBJECTIVE</b>	<b>ACTION ITEM</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>PROGRESS</b>
<i>Service Excellence</i>	<b>Improve library facilities to better meet the service needs</b>	Ensure the Library is a safe, accessible, and welcoming	Seek funding to add security staff.	CEO and Business Administrator	November-December 2023	Completed

	of the community	community hub for all to enjoy.				
<b>Notes:</b> CEO & Business Administrator presented a supplemental budget request at City Council on Monday November 20, 2023, for security at the JLM Centennial Library. Per the Council's request, they submitted a reduced budget for fewer security hours during evenings and weekends. During the December 11, 2023, Budget Deliberation, an additional \$36,000 was approved by Council for Library Security.						
<i>Service Excellence</i>	Improve library facilities to better meet the service needs of the community	Ensure the Library is a safe, accessible, and welcoming community hub for all to enjoy.	Implement new safety measures such as procedures and equipment.	Management Team	November 2023	Ongoing
<b>Notes:</b> Staff Manual was updated to include new procedures on topics like <i>knives</i> as well as <i>smoke or fog</i> (environmental: caused by wildfires, chemical fires, etc.). Other procedures were updated, including <i>drugs on premises</i> , <i>People sleeping Outside the Library</i> , and <i>Lockdown Procedure</i> .						
<i>Community Engagement</i>	Initiate positive change through opportunities for development and growth	Improve communication between the public and social services by providing those in need with information about community resources	Propose to City Council the addition of a Social Worker to Library staff	CEO/Business Administrator	November 2023	Completed
<b>Notes:</b> CEO & Business Administrator presented a supplemental budget request at City Council on Monday November 20, 2023, for the addition of a social worker to staff. That request was denied by Council.						
<i>Heritage and Culture</i>	Develop programs, collections, and services to celebrate and	Partner with local organizations and experts to offer programming that highlights the	Host workshops and training sessions on heritage preservation	Manager of Public Services/Manager of Community Engagement	January 2024	Ongoing

	recognize local heritage and culture	community's heritage and culture.	techniques and best practices			
<b>Notes:</b> The Archive Technician offered a program called Preserving Papers and Photos teaching participants how to preserve family histories on January 9, 2024.						
<i>Inclusion, Diversity, Equity and Accessibility</i>	Represent new audiences within library relationships	Engage and support new Canadians and Immigrants through programs and resources that facilitate cross-cultural engagement.	Partner with community based organizations to launch job support workshops geared towards immigrants, covering topics like local employment trends, resume building, and interview preparation.	Manager of Community Engagement/Manager of Public Services	January 2024	Ongoing
<b>Notes:</b> The Library offered a Book-side Chat: Unlocking Employment Services with Sault College Employment Solutions session on January 10, 2024 in partnership with Employment Solutions. The program is continuing bi-weekly.						
<i>Community Engagement</i>	Build and maintain strong community partnerships	Collaborate and partner with local organizations to support community well-being.	Collect and collaborate on local resources to provide informational packets to the public that supports community well-being by showcasing local organizations that can assist.	Manager of Community Engagement/Manager of Public Service	January 2024	Ongoing
<b>Notes:</b> From January 15 <sup>th</sup> to the 21 <sup>st</sup> , 2024, the Library offered free care packages filled with items to support peoples' mental health and connect people with local resources.						
<i>Marketing and Communications</i>	Engage stakeholders in	Advocate for Library services at	Write a letter to the local MPP near budget time in support of an Ontario	Board/CEO	January 2024	Completed

	library activities at all levels	various levels of government.	Wide Online Library strategy			
<b>Notes:</b> The CEO and Board chair met with MPP Ross Romano on January 22, 2024 to discuss an Ontario Digital Public Library and to garner his support for the initiative for the next Ontario Budget. Provided the MPP with briefing notes prepared by FOPL.						

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer