

LIBRARY BOARD
Regular Meeting
Monday, January 29, 2024 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – M. Olejnik
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 December 11, 2023 Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 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 Committee
 - 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 Operation 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 - 6.5.5 Policies to be Rescinded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 CEO Evaluation Committee Report
 - 6.6.2 CEO Evaluation Tool
 - 6.7 Strategic Plan Progress Update
 - 6.8 Summary of Motions
7. Items Removed from Consent
 - 7.1

8. Information Items
 - 8.1 NOFHC Grant
 - 8.2 The Friends and the Health Sciences Library
9. Board Development
 - 9.1 Board Committee Amalgamation (Discussion)
10. New Policy
 - 10.1 100-13 Planning Policy
11. Follow Up Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development
12. Ratification of the Part-time 2023-2028 Collective Agreement
13. Security Contract
14. 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: Personal matters about an identifiable individual; and 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
15. Report of the Closed Session
16. New Business
 - 16.1 Summer Operational Hours
17. Board meetings
 - 17.1 AGM & Regular Meeting February 26, 2024
18. 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, December 11, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Kevin Harrison	Paolo Bruni	Erin Ferlaine
Wayne Greco	Hannah Caicco	Steve Murray
Lisa Dubrovnik	Mike Olejnik	

Absent: Jami van Haaften

Library: Matthew MacDonald, Kaitrin Aaltonen, Elise Schofield, Rebekah Verdone

1. Call to Order

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

1.1 Excused Absence

Jami van Haaften

1.2 Land Recognition

S. Murray 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 December 11, 2023 meeting as presented.

Moved: Seconded: **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 December 11, 2023 meeting as presented.

Moved: L. Dubrovnik

Seconded: S. Murray

CARRIED

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 September 26, 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

6.9

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the December 11, 2023 meeting as presented.

Moved: S. Murray

Seconded: M. Olejnik

CARRIED

MOTION

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the September 25, 2023 meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 14, 2023 meeting as presented/amended.
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.
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.
5. The Sault Ste. Marie Public Library Board receive the draft Financial Reports ending September 30, 2023, as information.
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the October 3, 2023, meeting as presented.
7. The following revised policies be approved as presented:
 - 100-12 Board Recognition Policy
 - 400-09 Human Rights Policy; Anti-Harassment, Violence and Discrimination
 - 300-17 Volunteer Program Policy
8. That following new policy be approved as presented:
 - 400-06 Health Care and Sick Leave Policy
9. That the following policies be rescinded:
 - 400-06 Health Care Leave Policy
 - 400-17 Sick Leave Policy
10. The Sault Ste. Marie Public Library Board approves the 2024 schedule of Library Closures as presented.
11. The Sault Ste. Marie Public Library Board approves the 2024 Fees schedule as presented.
12. The Sault Ste. Marie Public Library Board approves the Library closures and holidays opening for the year 2024 as presented.

Moved: K. Harrison

Seconded: L. Dubrovnik

CARRIED

7. Items Removed from Consent

NONE

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

M. MacDonald gave a progress report on the Strategic Plan and will be seeking a meeting with City Council in January 2024 to present Strategic Plan.

MOTION

The Sault Ste. Marie Public Library Board approves the 2024-2029 **Strategic Plan** as presented.

Moved: M. Olejnik

Seconded: K. Harrison

CARRIED

9.2 2024 Board Meeting Calendar

The Sault Ste. Marie Public Library Board approves the 2024 Board Meeting Calendar as amended.

Moved: K. Harrison

Seconded: E. Ferlaino

CARRIED

9.3 OLA Boot Camp

10. Follow Up Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development

M. MacDonald reported on the follow up inspection from the Ministry following a complaint that the Library is not meeting its requirements under the OHSA to protect its employees from violence. A third-party risk assessment was completed, and report provided to the Board.

MOTION

The members of the Sault Ste. Marie Public Library Board receive the Risk Assessment report as presented.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

11. Membership Drive Report

E. Schofield reported on the success of the Membership Drive including attendance at outreach events. As of October 3, 2023 there were 671 new members for 2023.

MOTION

The members of the Sault Ste. Marie Public Library Board receive the Membership Drive report as presented.

Moved: S. Murray

Seconded: L. Dubrovnik

CARRIED

12. 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, R. Verdone, E. Schofield, C. Parker, J. Martin, L. Aube, J. Berberick

Moved: S. Murray

Seconded: M. Olejnik

CARRIED

MOTION

The Board meeting of December 11, 2023 to be extended at 5:57 p.m. to complete the business of the Board.

Moved: M. Olejnik

Seconded: E. Ferlaino

CARRIED

12. Report of the Closed Session

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

The Sault Ste. Marie Public Library Board will respond to Grievance # 2023-06-15-01 as presented.

The Sault Ste. Marie Public Library Board will respond to Grievance # 2023-10-06 as presented.

MOTION

The Board meeting of December 11, 2023 be extended at 6:38 p.m. to complete business of the Board.

Moved: M. Olejnik

Seconded: E. Ferlaino

CARRIED

MOTION

The Sault Ste. Marie Public Library Board received the report of the Closed Session of December 11, 2023 meeting as presented.

Moved: M. Olejnik

Seconded: S. Murray

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

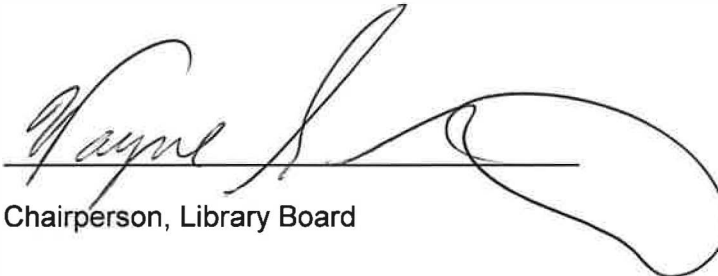
MOTION

The Sault Ste. Marie Public Library Board move to adjourn the December 11, 2023 meeting at 7:15 p.m.

Moved: S. Murray

Seconded: M. Olejnik

CARRIED



Chairperson, Library Board



Sault Ste. Marie Public Library
Finance Committee
REGULAR MEETING
Thursday, January 18th, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom

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

Regrets: Hanna Caicco

Agenda

1. The meeting was called to order at 4:30
2. There was no declaration of Conflict of Interest
3. Agenda was approved.
4. Approval of the Minutes

4.1 November 16, 2023 Finance Committee Meeting Minutes

Recommendation: Approve the November 16, 2023 Finance Committee report.
No changes, Already approved at previous Board meeting

4.2 Matters arising from November 16, 2023 Meeting Minutes

5. Monthly Expenditure Reports

5.1 November 2023

Recommendation:

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.

5.2 December 2023

Recommendation:

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.



6. Draft Financial Results as of December 31st, 2023

Recommendation: The Financial Results as at December 31st, 2023 be received as information.

7. 2024 Library Security Approval

7.1 Information Items:

7.1.1 Sault Star Article "Tax Levy Increase Whittled down to 4.84% by City Council"

7.1.2 SSMPL Request for Proposal # 202401

7.1.3 Bids submitted in response to RFP # 202401

7.1.4 2024 Security Expense calculation in response to bids

7.2 2024 Security Services

KC security contract was extended for January, and an RFP was issued for Feb. – December contract. There was discussion about preferred options. Matthew and Kaitrin will bring more options to the Board meeting for a final decision on hours and budget.

Recommendation: Contract be awarded to Northwest as the lowest bidder.

8. KPMG Management Representation Letter

We got our finalized financial statement. Nothing has changed from previous year.

9. Information Items:

9.1 2022 Management Representation Letter. See Item 8

9.2 PLOG Receipt

Pay Equity grant and Public Library Operating Grant finding has been deposited.



9.3 NOHFC Approval

Approved for NOHFC grant, for a year-long full-time placement for a Digital Creator, in partnership with Near North Mobile Media Lab,

9.4 Summer Experience Application

We get this every other year. 2 month long placement for a digital intern.

9.5 Library Visa update

Will be entered monthly by Library staff going forward.

9.6 Scotiabank Update

Update pending on the transfer of funds to the Scotiabank accounts.

10 Adjournment at 5:33.

Next meeting: February 15, 2024

Summary of Motions:

Resolved that 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.

Resolved that 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.

Resolved that the Sault Ste. Marie Public Library Board received the draft Financial Results as at December 31st, 2023 as information.

Resolved that the Sault Ste. Marie Public Library Board award the security contract to Northwest as the lowest bidder.



Sault Ste. Marie Public Library

Monthly Expenditure Report for November 2023

Cheque Register

November 6, 2023	16,041.28
November 14, 2023	33,080.61
November 21, 2023	5,442.17
November 27, 2023	11,778.23

Subtotal \$66,342.29

EFT from Bank Statements

Wages	107,666.07
RBC Visa 18 Nov	7,335.46
Service Fees	193.60
Subtotal	<u>\$115,195.13</u>

Total **\$181,537.42**

Recommendation:

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.



Sault Ste. Marie Public Library

Monthly Expenditure Report for December 2023

Cheque Register

December 4, 2023	123,275.57
December 11, 2023	5,281.93
December 18, 2023	271.98
December 18, 2023	58,055.77

Subtotal \$186,885.25

EFT from Bank Statements

Wages	113,678.16
RBC Visa 19 Dec	5,425.52
Service Fees	92.91
Subtotal	<u>\$119,196.59</u>

Total **\$306,081.84**

Recommendation:

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.

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,383,728.39)	(\$3,407,660.00)	99%
Fines	(7,041.83)	(\$3,100.00)	227%
Concessions	(1,264.61)	(\$1,000.00)	126%
Sales	(55,743.32)	(\$53,550.00)	104%
Donations	(17,727.79)	(\$55,170.00)	32%
Other income	(71,358.69)	(\$17,300.00)	412%
Change in future employee benefits			0%
Surplus, prior year		(\$157,103.00)	0%
	<u>(3,536,864.63)</u>	<u>(\$3,694,883.00)</u>	<u>96%</u>
EXPENDITURES			
Salaries and benefits	2,528,370.47	\$2,661,816.70	95%
Future employee benefits			0%
Books and periodicals	182,589.99	\$218,269.23	84%
Utilities	87,085.74	\$96,000.00	91%
Office expenditures	136,439.59	\$161,205.00	85%
Operating expenditures	488,936.29	\$476,860.00	103%
Equipment purchases	94,841.77	\$85,132.00	111%
Depreciation			0%
Default			0%
	<u>3,518,263.85</u>	<u>\$3,699,282.93</u>	<u>95%</u>
(Surplus)/Deficit	(18,600.78)	\$4,399.93	(423%)

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(3,383,728.39)	(\$3,407,660.00)	99%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CONCESSION - Grants			
Total Grants	(3,383,728.39)	(\$3,407,660.00)	99%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(6,227.20)	(\$2,600.00)	240%
LIBRARY NORTH BRANCH - Fines	(814.63)	(\$500.00)	163%
LIBRARY CONCESSION - Fines			
Total Fines	(7,041.83)	(\$3,100.00)	227%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CONCESSION - Concessions	(1,264.61)	(\$1,000.00)	126%
Total Concessions	(1,264.61)	(\$1,000.00)	126%
Sales:			
LIBRARY ADMINISTRATION - Sales	(42,440.63)	(\$37,000.00)	115%
LIBRARY MAIN BRANCH - Sales	(11,182.19)	(\$13,950.00)	80%
LIBRARY NORTH BRANCH - Sales	(2,120.50)	(\$2,600.00)	82%
LIBRARY CONCESSION - Sales			
Total Sales	(55,743.32)	(\$53,550.00)	104%
Donations:			
LIBRARY ADMINISTRATION - Donations	(17,727.79)	(\$41,030.00)	43%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,140.00)	0%
LIBRARY CONCESSION - Donations			
Total Donations	(17,727.79)	(\$55,170.00)	32%
Other income:			
LIBRARY ADMINISTRATION - Other income	(63,358.40)	(\$10,000.00)	634%
LIBRARY MAIN BRANCH - Other income	(1,216.18)	(\$4,500.00)	27%
LIBRARY NORTH BRANCH - Other income	(6,784.11)	(\$2,800.00)	242%
LIBRARY CONCESSION - Other income			
Total Other income	(71,358.69)	(\$17,300.00)	412%
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 Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
	(3,507,255.21)	(\$3,652,793.00)	96%
	(18,625.57)	(\$21,050.00)	88%
	(9,719.24)	(\$20,040.00)	48%
	(1,264.61)	(\$1,000.00)	126%
	(3,536,864.63)	(\$3,694,883.00)	96%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	740,085.18	\$809,765.00	91%
LIBRARY MAIN BRANCH - Salaries and benefits	1,354,185.17	\$1,552,559.06	87%
LIBRARY NORTH BRANCH - Salaries and benefits	434,100.12	\$299,492.64	145%
LIBRARY CONCESSION - Salaries and benefits			
Total Salaries and benefits	2,528,370.47	\$2,661,816.70	95%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	10,218.83	\$1,000.00	1,022%
LIBRARY MAIN BRANCH - Books and periodicals	141,768.52	\$158,671.43	89%
LIBRARY NORTH BRANCH - Books and periodicals	30,602.64	\$58,597.80	52%
LIBRARY CONCESSION - Books and periodicals			
Total Books and periodicals	182,589.99	\$218,269.23	84%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	87,085.74	\$96,000.00	91%
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CONCESSION - Utilities			
Total Utilities	87,085.74	\$96,000.00	91%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	65,208.56	\$83,605.00	78%
LIBRARY MAIN BRANCH - Office expenditures	61,236.27	\$64,800.00	95%
LIBRARY NORTH BRANCH - Office expenditures	9,994.76	\$12,800.00	78%
LIBRARY CONCESSION - Office expenditures			
Total Office expenditures	136,439.59	\$161,205.00	85%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	28,167.53	\$30,900.00	91%
LIBRARY MAIN BRANCH - Operating expenditures	244,867.82	\$234,200.00	105%
LIBRARY NORTH BRANCH - Operating expenditures	209,067.09	\$210,760.00	99%
LIBRARY CONCESSION - Operating expenditures	6,833.85	\$1,000.00	683%
Total Operating expenditures	488,936.29	\$476,860.00	103%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	92,645.87	\$81,210.00	114%
LIBRARY MAIN BRANCH - Equipment purchases	2,195.90	\$3,300.00	67%
LIBRARY NORTH BRANCH - Equipment purchases		\$622.00	0%
LIBRARY CONCESSION - Equipment purchases			
Total Equipment purchases	94,841.77	\$85,132.00	111%
Depreciation			0%

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
Default			0%
	936,325.97	\$1,006,480.00	93%
	1,891,339.42	\$2,109,530.49	90%
	683,764.61	\$582,272.44	117%
	6,833.85	\$1,000.00	683%
	3,518,263.85	\$3,699,282.93	95%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(2,570,929.24)	(\$2,646,313.00)	97%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,872,713.85	\$2,088,480.49	90%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	674,045.37	\$562,232.44	120%
LIBRARY CONCESSION - (Surplus)/Deficit	5,569.24	\$0.00	0%
Total (Surplus)/Deficit	(18,600.78)	\$4,399.93	(423%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,383,728.39)	(\$3,407,660.00)	99%
Fines			
Concessions			
Sales	(42,440.63)	(\$37,000.00)	115%
Donations	(17,727.79)	(\$41,030.00)	43%
Other income	(63,358.40)	(\$10,000.00)	634%
Change in future employee benefits		(\$157,103.00)	0%
Surplus, prior year	(3,507,255.21)	(\$3,652,793.00)	96%
EXPENDITURES			
Salaries and benefits	740,085.18	\$809,765.00	91%
Future employee benefits			
Books and periodicals	10,218.83	\$1,000.00	1,022%
Utilities			
Office expenditures	65,208.56	\$83,605.00	78%
Operating expenditures	28,167.53	\$30,900.00	91%
Equipment purchases	92,645.87	\$81,210.00	114%
Depreciation			
Default			
	936,325.97	\$1,006,480.00	93%
(Surplus)/Deficit	(2,570,929.24)	(\$2,646,313.00)	97%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY	(207,474.00)	(\$207,474.00)	100%
30-720-7201-5291 ONT SPEC GRANT LIBRARY	(160,595.00)	(\$160,595.00)	100%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(12,570.39)	(\$21,687.00)	58%
30-720-7201-5294 GRANTS MUNICIPAL	(3,003,089.00)	(\$3,003,089.00)	100%
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%
30-720-7201-5296 GRANTS OTHER		(\$2,400.00)	0%
Total Grants	(3,383,728.39)	(\$3,407,660.00)	99%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(42,440.63)	(\$37,000.00)	115%
Total Sales	(42,440.63)	(\$37,000.00)	115%
Donations:			
30-720-7201-5861 DONATIONS	(10,542.32)	(\$16,000.00)	66%
30-720-7201-5866 RESTRICTED DONATIONS	(7,185.47)	(\$3,000.00)	240%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,030.00)	0%
Total Donations	(17,727.79)	(\$41,030.00)	43%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(63,358.40)	(\$10,000.00)	634%
30-720-7201-5860 SUNDRY REVENUE			0%
Total Other income	(63,358.40)	(\$10,000.00)	634%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$157,103.00)	0%
Total Surplus, prior year		(\$157,103.00)	0%
	(3,507,255.21)	(\$3,652,793.00)	96%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	565,914.01	\$606,001.74	93%
30-720-7201-6031 CANADA PENSION PLAN	25,735.01	\$26,560.34	97%
30-720-7201-6032 EMPLOYMENT INSURANCE	9,322.72	\$9,402.26	99%
30-720-7201-6033 EMPLOYER HEALTH TAX	11,081.47	\$12,089.29	92%
30-720-7201-6041 OMERS	48,892.02	\$55,012.89	89%
30-720-7201-6042 HEALTH CARE	20,198.24	\$19,724.04	102%
30-720-7201-6043 DENTAL	7,195.48	\$11,918.76	60%
30-720-7201-6044 GROUP INSURANCE	5,062.50	\$5,999.42	84%
30-720-7201-6045 LONG TERM DISABILITY	10,628.48	\$12,726.04	84%
30-720-7201-6046 WSIB	2,335.18	\$4,810.00	49%
30-720-7201-6052 RETIRED HEALTH CARE	33,720.07	\$31,000.00	109%
30-720-7201-6011 SALARIES PART TIME		\$14,520.22	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	740,085.18	\$809,765.00	91%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	10,218.83	\$1,000.00	1,022%
Total Books and periodicals	10,218.83	\$1,000.00	1,022%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	6,006.03	\$6,455.00	93%
30-720-7201-6182 TRAVEL	1,670.19	\$10,000.00	17%
30-720-7201-6185 TRAINING	14,603.98	\$15,450.00	95%
30-720-7201-6200 MILEAGE	813.83	\$1,900.00	43%
30-720-7201-6470 POSTAL SERVICE	45.45	\$300.00	15%
30-720-7201-6474 CARTAGE	4,812.05	\$4,000.00	120%
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	9,025.19	\$9,600.00	94%
30-720-7201-6542 PUBLIC RELATIONS	5,056.06	\$7,200.00	70%
30-720-7201-6720 BANK CHARGES	2,963.13	\$3,000.00	99%
Total Office expenditures	65,208.56	\$83,605.00	78%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	1,331.89	\$800.00	166%
30-720-7201-6462 INSURANCE	26,835.64	\$30,100.00	89%
Total Operating expenditures	28,167.53	\$30,900.00	91%
Equipment purchases:			
30-720-7201-8201 OFFICE EQUIPMENT	737.76	\$18,060.00	4%
30-720-7201-8202 COMPUTER EQUIPMENT	2,163.89	\$23,150.00	9%
30-720-7201-8300 SOFTWARE	89,744.22	\$40,000.00	224%
Total Equipment purchases	92,645.87	\$81,210.00	114%
Depreciation			
Default	936,325.97	\$1,006,480.00	93%
(Surplus)/Deficit	(2,570,929.24)	(\$2,646,313.00)	97%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(6,227.20)	(\$2,600.00)	240%
Concessions			
Sales	(11,182.19)	(\$13,950.00)	80%
Donations			
Other income	(1,216.18)	(\$4,500.00)	27%
Change in future employee benefits			
Surplus, prior year			
	<u>(18,625.57)</u>	<u>(\$21,050.00)</u>	<u>88%</u>
EXPENDITURES			
Salaries and benefits	1,354,185.17	\$1,552,559.06	87%
Future employee benefits			
Books and periodicals	141,768.52	\$158,671.43	89%
Utilities	87,085.74	\$96,000.00	91%
Office expenditures	61,236.27	\$64,800.00	95%
Operating expenditures	244,867.82	\$234,200.00	105%
Equipment purchases	2,195.90	\$3,300.00	67%
Depreciation			
Default			
	<u>1,891,339.42</u>	<u>\$2,109,530.49</u>	<u>90%</u>
(Surplus)/Deficit	1,872,713.85	\$2,088,480.49	90%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(6,227.20)	(\$2,600.00)	240%
Total Fines	(6,227.20)	(\$2,600.00)	240%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(1,022.75)	(\$650.00)	157%
30-720-7202-5892 MEMBERSHIP FEES	(1,434.85)	(\$1,200.00)	120%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(7,756.23)	(\$10,000.00)	78%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(968.36)	(\$2,100.00)	46%
Total Sales	(11,182.19)	(\$13,950.00)	80%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(482.09)	(\$3,500.00)	14%
30-720-7202-5752 RENT PROGRAM ROOM B	(734.09)	(\$1,000.00)	73%
Total Other income	(1,216.18)	(\$4,500.00)	27%
Change in future employee benefits			
Surplus, prior year	(18,625.57)	(\$21,050.00)	88%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	864,942.48	\$888,658.68	97%
30-720-7202-6011 SALARIES PART TIME	238,031.23	\$367,859.30	65%
30-720-7202-6031 CANADA PENSION PLAN	57,792.12	\$65,890.79	88%
30-720-7202-6032 EMPLOYMENT INSURANCE	23,087.27	\$26,229.18	88%
30-720-7202-6033 EMPLOYER HEALTH TAX	21,184.66	\$24,187.96	88%
30-720-7202-6041 OMERS	75,736.13	\$106,530.90	71%
30-720-7202-6042 HEALTH CARE	39,952.25	\$38,671.20	103%
30-720-7202-6043 DENTAL	23,290.07	\$22,797.00	102%
30-720-7202-6044 GROUP INSURANCE	3,146.13	\$3,679.05	86%
30-720-7202-6045 LONG TERM DISABILITY	7,022.83	\$8,055.00	87%
Total Salaries and benefits	1,354,185.17	\$1,552,559.06	87%
Future employee benefits			
Books and periodicals:			
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	377.17	\$500.00	75%
30-720-7202-6135 BOOKS REFERENCE ADULT	3,165.41	\$3,137.99	101%
30-720-7202-6136 BOOKS ADULT	35,530.19	\$39,750.34	89%
30-720-7202-6137 BOOKS JUVENILE	14,875.06	\$18,806.91	79%
30-720-7202-6138 BOOKS FRENCH	760.62	\$1,032.58	74%
30-720-7202-6141 PERIODICALS	12,262.13	\$11,000.00	111%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	8,758.50	\$12,484.64	70%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	1,921.47	\$2,179.50	88%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	10,489.25	\$11,333.49	93%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	999.90	\$1,000.00	100%
30-720-7202-6155 GAMES ADULT & JUVENILE	812.85	\$786.23	103%
30-720-7202-6158 ELECTRONIC DATABASES	33,707.38	\$34,000.00	99%
30-720-7202-6159 AUDIO BOOKS ADULT	1,278.45	\$1,925.78	66%
30-720-7202-6160 AUDIO BOOKS JUVENILE	1,041.83	\$1,233.97	84%
30-720-7202-6161 IN KIND DONATIONS	16.31		0%
30-720-7202-6165 MATERIALS PROCESSING	15,772.00	\$19,500.00	81%
Total Books and periodicals	141,768.52	\$158,671.43	89%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	66,585.34	\$79,000.00	84%
30-720-7202-6254 NATURAL GAS	20,500.40	\$17,000.00	121%
Total Utilities	87,085.74	\$96,000.00	91%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	22,374.83	\$22,000.00	102%
30-720-7202-6200 MILEAGE	493.68	\$800.00	62%
30-720-7202-6470 POSTAL SERVICE	5,714.93	\$5,200.00	110%
30-720-7202-6480 TELECOMMUNICATIONS	18,474.55	\$17,500.00	106%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	13,090.81	\$19,300.00	68%
30-720-7202-6726 US \$ EXCHANGE	1,087.47		0%
Total Office expenditures	61,236.27	\$64,800.00	95%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	221.71	\$600.00	37%
30-720-7202-6395 JANITORIAL SUPPLY	12,482.77	\$10,000.00	125%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	1,339.41	\$1,900.00	70%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	184,036.11	\$163,850.00	112%
30-720-7202-6496 JANITORIAL SERVICE	34,261.37	\$47,500.00	72%
30-720-7202-6620 SECURITY	4,721.57	\$5,350.00	88%
30-720-7202-6704 MACHINE RENTAL	7,804.88	\$5,000.00	156%
Total Operating expenditures	244,867.82	\$234,200.00	105%
Equipment purchases:			
30-720-7202-8201 OFFICE EQUIPMENT	1,127.08		0%
30-720-7202-8271 LIBRARY EQUIPMENT	1,068.82	\$3,300.00	32%
Total Equipment purchases	2,195.90	\$3,300.00	67%
Depreciation Default			
	1,891,339.42	\$2,109,530.49	90%
(Surplus)/Deficit	1,872,713.85	\$2,088,480.49	90%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(814.63)	(\$500.00)	163%
Concessions			
Sales	(2,120.50)	(\$2,600.00)	82%
Donations		(\$14,140.00)	0%
Other income	(6,784.11)	(\$2,800.00)	242%
Change in future employee benefits			
Surplus, prior year			
	<u>(9,719.24)</u>	<u>(\$20,040.00)</u>	<u>48%</u>
EXPENDITURES			
Salaries and benefits	434,100.12	\$299,492.64	145%
Future employee benefits			
Books and periodicals	30,602.64	\$58,597.80	52%
Utilities			
Office expenditures	9,994.76	\$12,800.00	78%
Operating expenditures	209,067.09	\$210,760.00	99%
Equipment purchases		\$622.00	0%
Depreciation			
Default			
	<u>683,764.61</u>	<u>\$582,272.44</u>	<u>117%</u>
(Surplus)/Deficit	674,045.37	\$562,232.44	120%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(814.63)	(\$500.00)	163%
Total Fines	(814.63)	(\$500.00)	163%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(96.61)	(\$100.00)	97%
30-720-7204-5892 MEMBERSHIP FEES	(234.00)	(\$100.00)	234%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,729.89)	(\$1,350.00)	128%
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	(2,120.50)	(\$2,600.00)	82%
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	(3,858.60)	(\$2,000.00)	193%
30-720-7204-5752 RENT PROGRAM ROOM B	(2,925.51)	(\$800.00)	366%
Total Other income	(6,784.11)	(\$2,800.00)	242%
Change in future employee benefits			
Surplus, prior year	(9,719.24)	(\$20,040.00)	48%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	206,612.28	\$175,726.82	118%
30-720-7204-6011 SALARIES PART TIME	151,518.02	\$65,709.29	231%
30-720-7204-6031 CANADA PENSION PLAN	18,747.68	\$12,303.83	152%
30-720-7204-6032 EMPLOYMENT INSURANCE	7,637.93	\$5,028.11	152%
30-720-7204-6033 EMPLOYER HEALTH TAX	6,970.89	\$4,646.60	150%
30-720-7204-6041 OMERS	24,262.74	\$21,445.84	113%
30-720-7204-6042 HEALTH CARE	10,496.22	\$7,734.24	136%
30-720-7204-6043 DENTAL	6,185.97	\$4,559.40	136%
30-720-7204-6044 GROUP INSURANCE	507.51	\$727.51	70%
30-720-7204-6045 LONG TERM DISABILITY	1,160.88	\$1,611.00	72%
Total Salaries and benefits	434,100.12	\$299,492.64	145%
Future employee benefits			
Books and periodicals:			
30-720-7204-6134 MISCELLANEOUS COLLECTIONS	330.70	\$500.00	66%
30-720-7204-6136 BOOKS ADULT	11,670.10	\$17,629.58	66%
30-720-7204-6137 BOOKS JUVENILE	8,465.19	\$11,529.59	73%
30-720-7204-6138 BOOKS FRENCH	780.03	\$1,248.14	62%
30-720-7204-6141 PERIODICALS	1,661.21	\$2,500.00	66%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	2,794.57	\$4,035.98	69%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	1,822.99	\$2,140.52	85%
30-720-7204-6155 GAMES ADULT & JUVENILE	860.43	\$883.00	97%
30-720-7204-6159 AUDIO BOOKS ADULT	1,366.10	\$2,225.70	61%
30-720-7204-6160 AUDIO BOOKS JUVENILE	851.32	\$1,765.29	48%
30-720-7204-6132 ARCHIVES		\$14,140.00	0%
Total Books and periodicals	30,602.64	\$58,597.80	52%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,713.88	\$2,500.00	69%
30-720-7204-6200 MILEAGE		\$300.00	0%
30-720-7204-6480 TELECOMMUNICATIONS	8,280.88	\$10,000.00	83%
Total Office expenditures	9,994.76	\$12,800.00	78%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(6.78)	\$100.00	(7%)
30-720-7204-6410 MAINTENANCE & ALTERATIONS	14.64	\$1,000.00	1%
30-720-7204-6620 SECURITY	1,985.36	\$1,150.00	173%
30-720-7204-6700 RENT	206,808.69	\$206,810.00	100%
30-720-7204-6704 MACHINE RENTAL	265.18	\$1,600.00	17%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT		\$100.00	0%
Total Operating expenditures	209,067.09	\$210,760.00	99%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$622.00	0%
Total Equipment purchases		\$622.00	0%
Depreciation			
Default	683,764.61	\$582,272.44	117%
(Surplus)/Deficit	674,045.37	\$562,232.44	120%

SSM LIBRARY
LIBRARY CONCESSION
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(1,264.61)	(\$1,000.00)	126%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(1,264.61)</u>	<u>(\$1,000.00)</u>	<u>126%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	6,833.85	\$1,000.00	683%
Equipment purchases			
Depreciation			
Default			
	<u>6,833.85</u>	<u>\$1,000.00</u>	<u>683%</u>
(Surplus)/Deficit	5,569.24	\$0.00	0%

SSM LIBRARY
LIBRARY CONCESSION
For the Twelve Months Ending Sunday, December 31, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(1,264.61)	(\$1,000.00)	126%
Total Concessions	(1,264.61)	(\$1,000.00)	126%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(1,264.61)	(\$1,000.00)	126%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES	164.29		0%
30-720-7206-6595 RESALE FOOD	6,669.56	\$1,000.00	667%
Total Operating expenditures	6,833.85	\$1,000.00	683%
Equipment purchases			
Depreciation			
Default			
	6,833.85	\$1,000.00	683%
(Surplus)/Deficit	5,569.24	\$0.00	0%

SAULT STE. MARIE PUBLIC LIBRARY BOARD
50 EAST STREET
SAULT STE. MARIE, ON P6A 3C3

KPMG LLP
111 Elgin Street, Suite 200
Sault Ste. Marie, Ontario P6A 6L6
Canada

December 22, 2023

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Sault Ste. Marie Public Library Board ("the Entity") as at and for the period ended December 31, 2022.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated March 1, 2021, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
 - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and

maintenance of internal control to prevent and detect fraud.

- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and through to the date of the review report for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and

their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 10) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 11) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,


By: Matthew MacDonald, Chief Executive Officer
By: Kaitrin Aaltohen, Business Administrator

cc: Board

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

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	\$ 164.50	\$ 2,434.30	-	\$ 2,598.80
DECEMBER	\$ 87.00	\$ 3,342.85	-	\$ 3,429.85
4th Quarter Totals	\$ 411.00	\$ 9,144.15	\$ 1,426.14	\$ 10,981.29
TOTALS Year To Date	\$ 3,299.05	\$ 36,413.80	\$ 1,835.11	\$ 41,547.96
	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	\$ 411.00	\$ 9,144.15	\$ 10,981.29
Annual Total	JAN-DEC	\$ 3,299.05	\$ 36,413.80	\$ 41,547.96
				\$ -
Grand Total		\$ 41,547.96	\$ -	\$ 41,547.96



**Sault Ste. Marie Public Library
Facilities Committee
REGULAR MEETING
Monday, January 8, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom**

Minutes

Attending: Matthew MacDonald, Steve Murray, Kevin Harrison, Mike Olejnik, Wayne Greco

Regrets: Lisa Dobrovnik

1. The meeting was called to order at 4:35 pm.
2. There was no declarations of Conflict of Interest.
3. The minutes of the September 11, 2023, meeting were approved.
4. The agenda was approved as amended.

Matters Arising from the Minutes

4.1 Mechanical Equipment Maintenance Contract
Draft contract still in progress

4.2 Front Entrances Issue
No update.

4.3 Chiller Repairs
City Council approved \$35,000 from the City Asset Management Fund for repairs to the Library's Chillers in its 2024 Budget.

5. Completed Projects

5.1 There were no completed projects to report on.

6. Project Updates

6.1 Exterior Cladding at the James L. McIntyre Centennial Library
MGP architects and engineer have begun work on preparing the tender documents for the exterior cladding project.



6.2 Asbestos Encapsulation

Tulloch is currently preparing a tender for the project to be released on January 15, 2024 which will close on January 30, 2024.

7. Facilities Issues

7.1 AHU #2 Axial Fan

Being replaced under warranty

7.2 Boiler Loop Pump

Repaired

8. New Business

8.1 Structure

The committee had a general discussion of dissolving the Facilities Committee and having the Finance Committee take over reviewing facility projects because of the financial overlap between the two committees.

Committee Members were in favour of the change and will put forth a motion at the next Board meeting.

9. The meeting was adjourned at 5:12 pm



**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, January 9, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

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

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 October 3, 2023, Policy Committee Meeting were approved
5. Policies Reviewed
 - 5.1 100-11 Board Code of Ethics
 - 5.2 300-04 Hours of Operation Policy
 - 5.3 300-24 Use of Video Surveillance
6. Policies Rescinded
 - 6.1 None
7. New Policies
 - 7.1 100-13 Planning PolicyDiscussed that all new policies should not be put into the Consent agenda.
8. Policy Follow up
 - 8.1 None
9. New Business
 - 9.1 Legacy List of Board Members
 - 9.2 StructureDiscussed combining the Facilities Committee with the Finance Committee. Some members of Facilities may join the Policy Committee
10. The meeting was adjourned at 5:31 p.m.

Title:	Board Code of Ethics	Policy Number: 100-11
Policy Type:	Governance	
Approval By:		
Approval Date:	March 27, 2023	
Revised Dates:	January 29, 2024	
Review Date:	February 2027	

PURPOSE

This policy outlines the Board's expectations for ethical, responsible, lawful conduct, and proper use of authority by its members and the CEO.

SCOPE

This policy applies to the Library Board and its individual members, committees of the Board, and the CEO.

DEFINITIONS

Conflict of Interest - A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions.

POLICY STATEMENT

The Library Board is committed to the highest level of integrity and ethics in all of its dealings in accordance with all current legislation, Board by-laws, labour agreements, and Board policies.

Library Board members, including Board Committee members, shall conduct business in a lawful, ethical, and businesslike manner, including the proper use of authority.

PROFESSIONAL ACCOUNTABILITY

The Board and CEO shall:

- Respect meeting agendas and abide by the Chair's decisions on the rules of order;
- Attend Board meetings and committee meetings regularly and inform the Board Secretary and Chair about expected absences before meetings;
- Be prepared for all Board and committee meetings and use meeting time productively;
- Consider the best interests of the communities the Library serves when making decisions;
- Adhere to the Ontario Human Rights Code;
- Adhere to the provisions of the Municipal Conflict of Interest Act, The Municipal Act, the Public Libraries Act and any other relevant Acts or legislation;
- Respect confidentiality of all information discussed in Closed Sessions;
- Not have conversations or conduct Board business outside of Board meetings or committee meetings, including through email.

Additionally, the Board shall:

- Refrain from individually directing the CEO or library staff.

The Board Chair or designate(s) shall represent the Board in interactions with the public, press or other entities.

CONFIDENTIALITY

Board members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so. Board members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the Public Libraries Act, or any other legislation. All information, documentation or deliberation received, reviewed, or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

FINANCIAL ACCOUNTABILITY

The Board and CEO shall avoid situations where personal advantage or financial benefits may be gained and shall not use "inside information" in personal or private business. This includes using their position to obtain employment for self, family, or friends with the Library. When such situations cannot be avoided, Board members and/or the CEO may declare a Conflict of Interest.

CONFLICT OF INTEREST

Library Board members must avoid any conflict of interest concerning their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act:

- There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to 'inside' information;
- Board members must not use their positions to obtain employment in the organization for others;

PERSONAL ACCOUNTABILITY

The Board and CEO shall:

- Treat others in a courteous, dignified and fair manner;
- Be respectful in person and written communications, including e-mails, when conducting Board business;
- Encourage and respect diversity of viewpoints and skills as well as cultural diversity;
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national library, museum and gallery organizations;
- Not represent the Library in an official capacity unless authorized to do so by the Board.

REPORTING AND ENFORCEMENT

Any Board member or the CEO may file a statement of perceived violation to the Chair or Vice Chair. The Chair or Vice Chair shall attempt to rectify any minor violations of the code of ethics.

Matters of a more serious nature may be referred to the City of Sault Ste. Marie's Integrity Commissioner. The Board will take the Integrity Commissioner's report and recommendations into consideration when trying to resolve the issue.

RELATED POLICIES

Board By-Laws

100-01 Governance Processes Policy

100-02 Advocacy Policy

100-04 Board - CEO Linkage Policy

300-02 Records Management and Protection of Privacy Policy

300-09 Rules of Conduct Policy

400-01 Hiring Policy

400-05 Workplace Code of Conduct

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

Title:	Hours of Operation Policy	Policy Number: 300-04
Policy Type:	Operational	
Approval By:	Resolution Number RB 1973-09-19	
Approval Date:	September 19, 1973	
Effective Date:	September 19, 1973	
Reviewed Dates:	April 26, 2021; June 17, 2013; January 29, 2024	
Review Date:	April 2027	

PURPOSE

This policy defines the establishing of the operating hours of all Library locations.

SCOPE

All Library facilities.

POLICY STATEMENT

The Library Board sets hours of Library operation. Operational hours may vary between Library facilities.

The core hours of operation for the Administration Offices, Management and Administrative staff shall be Monday through Friday from 9:00 a.m. to 5:00 p.m.

The hours of operation of library sites shall be reviewed by the Library Board as required.

Library hours of operation shall be posted at each library location, on the library website, and adjusted seasonally and updated with special closures.

SCHEDULED CLOSURES

The Board will approve an annual calendar of Library closures which will include public holidays and Staff Development days.

The Board may temporarily change the operating hours of any Library facility due to construction or some other agreed to reason. The Parameters of the changed operating hours will be clearly defined through a Board motion.

EMERGENCIES

Library closures and/or reduction of operational hours may occur during emergency situations.

RELATED POLICIES

300-10 Business Continuity Plan Policy
300-12 Emergency Closing Policy
300-25 Use of Building Policy

Title:	Use of Video Surveillance Policy	
Policy Type:	Operational	Policy Number: 300-24
Approval By:	Resolution Number RB 2012-05-16	
Revised Dates:	April 26, 2021; April 2018; May 16, 2015, January 29, 2024	
Review Date:	April 2027	

PURPOSE:

This policy ensures that the Library:

- complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and its regulations, notwithstanding the specific applications outlined in this policy;
- establishes guidelines and procedures for using video surveillance equipment on any property and/or building owned or operated by the Library.

SCOPE:

This policy applies to video surveillance at all owned or leased Library facilities.

POLICY STATEMENT:

In the interest of the safety and security of library facilities and all who enter, the responsible guardianship of publicly funded resources, and the most effective use of staff time, video surveillance cameras have been or may be installed in vulnerable areas of the Library's facilities.

The video surveillance cameras will complement other measures to ensure a safe and secure environment for the public and staff. The video cameras will be positioned to record only those areas deemed necessary by the CEO. Recorded data at the James L. McIntyre Centennial Library is stored on a hard drive located in the secure and locked Server Room. Management must request the recorded data from the Algoma District School Board Plant Department for the North Branch.

Signage In Areas Under Surveillance

- The public will be notified, using clearly worded signs displayed at the perimeter of the video surveillance areas so that visitors have adequate warning that surveillance is or may be in operation before entering any area under video surveillance.

Use Of Video Surveillance Equipment

- is limited to members of the Library's management team and others as authorized by the CEO or designate.
- The CEO, members of the Management Team, and the Library's contracted security services are the only staff authorized to monitor and operate the video surveillance equipment.
- Access will only be given to any agency or individual, e.g. police, retained by the Library to use the information gathered for investigative purposes in order to perform duties related to their job. Only authorized Library staff may give the above mentioned access.

Use Of Records

The information recorded on the equipment will only be used under the following circumstances:

- Viewed for police reportable events e.g. theft, vandalism.
- Viewed for administrative actions e.g. viewing incidents that may lead to banning individuals from the facility, due to cases of public endangerment, vandalism, theft, or violation of the Library Policies or procedures.
- Records will be viewed to investigate a pre-defined occurrence including incidents and accidents.
- Normal retention period for records will be the length of recording that the storage device can hold. The recordings will then be deleted and new images will be recorded onto the device unless required for evidence. Records required for evidence shall be saved and stored securely as long as required. A log related to the disposal of such records shall be kept.

Training

- All Library staff trained in the use of surveillance equipment will be made aware of their obligations under the Protection of Privacy Act.

Privacy Breach

- Any inadvertent disclosure of personal information must be reported immediately to the CEO.

Compliance

- Failure by staff to comply with this policy may result in disciplinary action.

Samples of all logs and forms required to be in compliance with this policy have been attached to this policy as:

Appendix I – Log Sheet for Viewing of Recorded Images

Appendix II – Log Sheet for Recorded Images Removed For Approved Purpose

Appendix III – Video Security Surveillance System Storage Device Release Form

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

400-01 Electronic Monitoring Policy

300-09 Rules of Conduct Policy

APPENDIX I Video Security Surveillance System Storage Device Release Form

Date	Time	Storage Device I.D. No.	Form No.
Branch	Location of Storage Device ___ In-Use ___ Used	Type of Device ___ DVD ___ Flash Drive ___ Other	
Name of Authorized Individual Releasing Storage Device		Signature	
Name of Individual Taking Custody of Storage Device (Print)		Signature	
Position	I.D. or Badge Number	Organization and Telephone Number	
Purpose of Reason for Release:			
Disposition Following User: ___ To be destroyed ___ Other (Specify) ___ To be returned to Library			

An individual Storage Device Release Form is to be completed for each device to be released. Copies to be made and distributed as required.

APPENDIX II Log Sheet for Viewing and/or Removing Recorded Images

Log Sheet for Viewing and/or Removing Recorded Images													
Year:													
	Date Viewed (mm/dd/yy)	Date Recorded (mm/dd/yy)	Date Removed (mm/dd/yy)	Tape No.	Camera	Surveillance Period	Type of Incident	Incident Saved to Computer/DV D/Flash Drive	Name of Person Reviewing Recording	Police Notified of Incident	Officer Name Badge/Officer No.	Name of Person Releasing Recording	Notes
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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17													
18													
19													
20													

CEO Evaluation Committee

Agenda

January 22, 2024

1 Call to order

2 Attendance/Regrets:

Paolo Bruni

Hannah Caicco

Erin Ferlano

Mike Olejnik (Board Vice-Chair)

Wayne Greco (Board Chair)

3 Declaration of Conflict: none

4 Minutes of previous meeting: approved

5 Review of Terms of Reference: completed

6 Review of Evaluation tools and selection of tool for 2024:

Tool was selected and will be presented to the board for approval on January 29, 2024.

Timelines for 2024 evaluation:

The CEO will use the tool to provide input and submit by September.

September, the tool, with the CEO's comments will be shared with all Board members for individual completion.

October, results will be collated.

November, the Committee will review the results, share with the CEO and present to the Board at a Closed Session.

7 Adjournment

Motions:

1 Accept the report of the CEO Evaluation Committee

2 Approve the evaluation tool to be used for 2024.

Policy Statement

Though the Board has many opportunities to observe and evaluate the CEO's performance, such informal evaluations cannot provide the Board or the CEO with a complete picture of their effectiveness. This policy establishes a process for the Board to conduct annual formal evaluation providing the Board with the best means of assessing the CEO's total performance. The purpose of conducting the performance appraisal is as follows:

- to enhance the CEO's effectiveness;
- to assure the Board that its decisions are being carried out;
- to clarify for the CEO and individual the Board members the responsibilities which the Board relies on the CEO to fulfill;
- to strengthen the working relationship with the Board.

Process

The Board will conduct a formal evaluation of its CEO using clearly established procedures and standards based on a written role description. The evaluation will be in a written format and it will be discussed in a closed session of the Board only after the CEO has had ample opportunity to see its contents.

Steps

- The Chair with the assistance of a Committee will oversee the process.
- Each member of the Board will complete the Performance Evaluation Form and return it in confidence to the Chair.
- Upon receipt of the evaluation forms, a "consensus" evaluation form will be developed by the Chair/Vice Chair and be presented to the Evaluation Committee.
- The CEO will be asked to perform a self-evaluation and complete a progress report for the committee.
- The CEO will meet with the Evaluation Committee to discuss the appraisal and provide comments or feedback.
- Following the meeting with the CEO, the Chair will prepare a summary report to be presented to the full Board during an in-camera session.
- Individual evaluations will be destroyed.

Directions

1. Circle the response that best reflects the assessment with regard to the CEO's performance of the following items during the past year.
2. If you are unsure of any particular criteria, please leave it blank.
3. A consensus appraisal will be determined from individual returns.
4. When the committee conducting the evaluation has completed the evaluation process, individual rating forms shall be destroyed.

Definitions of Ranking

- 5 **Frequently Exceeds Expectations:** indicates performance consistently exceeds job requirements. If this category is used it must be supported with written comments and examples.
- 4 **Occasionally Exceeds Expectations:** indicates performance consistently exceeds job requirements. If this category is used it must be supported with written comments and examples.
- 3 **Meets Expectations:** indicates performance consistently meets job requirements and standards of the position.
- 2 **Occasionally Below Expectations:** indicates performance requires improvement in some areas to meet job requirements. If this category is used it must be supported with written comments and examples.
- 1 **Frequently Below Expectations:** indicates that the performance of the CEO does not satisfactorily meet the job requirements and immediate action is required to bring performance to a satisfactory level. If this category is used it must be supported with written comments and examples.

EVALUATION FORM

Employee Name:		Date of Current Review:	
Original Date of Hire:		Review Period:	
Date Appointed as CEO:		Review Performance by:	

PART 1 – LEADERSHIP COMPETENCIES

Strategic Vision and Implementation – <i>identifies long-term vision and champions implementation of ideas to progress toward achievement of vision</i>				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

Continuous Improvement and Innovation – <i>seeks to improve performance, increase productivity, and implement creative solutions and innovative initiatives through successful change management</i>				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

Interpersonal Communications, Teambuilding and Collaboration – <i>builds and maintains cooperative, respectful working relationships and trust through clear and effective communication</i>				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

Advocacy, Influencing and Persuading – <i>increases awareness of and support for SSMPL through intelligent and persuasive influencing and advocating</i>				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

PART 2 – STRATEGIC PLAN GOALS

STRATEGIC PRIORITY – COMMUNITY ENGAGEMENT				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

STRATEGIC PRIORITY – MARKETING AND COMMUNICATIONS				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

STRATEGIC PRIORITY – INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges:				
Board Feedback:				

STRATEGIC PRIORITY – HERITAGE & CULTURE				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges:				
Board Feedback:				

STRATEGIC PRIORITY – SERVICE EXCELLENCE				
1 Frequently Below Expectations <input type="checkbox"/>	2 Occasionally Below Expectations <input type="checkbox"/>	3 Meets Expectations <input type="checkbox"/>	4 Occasionally Exceeds Expectations <input type="checkbox"/>	1 Frequently Exceeds Expectations <input type="checkbox"/>
CEO Input – Highlights of successes and/or challenges: 				
Board Feedback: 				

We acknowledge that this report is confidential and is subject to review only by the Chief Executive Officer and the Chair of the Board.

Signature of CEO

Date

Signature of Board Chair

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: JANUARY 29, 2024

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 approval of the Board's Strategic Plan, 3 action items have been completed. Progress has been made on 4 other action items which will remain ongoing for the duration of the plan.

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.	Seek funding to add security staff.	CEO and Business Administrator	November-December 2023	Completed
Notes: 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
Notes: 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	Propose to City Council the addition of a Social Worker to Library staff	CEO/Business Administrator	November 2023	Completed

		community resources				
Notes: 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 recognize local heritage and culture	Partner with local organizations and experts to offer programming that highlights the community's heritage and culture.	Host workshops and training sessions on heritage preservation techniques and best practices	Manager of Public Services/Manager of Community Engagement	January 2024	Ongoing
Notes: 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
Notes: 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.						
<i>Community Engagement</i>	Build and maintain strong community partnerships	Collaborate and partner with local organizations to support	Collect and collaborate on local resources to provide informational packets to the public that supports	Manager of Community Engagement/Manager of Public Service	January 2024	Ongoing

		community well-being.	community well-being by showcasing local organizations that can assist.			
Notes: From January 15 th to the 21 st , 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 library activities at all levels	Advocate for Library services at various levels of government.	Write a letter to the local MPP near budget time in support of an Ontario Wide Online Library strategy	Board/CEO	January 2024	Completed
Notes: 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



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: JANUARY 29, 2024

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 December 11, 2023, meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the January 18, 2024, meeting as presented.
☐ REMOVED FROM CONSENT
3. 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.
☐ REMOVED FROM CONSENT
4. 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.
☐ REMOVED FROM CONSENT

5. The Sault Ste. Marie Public Library Board receive the draft Financial Reports ending December 31, 2023, as information.
- ☐ REMOVED FROM CONSENT
6. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the January 8, 2024, meeting as presented.
- ☐ REMOVED FROM CONSENT
7. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the January 9, 2024, meeting as presented.
- ☐ REMOVED FROM CONSENT
8. 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
- ☐ REMOVED FROM CONSENT
9. The Sault Ste. Marie Public Library Board accepts the CEO Evaluation Committee report of the January 22, 2024, meeting as presented.
- ☐ REMOVED FROM CONSENT
10. The Sault Ste. Marie Public Library Board approves use of the presented CEO Evaluation tool for the CEO's next scheduled evaluation.
- ☐ REMOVED FROM CONSENT
11. The Sault Ste. Marie Public Library Board accepts the January 2024 Strategic Plan Progress update as information.
- ☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the January 29, 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"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO,
SUBJECT: INFORMATION ITEMS
DATE: JANUARY 29, 2024

8.1 NOFHC GRANT

The Library, in partnership with Near North Mobile Media Lab, has been approved for a full-time Digital Creator Program Lead, spanning 52 weeks. Interviews for the position will commence the first week of February, with NOHFC covering 90% of salaries and benefits of the placement.

The Digital Creator Program Lead will be responsible for coordinating and executing the Digital Creator North project in Sault Ste. Marie, Ontario. The project offers structured and unstructured learning environments in digital and media arts for youth and emerging artists. Disciplines include video production, audio recording, 3D printing, graphic design, and coding/programming. The Program Lead will be required to create a welcoming space at the James L. McIntyre Centennial Library and develop responsive media arts programming for their community.

8.2 THE FRIENDS AND THE HEALTH SCIENCES LIBRARY

The Friends of the Library were recently recognized in the Sault Area Hospital's *Vital Links* December 2023 newsletter for their donation to the Health Sciences Library. The Health Sciences Library has established a Leisure Reading Collection for patients thanks to the donation.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Title:	Planning Policy	
Policy Type:	Governance	Policy Number: 100-13
Approval By:		
Approval Date:	January 29, 2024	
Revised Dates:		
Review Date:	January 2025	

PURPOSE

To maintain an effective planning process for the Library in order to fulfill its mandate under the Public Libraries Act, RSO 1990, c. P44, to safeguard Library facilities and operations, and to meet other legislative requirements.

SCOPE

This policy is limited to governing and organizational plans. Individualized, human resources, and departmental plans are excluded.

DEFINITIONS

Accessibility Plan - an action plan to ensure that services at the Library are relevant, inclusive and responsive for all by preventing and removing barriers to accessibility and by meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

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

Strategic Plan - A document used to communicate the Library's priorities, goals, objectives the actions needed to achieve them, and evaluate progress.

POLICY STATEMENT

The Board shall maintain effective planning processes for the library to fulfill its mandate under the Public Libraries Act, RSO 1990, c. P44, s. 20(a) and to meet its obligations under other Acts.

ACCESSIBILITY PLAN

The Library shall have an Accessibility Plan as required by the Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, C. 11. The plan will describe how the Library will prevent and remove barriers to accessibility and fulfill its obligations under the Act. Further, the plan will have an action plan outlining the strategies and actions to be taken to achieve the plan's goals.

The Accessibility Plan, information about assistive technologies, accessible collections and assistive services, as well as annual compliance reports will be made available on the library's website.

The Accessibility Plan is to be reviewed and updated on an as needed basis and at least once every five (5) years.

BUSINESS CONTINUITY PLAN

The Library shall have a Business Continuity Plan which will provide guidelines for safeguarding Library facilities, systems, equipment, and staff, as well as continuous operation of some or all of the Library's functions should a major emergency occur. The Business Continuity Plan will have information on risk mitigation, emergency preparedness, emergency response, and recovery.

STRATEGIC PLAN

The Library shall have a Strategic Plan spanning several years. The Strategic Plan's purpose is to:

- share the vision of the Library Board
- have the Library respond to changing needs and trends in the community
- ensure Library funds are responsibly expended in a deliberate and accountable manner
- prevent duplication of services available elsewhere in the community
- maintain a continuity of services regardless of personnel changes

The Strategic Plan is a formal planning document which will include Mission and Vision statements, priorities, goals, objectives and action items. The Board will continue to review and evaluate the plan during the course of its term.

The planning process for the Strategic Plan shall include:

- community needs
- feedback and consultation from the community, staff, volunteers and other stakeholders
- an environmental scan including priorities of the municipality
- data and information from the previous Strategic Plan
- reporting and evaluation

The Strategic Plan will be replaced each time it reaches the end of its term.

RELATED POLICIES

Board By-Laws

100-01 Governance Processes Policy

100-04 Executive Limitations Policy

300-10 Business Continuity Plan Policy

300-23 Accessible Customer Service Policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 11

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: FOLLOW UP FIELD VISIT FROM THE MINISTRY OF LABOUR, IMMIGRATION,
TRAINING, AND SKILLS DEVELOPMENT
DATE: JANUARY 29, 2029

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)

STRATEGIC PRIORITY

Not a Strategic Priority

STRATEGIC GOAL

No Strategic Goal

PROVIDED

- Field Visit Report from the Ministry of Labour, Immigration, Training, and Skills Development (January 12, 2024)

BACKGROUND

The Library received an inspection from the MLITSD following a complaint that, as an employer, the Library is not meeting its obligations outlined in the OHS Act regarding violence in the workplace. The inspection occurred on September 14, 2023.

The inspector conducted a follow up inspection on October 26, 2023 as part of the ongoing investigation. At that time an Order was issued.

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.

Though the Risk Assessment was in progress at the time of the inspection, it was not complete.

A final inspection was conducted on January 12, 2024.

RESULTS

The inspector provided a full narrative in his report which acknowledged the steps the Library has taken to minimize the risk of workplace violence. The inspector determined that the Order issued on October 26, 2023, has been complied with.

The investigation is now complete.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 1

OHS Case ID: **04782SQWR861**

Field Visit no: **04782TBQN976**

Visit Date: **2024-JAN-12**

Field Visit Type: **CONTINUATION**

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 #:
53

Completed %:

Persons Contacted: **MATTHEW MACDONALD - CEO, KAITRIN AALTONEN - BUSINESS ADMINISTRATOR, AMANDA TURCO - JHSC WORKER CO-CHAIR**

Visit Purpose: **INVESTIGATION**

Visit Location: **BOARDROOM**

Visit Summary: **SEE DETAILED NARRATIVE, NO ORDERS ISSUED**

Detailed Narrative:

The ministry had received a complaint about violence concerns in the workplace. This visit was to continue that investigation.

The employer has taken several steps since the beginning of this investigation to try and minimize the risk of workplace violence. This includes communicating with staff about internal procedures, changing certain workplace procedures and completing workplace violence investigations.

During a previous visit the employer was ordered to complete a violence risk re-assessment. The employer completed that assessment. The employer has also shared the assessment with the workplace JHSC. Order 04782SSZR903 has been complied with. The workplace parties noted during the visit the activities they are undertaking as a result of that assessment.

No further action required at this time.

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 SSMMOLReporting@Ontario.ca Tel: (705) 255-0623 Fax: (705) 949-9796	Name <u>Amanda Turco</u>
Title <u>CEO</u>		Title <u>JHSC co-Chair</u>
Signature <u>[Signature]</u>	Signature <u>[Signature]</u>	Signature <u>[Signature]</u>



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: RATIFICATION OF THE PART-TIME 2023-2028 COLLECTIVE AGREEMENT
DATE: JANUARY 29, 2029

PURPOSE

For the Board to ratify the negotiated agreement between CUPE Local 67 Part-time Library Group and the Board.

STRATEGIC PRIORITY

Not a Strategic Priority

STRATEGIC GOAL

No Strategic Goal

PROVIDED

- Memorandum of Settlement, December 8, 2023

NEGOTIATIONS

Negotiations successfully concluded with the Part-time unit on December 8, 2023. Salary rate increases were within the Board's mandate. All changes to language are recorded in the MOS under Appendix 1.

The term of the agreement is for 5 years, from February 1, 2023 to January 31, 2028.

MOTION

Be it resolved that the Sault Ste. Marie Public Library ratify the Memorandum of Settlement of the Collective Agreement between the Sault Ste. Marie Public Library Board and CUPE Local 67 Part-time Library Group dated December 8, 2023.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

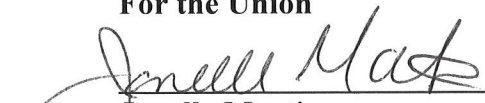
MEMORANDUM OF SETTLEMENT

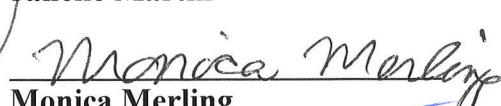
THE SAULT STE. MARIE PUBLIC LIBRARY BOARD & CUPE LOCAL 67 PART-TIME LIBRARY


1. The parties herein agree to the terms of the memorandum as constituting full and final settlement of all matters in dispute.
2. The undersigned representatives of the parties do hereby agree to recommend complete acceptance of all the terms of this memorandum to their respective principals.
3. The parties herein agree that the term of the collective agreement shall be from February 1, 2023 to January 31, 2028.
4. Retroactivity will only apply to the Wage Schedule. All other terms negotiated will be in effect the 1st of the following month after ratification by both parties.
5. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on January 31, 2023 provided, however, that the following amendments are incorporated in Appendix 1.


Signed this 8th day of December, 2023.

For the Union

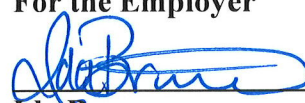

Janelle Martin



Monica Merling



Colleen Grisdale

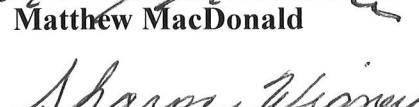

Jay Berberick

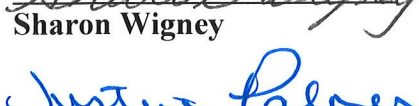
For the Employer


Ida Bruno


Nicole Ottolino


Matthew MacDonald


Sharon Wigney


Justine Palmer

Appendix 1

Sign Off Sheet #1
CUPE Local 67 Part Time Library
&
Sault Ste. Marie Public Library Board

Housekeeping Proposal

1. Removal of all references **to** CEO/Director of Public Libraries and **replace with CEO.**
2. Any references to Supervisory Position or Supervisor, change to also include **Managerial Position** or **Manager**
3. Replace his/her with gender neutral terminology **(their)**

Current Language

- 3:06 The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-off.

Proposed Language

- 3:06 The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-Off.

A representative of the Union shall be able to meet with new members during work time to introduce themselves and provide the new CUPE Local 67 employee a CUPE Local 67 welcome package. This introduction shall not exceed fifteen (15) minutes in duration.

New Article

- 3.07 The Employer shall provide the Union, once per year when the seniority list is posted, an electronic contact list of all employees in the bargaining unit. The contact list will include:**
- a. home address**
 - b. home phone number or cell number**
 - c. work email address and where available, a personal email address**

Current Language

- 4:07 The parties agree to establish a Joint Consultation Committee with equal representation from each party to deal with matters of mutual concern relating to the workplace. The terms and conditions of the Committee are outlined in the letter appended to this collective agreement entitled Joint Consultation Committee - Terms and Conditions.

Proposed Language

- 4:07 The parties agree to establish a ~~Joint Consultation~~ **Labour Management** Committee with equal representation from each party to deal with matters of mutual concern relating to the workplace. ~~The terms and conditions of the Committee are outlined in the letter appended to this collective agreement entitled Joint Consultation Committee — Terms and Conditions.~~

Current Language

- 7:01 The Board and the Union agree not to discriminate against any employee because of their membership in the Union, Union Officer and/or for any reason as set out in the Ontario Human Rights Code.

Proposed Language

- 7:01 **The Board, the Union, and their agents agree that there shall be no discrimination against any employee because of their membership in the Union, their position as a Union Officer and/or their human rights and employment for any reason as set out in the Ontario Human Rights Code, as amended from time to time.**

Current Language

- 11:05 Seniority List

An up-to-date seniority list shall be posted for a period of thirty (30) days on the following bulletin boards: in the James L. McIntyre Centennial Library and each Branch Library in April & October of each year.

Proposed Language

- 11:05 Seniority List

An up-to-date seniority list shall be posted for a period of thirty (30) days on the following bulletin boards: in the James L. McIntyre Centennial Library and each Branch Library ~~in~~ **on or before April 15 & October 15 of each year. Any challenges to the seniority list must be made twenty (20) working days of posting of the seniority list, upon expiration of which the seniority list shall be deemed correct for all purposes.**

Current Language

11:06 Posting of Vacancies

(a) The Board agrees to post all permanent vacancies which occur within the bargaining unit for a period of not less than five (5) days. Only for permanent vacancies for Page positions the Board will post both internally and externally with the understanding all internal applicants will be considered first. The Board further agrees not to hire new employees for jobs posted until the job posting time limit of five (5) working days has expired. Any employee wishing to make application shall do so within the required time limit in writing.

(b) The Board agrees to forward to the Secretary-Treasurer of the Union and union members by the email on record, the copies of all job postings.

(c) All job postings will contain:

- (1) Job Class
- (2) Salary Range
- (3) Qualifications

(d) The Board agrees to forward to the Secretary-Treasurer of the Union the monthly salary of all new employees and also any change in salary of existing employees.

Proposed Language

11:06 Posting of Vacancies

(a) The Board agrees to post all permanent vacancies which occur within the bargaining unit for a period of not less than five (5) days. Only for permanent vacancies for Page positions the Board will post both internally and externally with the understanding all internal applicants will be considered first. The Board further agrees not to hire new employees for jobs posted until the job posting time limit of five (5) working days has expired. Any employee wishing to make application shall do so within the required time limit in writing.

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(c) All job postings will contain:

- (1) Job Class
- (2) Salary Range
- (3) Qualifications

(d) The Board agrees to forward to the Secretary-Treasurer of the Union the monthly salary of all new employees and also any change in salary of existing employees.

Current Language

13:03 Monthly Schedule of Part-time Work

A monthly schedule of part-time work by Department shall be posted ten (10) calendar days in advance of the 1st of the respective month to which the schedule applies. Part-time employees scheduled to work must work the hours scheduled. Employees must request approval from their respective Manager or designate on or before the 12th of any given month to be excused from scheduled work in the following month.

Proposed Language

13:03 Monthly Schedule of Part-time Work

A monthly schedule of part-time work by Department shall be posted ten (10) calendar days in advance of the 1st of the respective month to which the schedule applies. Part-time employees scheduled to work must work the hours scheduled. Employees must request approval from their respective Manager or designate on or before the 12th of any given month to be excused from scheduled work in the following month. **Once a schedule is published, per standard practice, any changes require mutual consent of the affected Employee(s) and Management.**

Current Language

20.02 Employees may request, in advance, the examination of his/her Library personnel file. The file shall be shown to the employee during regular working hours at a time mutually agreed upon by the CEO/Director of Public Libraries or designate and the employee.

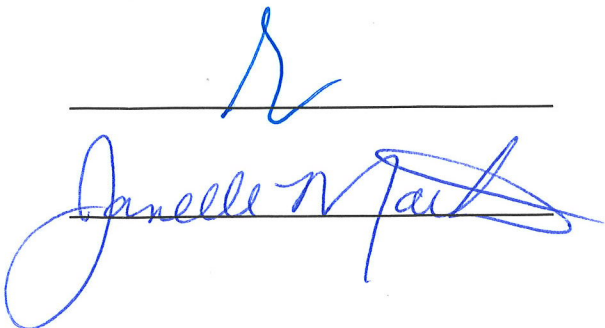
Proposed Language

20.02 Employees may request, in advance, the examination of ~~his/her~~ **their** Library personnel file. The file shall be shown to the employee during regular working hours at a time mutually agreed upon by the CEO/Director of Public Libraries or designate and the employee. **The Employee shall have the right to bring a representative of the Union to review their file.**

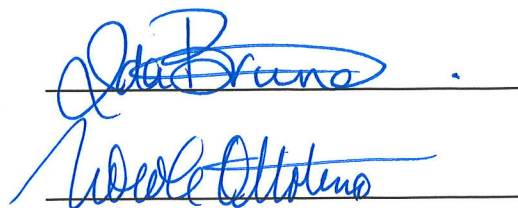
SIGNED AT SAULT STE. MARIE this 22nd day of June, 2023

FOR C.U.P.E LOCAL 67

FOR THE BOARD



Janelle N. Paul



John Bruno

Monica Melby

Madeline Madson

Sharon Wigney

Justine Palmer

Sign Off Sheet #2
CUPE Local 67 Part Time Library
&
Sault Ste. Marie Public Library Board

Current Language

- 4:01 The Board acknowledges the right of the Union to appoint or otherwise select a Negotiating Committee of not more than three (3) employees and will recognize and deal with the said Committee with respect to any matter which may properly arise from time to time during the term of this agreement.

Proposed Language

- 4:01 The Board acknowledges the right of the Union to appoint or otherwise select a Negotiating Committee of not more than three (3) employees, **one of whom may be the President of CUPE local 67, and** will recognize and deal with the said Committee with respect to any matter which may properly arise from time to time during the term of this agreement.

Current Language

- 11:04 (a) Permanent Employees: Seniority for applicants to permanent job postings per Article 11:03 who have successfully completed the probationary period shall be calculated from the last date of employment. Seniority shall be forfeited and employment will be terminated if:
- (1) s/he voluntarily quits his employment;
 - (2) s/he is discharged for proper cause;
 - (3) s/he fails to report to work;
 - (4) s/he is absent from scheduled work for two (2) or more consecutive shifts without permission or just cause;
- (5) (a) subject to the provisions of the Ontario Human Rights Code, s/he is absent from work due to non-occupational illness or accident for a period of twenty-four (24) months after which the employment will be terminated. (b) subject to the provisions of WSIB legislation and the Ontario Human Rights Code, s/he is absent from work due to an occupational illness or accident for which W.S.I.B. benefits are paid for a twenty-four (24) month period after which employment will be terminated.
- (6) s/he is absent from work for a period in excess of twelve (12) calendar months due to a layoff. (b) Part-time Temporary Employees: Employees hired to fill a temporary vacancy for a period of up to twelve (12) months. Temporary employees shall not accrue seniority and shall not be provided with any benefits other than as required by law.

Proposed Language

11:04 (a) Permanent Employees: Seniority for applicants to permanent job postings per Article 11:03 who have successfully completed the probationary period shall be calculated from the last date of employment.

11.04 (b) Seniority shall be forfeited and employment will be terminated if:

- (1) ~~s/he~~ **the employee** voluntarily quits his employment;
- (2) ~~s/he- the employee~~ is discharged ~~for proper cause~~; **and such discharge is not overturned through the grievance or arbitration process under this collective agreement**;
- (3) ~~s/he~~ **the employee** fails to report to work;
- (4) ~~s/he~~ **the employee** is absent from scheduled work for two (2) or more consecutive shifts without permission or just cause;
- (5) (a) subject to the provisions of the Ontario Human Rights Code, **the employee** ~~s/he~~ is absent from work due to non-occupational illness or accident for a period of twenty-four (24) months after which the employment will be terminated.

(b) subject to the provisions of ~~WSIA B-legislation~~ and the Ontario Human Rights Code, ~~s/he~~ **the employee** is absent from work due to an occupational illness or accident for which W.S.I.B. benefits are paid for a twenty-four (24) month period after which employment will be terminated.
- (6)** ~~s/he-the employee~~ is absent from work for a period in excess of twelve (12) calendar months due to a layoff.
- (7)** Part-time Temporary Employees: Employees hired to fill a temporary vacancy for a period of up to twelve (12) months. Temporary employees shall not accrue seniority and shall not be provided with any benefits other than as required by law.

Current Language

4:08 The parties agree to the following terms related to the provision of Article 4:07 of the collective agreement:

1. The Committee will consist of two representatives of each party to deal with matters of mutual concern relating to the workplace.
2. Meetings will be scheduled as necessary on request of either party at a mutually agreed time and location.
3. The members of the Committee shall receive the normal rate of pay for attendance at meetings during their scheduled working hours, but no payment will be made for time spent outside regular hours.
4. Either party, or jointly if appropriate, shall prepare an agenda for distribution to all members of the Committee at least five working days in advance of the meeting.

Minutes of the meetings will be prepared and distributed as determined by the Committee.

5. The Committee shall not deal with any matter that is the subject of a grievance or is more properly dealt with in the collective bargaining process.
6. The Committee shall not have the authority to alter or amend the collective agreement or make any decision inconsistent with its provisions.
7. The representatives agree to make every effort to deal with issues in co-operative manner.

Proposed Language

4.08 The parties agree to the following terms related to the provision of Article 4:07 of the collective agreement:

1. The **Labour Management** Committee will consist of two representatives of each party to deal with matters of mutual concern relating to the workplace.
2. Meetings will be schedule quarterly (at a minimum) as necessary on request of either party at a mutually agreed time and location.
3. The members of the **Labour Management** Committee shall receive the normal rate of pay for attendance at meetings during their scheduled working hours but no payment will be made for time spent outside regular hours.
4. Either party, or jointly if appropriate, shall prepare an agenda for distribution to all members of the **Labour Management** Committee at least five (5) working days in advance of the meeting. Minutes of the meetings will be prepared and distributed as determined by the Committee.
5. The **Labour Management** Committee shall not deal with any matter that is the subject of a grievance or is more properly dealt with in the collective bargaining process. The parties agree to meet during the term of the collective agreement in a Joint Consultation Committee structure to discuss the topics, hours of work, scheduling and overtime.
6. The **Labour Management** Committee shall not have the authority to alter or amend the collective agreement or make any decision inconsistent with its provisions.
7. The representatives agree to make every effort to deal with issues in co-operative manner.
8. The parties agree to utilize the ~~Joint Consultation~~ **Labour Management** Committee structure to discuss absenteeism with the express purpose of resolving these issues.

Current Article Title

12:00 TRANSFER TO SUPERVISORY POSITION

Proposed Article Title

12:00 TRANSFER TO SUPERVISORY **NON-UNION** POSITION

Current Language

13:09 **Union Leave**

Union Leave Members of the Union duly appointed or elected by the Union membership for the purpose of attending conventions or other Union business shall be granted leave of absence without pay for the time actually required to attend such conventions but not more than two (2) members shall be granted this privilege at one time. Provided such leave will not interfere with the operations of the Library such leave shall not be unreasonably withheld.

The Union shall be responsible to advise the CEO/Director of Public Libraries of all duly appointed or elected Union representatives for the purposes of this clause and at any time there are changes.

The Board agrees to maintain the wages of an employee on Paid Approved Union Leave subject to the following conditions:

The Union has confirmed that it will provide WSIB coverage for members on Leave for Union Business. The Union shall provide to the Board initially and at any time upon request thereafter its WSIB Clearance Certificate to verify it has such valid coverage. The Union shall also provide to the Board its WSIB account number. It is the responsibility of the Union to maintain such coverage. Failure of the Union to maintain such coverage shall make this agreement null and void. The Board will not be responsible for WSIB coverage when an employee is on such leave.

The agreement shall state that the Union will promptly reimburse the Board within thirty (30) days of the date of the invoice for the amounts owing for such leaves. The Board will issue such invoices on a frequency of no greater than once per month.

For each employee granted such leave, it will appear as a separate code (Paid Approved Union Leave - P.A.U.L.) on the employee's pay stub and the Board shall invoice for reimbursement from the respective Union the amount of wages, Employer Health Tax, Board OMERS share, Board share of CPP and Board share of EI.

For approved leaves of twenty (20) working days or more, the Union shall also reimburse the Board the monthly benefit premiums for Extended Health Care, Dental Plan, Life & ADD, and LTD. Also, the Board will invoice for the applicable vacation entitlement percentage (2% per week of vacation entitlement) for the period of absence plus a Sick Leave reimbursement amount of 1.5 day's pay for each twenty (20) working days absence.

In addition to the previously noted amounts, the Board shall bill the Union on each invoice the amount of one-half (1/2) hour at the CUPE 67 Civic JC 10 Level 4 rate for the preparation of such invoice.

Proposed Language

13:09 Union Leave

Union Leave Members of the Union duly appointed or elected by the Union membership for the purpose of attending conventions or other Union business shall be granted leave of absence without pay for the time actually required to attend such conventions but not more than two (2) members shall be granted this privilege at one time. Provided such leave will not interfere with the operations of the Library such leave shall not be unreasonably withheld. **Where possible, the Union shall provide the Board with one week's notice of such leave.**

The Union shall be responsible to advise the CEO/Director of Public Libraries of all duly appointed or elected Union representatives for the purposes of this clause and at any time there are changes.

The Board agrees to maintain the wages of an employee on Paid Approved Union Leave subject to the following conditions:

The Union has confirmed that it will provide WSIB coverage for members on Leave for Union Business. The Union shall provide to the Board initially and at any time upon request thereafter its WSIB Clearance Certificate to verify it has such valid coverage. The Union shall also provide to the Board its WSIB account number. It is the responsibility of the Union to maintain such coverage. Failure of the Union to maintain such coverage shall make this agreement null and void. The Board will not be responsible for WSIB coverage when an employee is on such leave.

The agreement shall state that the Union will promptly reimburse the Board within thirty (30) days of the date of the invoice for the amounts owing for such leaves.

The Board will issue such invoices on a frequency of no greater than once per month.

For each employee granted such leave, it will appear as a separate code (Paid Approved Union Leave — P.A.U.L.) on the employee's pay stub and the Board shall invoice for reimbursement from the respective Union the amount of wages, Employer Health Tax, Board OMERS share, Board share of CPP and Board share of EI.

For approved leaves of twenty (20) working days or more, the Union shall also reimburse the Board the monthly benefit premiums for Extended Health Care, Dental Plan, Life & ADD, and LTD. Also, the Board will invoice for the applicable vacation entitlement percentage (2% per week of vacation entitlement) for the period of absence plus a Sick Leave reimbursement amount of one and a half (1.5) day's pay for each twenty (20) working days absence.

In addition to the previously noted amounts, the Board shall bill the Union on each invoice the amount of **one (1)** ~~half (1/2)~~ hour at the CUPE 67 Civic JC 40 **12** Level 4 rate for the preparation of such invoice.

The City on behalf of the Board shall send the invoice for such reimbursement to the

address designated by the Union. The Union has confirmed that invoices for all CUPE Locals will be sent to the one (1) identified address.

The address is: CUPE, Sault Ste. Marie Area Office, 421 Bay Street, Suite 606, Sault Ste. Marie, Ontario, P6A 1X3.

Requests for Leave for Union Business approved by a representative of the Union shall be on a form provided by the Board for approval by the respective Manager and distributed to Accounting Division with a copy to the CEO/Director of Public Libraries.

SIGNED AT SAULT STE. MARIE this 17th day of August, 2023

FOR C.U.P.E LOCAL 67

Monica Marej
[Signature]
Janeelle Mah
[Signature]

FOR THE BOARD

[Signature]
[Signature]
Sharon Wigney
[Signature]
[Signature]

Sign Off Sheet #3
CUPE Local 67 Part Time Library
&
Sault Ste. Marie Public Library Board

XI.XX DISCHARGE, SUSPENSION, AND DISCIPLINE N/\$

New Language

XI.07 Every employee shall be notified of his/her immediate designated supervisor in the letter of Offer/Transfer as well as during onboarding.

New Language

XI.09

Where an investigation meeting may have disciplinary consequences, an employee shall be advised of their right to Union representation.

ARTICLE 24- SAFETY PROVISIONS

New Language

24.XX

No employee will be scheduled to work alone at the North Branch when the Branch is open to the public.

Appendix A

Letter of Understanding #2 – Renew

LETTER #2
LETTER OF UNDERSTANDING
BETWEEN
THE SAULT STE. MARIE PUBLIC LIBRARY BOARD
AND
LOCAL 67, CANADIAN UNION OF PUBLIC EMPLOYEES
LIBRARY PART TIME GROUP
RE: SUBSIDIZED WORK PROGRAMS

Local 67 C.U.P.E. – Library Part Time Group hereby agrees to the participation by the Library Board in the above programs in areas of its jurisdiction subject to the following:

(i) The participation in such programs will in no case displace an employee under the jurisdiction of Local 67 C.U.P.E.

(ii) Local 67 C.U.P.E. will be given advance notice of such programs including work location, type of work and the term of the program, and will be provided with the names of persons engaged in such programs.

(iii) Persons engaged in such programs shall not be covered by any term of the collective agreement and shall not acquire any right to a position included in the collective agreement.

Dated the 17th date of August, 2023.

FOR C.U.P.E LOCAL 67

Monica Merlino
[Signature]
Janelle Mac

FOR THE BOARD

[Signature]
Sharon Wigney
[Signature]
Nicole Ottolino
Justin Palmer

SIGNED AT SAULT STE. MARIE this 17th day of August, 2023

FOR C.U.P.E LOCAL 67

Monica Merlino
[Signature]
Janelle Mac
[Signature]

FOR THE BOARD

[Signature]
Sharon Wigney
[Signature]
Nicole Ottolino
Justin Palmer

Sign Off Sheet #4
CUPE Local 67 Part Time Library
&
Sault Ste. Marie Public Library Board

Original Language

9:01 If the Union considers that a satisfactory settlement was not reached in Step III of the Grievance Procedure, it may within ten (10) working days of receipt of the Step III reply invoke the Arbitration provisions of the Agreement by providing written notice to the Board of its referral of the grievance to arbitration. Furthermore, within twenty (20) working days following such notice, the Union shall propose a sole arbitrator or Nominee to a Board of Arbitration to hear the grievance. The parties agree to cooperate to establish a mutually satisfactory date as soon as practicable for the hearing of the grievance before a sole arbitrator/Arbitration Board.

A sole arbitrator/Arbitration Board shall not alter, modify or amend any part of this Agreement or make any decision inconsistent with its provisions.

The time limits set out in this Arbitration procedure shall be strictly observed by the parties to this Agreement but may be extended by mutual consent.

Agreed to Language

9:01 If ~~the Union~~ **either party** considers that a satisfactory settlement was not reached in Step III of the Grievance Procedure, it may within ten (10) working days of receipt of the Step III reply invoke the Arbitration provisions of the Agreement by providing written notice to the Board of its referral of the grievance to arbitration. Furthermore, within twenty (20) working days following such notice, the Union shall propose a sole arbitrator or Nominee to a Board of Arbitration to hear the grievance. The parties agree to cooperate to establish a mutually satisfactory date as soon as practicable for the hearing of the grievance before a sole arbitrator/Arbitration Board.

A sole arbitrator/Arbitration Board shall not alter, modify or amend any part of this Agreement or make any decision inconsistent with its provisions.

The time limits set out in this Arbitration procedure shall be strictly observed by the parties to this Agreement but may be extended by mutual consent.

Original Language

11:03 Probationary Employee

A newly hired employee shall be on probation until the employee has worked a period of six-hundred and twenty-four (624) hours or eighteen months (18) from their date of hire, whichever happens first, and paid according to the salary schedule for the job occupied and during such period an employee shall be subject to the rights under the grievance procedure except on termination of employment. If retained after the probationary period, such employee's seniority shall be dated from the day he or she commenced work.

Agreed to Language

11:03 Probationary Employee

A newly hired employee shall be on probation until the employee has worked a period of ~~six-hundred and twenty-four (624)~~ **five hundred and seventy-five (575) hours or 12 months whichever is least. To qualify for 12 months, the employee needs to have worked at least one shift in each calendar month** ~~or eighteen months (18)~~ from their date of hire, ~~whichever happens first~~, and paid according to the salary schedule for the job occupied and during such period an employee shall be subject to the rights under the grievance procedure except on termination of employment. If retained after the probationary period, such employee's seniority shall be dated from the day he or she commenced work.

Original Language

LETTER #3
SUPPLEMENTARY AGREEMENT
BETWEEN
THE SAULT STE. MARIE PUBLIC LIBRARY BOARD
AND
LOCAL 67, CANADIAN UNION OF PUBLIC EMPLOYEES
LIBRARY PART TIME GROUP
RE: LAYOFF AND RECALL

Definitions

In this Article:

"Layoff" refers to the act of:

- a) elimination of a position held by a permanent part-time employee.

"Me Too"

"Me Too" with Library Full Time group. Both parties commit to the LOU during the life of the agreement from February 1st, 2019 to January 31st, 2023. Thereafter the LOU will

be incorporated into the body of the Collective Agreement under an Article titled "Layoff and Recall".

Order of Layoff

1. The Board agrees that in the event of layoff, employees shall be laid off in the reverse order of their seniority and where it is necessary to rehire former employees, they shall be re-employed in the reverse order in which they were laid off. The Board does not guarantee hours for part timers.
2. During any such period of layoff an employee shall continue to accrue seniority for a period of up to 12 consecutive months but shall not be entitled to any other benefit except the right of recall to work. In the event of layoff, bumping can be within and down through the job classes as listed in Appendix A subject to the provisions of this article.

Notice to Union

3. In the event of a layoff, the Employer shall, prior to issuing notices of layoffs:
 - (a) Provide to the Union, through the Labour Management Committee, notification of the layoffs or staff reduction. In this forum, the employer if known will also inform the union as to what areas are being affected, which employees may be affected, realignment of service and the duration of the layoff.

Rights of Employees Receiving Notice of Temporary Layoff

4. An employee who is temporarily laid off shall be given an opportunity to choose their desired outcome as per the employment standards act.

Notice of Layoff

5. An employee who has been temporarily laid off and chooses to accept the layoff shall be entitled to working notice as required by the Employment Standards Act.

Displaced Employee's Notice

6. Where an employee is laid off as a result of being displaced, the employee's length of service shall be determined as of the last date worked outlined in the notice.

Notification to Displace

7. An employee who has been laid off and chooses to exercise the right to displace another employee shall, within five (5) working days after receiving the notice of layoff, advise the Employer, in writing, of the job to be displaced. The employee must be qualified and have greater seniority for the position to displace.

8. Right to Recall

- (a) An employee who is laid off, or displaced as a result of a layoff, shall have the right of recall to the job held prior to the layoff or displacement, in the event that such job becomes vacant within twelve (12) months of the later of the expiry of the notice period or the date of the notice of displacement.
- (b) Notice of recall shall be given by registered mail, addressed to the last address on record with the Employer.

9. Notices of vacancy, shall be forward to the employee's personal email or registered mail.

SIGNED AT SAULT STE. MARIE this 12th day of September, 2019.

FOR THE UNION

"Felicia Forbes"
"Sharon St. Pierre"
"Monica Merling"

FOR THE BOARD

"Matthew MacDonald"
"Chris Rumas"
"Sharon Wigney"
"Ida Bruno"

New Article 11:00 Layoff and Recall

Definitions

In this Article:

"Layoff" refers to the act of:

- a) elimination of a position held by a permanent part-time employee

Order of Layoff

1. ~~The Board agrees that in the event of layoff, employees shall be laid off in the reverse order of their seniority and where it is necessary to rehire former recall employees on layoff, they shall be re-employed recalled in the reverse order in which they were laid off. The Board does not guarantee hours for part timers.~~
The Board agrees that in the event of layoff, employees shall be laid off in the reverse order of their seniority. Where it is necessary to recall employees on layoff, they shall be recalled in order of seniority, provided they are able to perform the duties of the position. The Board does not guarantee hours for part timers.
2. During any such period of layoff an employee shall **maintain but not** continue to accrue seniority for a period of up to **eighteen (18)** ~~12~~ consecutive months but shall not be entitled to any other benefit except the right of recall to work. In the event of layoff, bumping can be within and down

through the job classes as listed in Appendix A subject to the provisions of this article.

Notice to Union

3. In the event of a layoff, the Employer shall, ~~prior to issuing notices of layoffs:~~
(a) **Forty-five (45) days, where possible, prior to the issuance of notice of layoff to employees**, provide to the Union, through the Labour Management Committee, notification of the layoffs or staff reduction. In this forum, the employer if known will also inform the union as to what areas are being affected, which employees may be affected, realignment of service and the duration of the layoff. **The Parties shall review at this meeting, alternatives to layoffs.**

Rights of Employees Receiving Notice of Temporary Layoff

4. An employee who is temporarily laid off shall be given an opportunity to choose their desired outcome as per the **Employment Standards Act**.

Notice of Layoff

5. An employee who has been temporarily laid off and chooses to accept the layoff shall be entitled to working notice as required by the Employment Standards Act.

Displaced Employee's Notice

6. Where an employee is laid off as a result of being displaced, the employee's length of service shall be determined as of the employee's **accumulated seniority** ~~last date worked outlined in the notice.~~

Notification to Displace

7. An employee who has been laid off and chooses to exercise the right to displace another employee shall, within five (5) working days after receiving the notice of layoff, advise the Employer, in writing, of the job to be displaced. The employee must be qualified and have greater seniority ~~for~~ **than the displaced incumbent.** ~~the position to displace.~~

Right to Recall

8. (a) An employee who is laid off, or displaced as a result of a layoff, shall have the right of recall to the job held prior to the layoff or displacement, in the event that such job becomes vacant within **eighteen (18)** ~~twelve (12)~~ months of the later of the expiry of the notice period or the date of the notice of displacement.
(b) Notice of recall shall be given by registered mail, addressed to the last address on record with the Employer.
9. Notices of vacancy, shall be forward to the employee's personal email or registered mail.

Original Language

13:04 Call-In Part-time Work

- (a) It is agreed and understood that all employees shall be on the Call-In List.
- (b) Employees are expected to work in any area as assigned when called at the rate of pay of the position to which they are assigned and at any time the Library is in operation.
- (c) The Library shall record the work offered, work declined with the reason provided by the employee and instances when a call was not answered by the employee.
- (d) A Department Specific call-In list shall be established based on descending order of seniority for employees in each department.
- (e) When a post schedule vacancy arises in a department the senior employee on the Department Specific Call-In list will be called first. Employees on the Department Specific Call-In list will be called in descending order of seniority until the shift is filled.
- (f) Vacant shifts not filled as per (e) above shall be filled using the General Call-In list. Employees on the General Call-In list will be called in descending order on a rotational basis until the shift is filled.
- (g) When more than twenty-four (24) hours' notice of shift vacancy is provided, an employee will have up to 30 minutes to call back after which the next employee on the call-in list shall be called.
- (h) When less than twenty-four (24) hours' notice of shift vacancy is provided a thirty (30) minute call back period will not be provided.
- (i) When less than two (2) hours' notice is provided the Employer shall fill such vacancies using the General Call-In list.
- (j) Call-In lists shall be distributed to the Union upon request.
- (k) Failure to answer a call or respond to a message with respect to a call to report for work is deemed to be work offered and refused unless the employee responds to the call within two (2) hours or as soon as practicable.
- (l) Employees once per year in November may request not to be included in the Call-In List for the following calendar year subject to Library approval. The approval of such request will be considered on the basis of operational requirements of the Library and in extenuating circumstances

Agreed to Language

13:04 Call-In Part-time Work

- (a) It is agreed and understood that all employees shall be on the a Call-In List. **Where a Page is cross-trained they may be entered on the Page List and the General Call-In List.**
- (b) Employees are expected to work in any area as assigned when called at the rate of pay of the position to which they are assigned and at any time the Library is in operation.
- (c) The Library shall record the work offered, work declined ~~with the reason~~ provided by the employee and instances when a call was not answered by the employee.

(d) A **General, a Department Specific, and a Page Specific Call-In List** shall be established based on descending order of seniority for employees in each department.

(e) When a post schedule vacancy arises in a department the senior employee on the Department Specific Call-In list will be called first. Employees on the Department Specific Call-In list will be called in descending order of seniority **on a rotational basis** until the shift is filled.

(f) Vacant shifts not filled as per (e) above shall be filled using the General Call-In list. Employees on the General Call-In list will be called in descending order on a rotational basis until the shift is filled.

(g) When more than twenty-four (24) hours' notice of shift vacancy is provided, an employee will have up to 30 minutes to call back after which the next employee on the call-in list shall be called.

(h) When less than twenty-four (24) hours' notice of shift vacancy is provided a thirty (30) minute call back period will not be provided.

(i) When less than two (2) hours' notice is provided the Employer shall fill such vacancies using **first the Department List, then** the General Call-In list.

(j) Call-In lists shall be distributed to the Union upon request.

(k) Failure to answer a call or respond to a message with respect to a call to report for work is deemed to be work offered and refused unless the employee responds to the call within two (2) hours or as soon as practicable.

(l) Employees once per year in November may request not to be included in the Call-In List for the following calendar year subject to Library approval. The approval of such request will be considered on the basis of operational requirements of the Library and in extenuating circumstances.

SIGNED AT SAULT STE. MARIE this 7th day of December, 2023

FOR C.U.P.E LOCAL 67

Jay Bell
Janeen Matak
[Signature]
Monica Mering

FOR THE BOARD

[Signature]
Wade Orlowski
[Signature]
Sharon Wigney
Justin Palmer

Sign Off Sheet #5

CUPE Local 67 Part Time Library
&
Sault Ste. Marie Public Library Board

NEW LETTER
LETTER OF UNDERSTANDING
BETWEEN
THE SAULT STE. MARIE PUBLIC LIBRARY BOARD
AND
LOCAL 67, CANADIAN OF PUBLIC EMPLOYEES
PART-TIME LIBRARY GROUP

RE: NEW OR CHANGED JOB CLASSIFICATIONS
New Job Classification

Where a new classification is established which is covered by the terms of this Collective Agreement or substantial changes are made to an existing job description, the Employer will notify the Union of such new classification or changes.

The Employer shall determine the rate of pay for such new classification.

If the Union disagrees with the rate, it shall have the right to request a meeting with the Employer.

If the parties are unable to reach an agreement the Union may process the matter through the grievance process provided the grievance is made within fifteen (15) working days of the meeting.

Any change awarded as a result of arbitration shall be retroactive only to the date on which the Employer gave the Union notice of the new rate.

Dated the 8 date of December, 2023.

FOR C.U.P.E LOCAL 67

Jay Bell
Jonell Mac
Monica Meryj

FOR THE BOARD

David Brown
Sharon Wigney
John F. Maden
Neel Oshino
Justin Palmer

New Language

Article 18:01 & Appendix A

Change all references of Cataloguing Technician to Senior Technical Services Technician.

EXISTING LETTER

LETTER #1

SUPPLEMENTARY AGREEMENT

BETWEEN

THE SAULT STE. MARIE PUBLIC LIBRARY BOARD

AND

LOCAL 67, CANADIAN UNION OF PUBLIC EMPLOYEES

LIBRARY PART TIME GROUP

1. The parties agree that the application of this agreement is an exception to the provisions of Article 2:01 of the collective agreement between the parties.
2. The parties agree that this agreement shall not apply to any permanent or regular employee of the Library Board.
3. It is agreed by the parties that persons employed by the Board under government sponsored programs shall have all the rights and benefits provided by the collective agreement except:
 - i. that such persons shall not acquire seniority,
 - ii. that such persons shall not have the right to claim permanent jobs with the Board except at sole discretion of the Board,
 - iii. that such persons shall not have access to the grievance procedure relative to seniority, job postings and termination of employment,
 - iv. that such persons shall not receive group life insurance benefits nor benefits provided by the Ontario Municipal Employees Retirement System,
 - v. that such persons shall be exempt from the provisions of Article 3:01.
4. It is agreed that the Board shall not be required to post for jobs under programs referred to in Section 3.
5. This agreement shall be effective from the date of signing and shall remain in effect but may be amended or terminated at any time by agreement of the parties.

PROPOSED LETTER

LETTER #1

SUPPLEMENTARY AGREEMENT

BETWEEN

THE SAULT STE. MARIE PUBLIC LIBRARY BOARD

AND

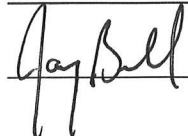
LOCAL 67, CANADIAN UNION OF PUBLIC EMPLOYEES

LIBRARY PART TIME GROUP

1. The parties agree that the application of this agreement is an exception to the provisions of Article 2:01 of the collective agreement between the parties.
2. The parties agree that this agreement shall not apply to any permanent or regular employee of the Library Board.
3. It is agreed by the parties that persons employed by the Board under government sponsored programs shall have all the rights and benefits provided by the collective agreement except:
 - i. that such persons shall not acquire seniority,
 - ii. that such persons shall not have the right to claim permanent jobs with the Board except at sole discretion of the Board,
 - iii. that such persons shall not have access to the grievance procedure relative to seniority, job postings and termination of employment,
 - iv. that such persons shall not receive group life insurance benefits ~~nor benefits provided by the Ontario Municipal Employees Retirement System,~~
 - v. that such persons shall be exempt from the provisions of Article 3:01.
- 4. It is agreed that persons employed by the Board under government sponsored programs shall have the option to enroll in the Ontario Municipal Employees Retirement System (OMERS).**
5. It is agreed that the Board shall not be required to post for jobs under programs referred to in Section 3.
6. This agreement shall be effective from the date of signing and shall remain in effect but may be amended or terminated at any time by agreement of the parties.

Dated the 8 date of December, 2023.

FOR C.U.P.E LOCAL 67



FOR THE BOARD



Janelle Mat
Monica Merling

Sharon Wigney
Mike McDermott
Wade Ottolino
Justin Palmer

Note:

Board proposes to move Letter #3 to new Article 11 (before Seniority), renumber accordingly.

SIGNED AT SAULT STE. MARIE this 8 day of December 2023

FOR C.U.P.E LOCAL 67

FOR THE BOARD

Jay Bell
Janelle Mat
Monica Merling

Mike McDermott
Sharon Wigney
Mike McDermott
Wade Ottolino
Justin Palmer

Sign Off Sheet #6

CUPE Local 67 Part Time Library & Sault Ste. Marie Public Library Board

Term of Agreement:

5 year term

Article 18:00 Wage Schedule

To be applied to below table

2023	2%
2024	3%
2025	3%
2026	2.75%
2027	3%

New Language

Classification (Rates are hourly)

Add the following to the wage chart based on the agreed to LOU:

Class	Training	Starting	Intermediate	Standard	
	1	2	3	4	
		(1820 hours)	(3640 hours)	(5460 hours)	
Base					
1a	Minimum Wage*	Minimum Wage*			Page Under 18 years of age
1b	Minimum Wage*	Minimum Wage*	Minimum Wage*	\$17.85	Page Age 18 years and older
2		-	-	-	

3	27.23	28.08	29.81	30.18	Cataloguing Clerk, Branch Junior Clerk, Circulation Clerk, Children's Department Clerk, Acquisition Clerk
4	28.08	29.81	30.18	32.22	Children's Literacy Development Technician, Technical Services Technician
5	28.36	30.18	32.22	32.46	Reference Technician
6	29.83	30.18	32.30	33.11	Archive Technician, Cataloguing Technician
7	32.22	33.05	33.62	34.27	Senior Reference Technician, Senior Circulation and Branch Technician

*Where a wage rate is identified as minimum wage that category is not subject to the general wage increase

To appear in the MOS only:

Any wage rate that is in 1 a) & b) (Starting, Intermediate & Standard classifications) will be subject to the General Wage Increase from February 1, 2023 to September 30, 2023. Effective October 1, 2023 the new minimum wage would be in effect and no longer entitled to the General Wage Increase.

NEW ARTICLE 17.02

No employee will be scheduled to work alone at the North Branch when the Branch is open to the public.

SIGNED AT SAULT STE. MARIE this 8 day of December, 2023

FOR C.U.P.E LOCAL 67

FOR THE BOARD

Jay Bell
Janele Mac
Wally
Monica Marking

Ada Bruno
Mike Patton
Sharon Wigney
Wade Ottolino
Justin Palmer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 13

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO & KAITRIN AALTONEN, BUSINESS ADMINISTRATOR
SUBJECT: FOLLOW UP FIELD VISIT FROM THE MINISTRY OF LABOUR, IMMIGRATION, TRAINING, AND SKILLS DEVELOPMENT
DATE: JANUARY 29, 2029

PURPOSE

To award the contract for Security Services at the James L. McIntyre Centennial Library

STRATEGIC PRIORITY

Service Excellence

STRATEGIC GOAL

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

RFP RESULTS

The Library released a Request for Proposal for Professional Services – Evening and Weekend Security at the James L. McIntyre Centennial Library on December 19, 2023. The posting closed on January 12, 2024. Three (3) companies with experience in the provision of security services submitted proposals. They were KC Security Services, North East Regional Security Services Inc., and Northwest Security Services Inc.

The Finance Committee reviewed the proposals and recommends that the Board award the contract to the lowest bidder, Northwest Security Services Inc.

ADJUSTMENTS

Unfortunately, all bids came in over the budgeted amount. The cost of each exceeds the amount granted to the Library by City Council for security services in the 2024 budget year. Therefore, the Library needs to adjust the number of security hours or reallocate operational funds to maintain a balanced budget.

The following are some options for adjustments:

Option 1

Maintain the following Security schedule and reallocate \$3,649.60 from elsewhere in the Operations budget to cover the deficit.

Operating Hours

James L. McIntyre Centennial Library

Operating Hours outside 9-5, M-F					Summer Operating Hours outside 9-5, M-F				
February 1st - June 15th, September 3rd - December 31st					June 16th - September 2nd 2024				
Monday	5pm	to	9:15pm	4.25	Monday	5pm	to	8:15pm	3.25
Tuesday	5pm	to	9:15pm	4.25	Tuesday	2pm	to	6pm	4
Wednesday	5pm	to	9:15pm	4.25	Wednesday	2pm	to	6pm	4
Thursday	5pm	to	9:15pm	4.25	Thursday	2pm	to	6pm	4
Friday	3pm	to	6pm	3	Friday	2pm	to	6pm	4
Saturday	9am	to	5pm	8	Saturday	2pm	to	6pm	8
Sunday	2pm	to	5pm	3	Sunday	Closed			0
Total Security Hours per Week				31	Total Security Hours per Week				27.25

Option 2

Reduce security hours to the following Security schedule, creating a 1-hour gap between when the Administration office closes and when security are on site daily during the week, resulting in an immaterial surplus.

Operating Hours

James L. McIntyre Centennial Library

Operating Hours outside 9-5, M-F					Summer Operating Hours outside 9-5, M-F				
February 1st - June 15th, September 3rd - December 31st					June 16th - September 2nd 2024				
Monday	6pm	to	9:15pm	3.25	Monday	5pm	to	8:15pm	3.25
Tuesday	6pm	to	9:15pm	3.25	Tuesday	3pm	to	6pm	3
Wednesday	6pm	to	9:15pm	3.25	Wednesday	3pm	to	6pm	3
Thursday	6pm	to	9:15pm	3.25	Thursday	3pm	to	6pm	3
Friday	3pm	to	6pm	3	Friday	3pm	to	6pm	3
Saturday	9am	to	5pm	8	Saturday	2pm	to	6pm	8
Sunday	2pm	to	5pm	3	Sunday	Closed			0
Total Security Hours per Week				27	Total Security Hours per Week				23.25

Option 3

Reduce security hours to the following Security schedule, creating a 1-hour gap between when the Administration office closes and when the Library closes on Fridays. An additional \$587.64 will also need to be reallocated from elsewhere in the Operations budget to cover the deficit.

Operating Hours outside 9-5, M-F					Summer Operating Hours outside 9-5, M-F				
February 1st - June 15th, September 3rd - December 31st					June 16th - September 2nd 2024				
Monday	5pm	to	9:15pm	4.25	Monday	5pm	to	8:15pm	3.25
Tuesday	5pm	to	9:15pm	4.25	Tuesday	2pm	to	6pm	4
Wednesday	5pm	to	9:15pm	4.25	Wednesday	2pm	to	6pm	4
Thursday	5pm	to	9:15pm	4.25	Thursday	2pm	to	6pm	4
Friday				0	Friday	2pm	to	6pm	4
Saturday	9am	to	5pm	8	Saturday	2pm	to	6pm	8
Sunday	2pm	to	5pm	3	Sunday	Closed			0
Total Security Hours per Week				<u>28</u>	Total Security Hours per Week				<u>27.25</u>

BUDGET CONSIDERATIONS

City Council approved an addition of \$36,000 to the Library's operating grant earmarked for Security Services. Adjustments need to be made due to the responses to the Library's RFP. The costs for each option, under an 11-month contract, is as follows:

Option 1 – Total expense of \$41,238.88, **deficit** of \$3649.60

Option 2 – Total expense of \$35,955.50, **surplus** of \$1633.78

Option 3 – Total expense of \$38,176.92, **deficit** of \$587.64

The Board needs to consider these options and possibly others before awarding the contract.

RECOMMENDED MOTION

Be it resolved that 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 options to renew, to Northwest Security Services Inc. for a total cost of _____.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Kaitrin Aaltonen, Business Administrator