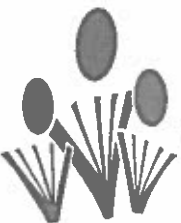


LIBRARY BOARD
REGULAR MEETING
MONDAY, MARCH 19, 2018 – 4:30 P.M.
CENTENNIAL LIBRARY – BOARD ROOM
AGENDA

- 
-
1. Call to Order
 - 1.1 Excused Absence
 2. Declaration of Conflict of Interest
 3. Approval of Agenda
 4. Approval of the Minutes
 - 4.1 November 20, 2017 Board Meeting
 - 4.2 February 26, 2018 Board Meeting
 - 4.3 Matters Arising from the November 20, 2017 Minutes
 - 4.4 Matters Arising from the February 26, 2018 Minutes
 5. Consent Agenda
 - 5.1 Financial Reports
 - 5.2 Invoices Paid February 2018
 - 5.3 Friends Report
 - 5.4 Dress Down Day - International Children's Book Day
 - 5.5 Information Items
 - 5.5 a. Bathroom Renovations Update
 - 5.5 b. Signature Event

6. Closed Session

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: The security of the property of the Board; Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; & Personal matters about an identifiable individual. 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, H. MacDonald

7. Presentation – Katie Huckson (Digital Creator Lab)
8. Strategic Planning 2018-2022 (Verbal)
9. Correspondence
 - 9.1 To the Hon. Wayne Cohen Re: Resignation
 - 9.2 To Malcolm White cc Mayor C. Provenzano Re: Request for Board Appointment
 - 9.3 To Malcolm White cc Mayor C. Provenzano Re: FOPL Pre-budget Submission
 - 9.4 To City Council, MPP, MP Re: 2017 Annual Report of the Sault Ste. Marie Public Library
 - 9.5 To MPP, Ross Romano, Re: FOPL Pre-budget Submission

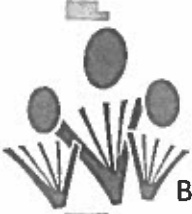
10. Closed Session

11. Report of the Closed Session

12. Next Meeting April 16, 2018 4:30 PM

13. Adjournment

SAULT STE. MARIE PUBLIC LIBRARY
LIBRARY BOARD MEETING
NOVEMBER 20, 2017



Board Members Present:

E. Belair	M. O'Pallie
L. Dufour	Dr. I. Oktaba
C. Rous	F. Ryan
J. Duke	D. Simard
W. Greco	
T. Nanne-Little	

Library: R. Toth-Rissanen, Marlene Mooney, H. Huopalaianen

Media: none

Regrets: Dr. I. Oktaba, Judge W. Cohen

1. Call to Order

Meeting was called to order by Chair C. Rous at 4:30 pm.

1.1 Presentation by Manager of Community Engagement

H. Huopalaianen provided a verbal report on the Grand Opening of the Korah Library and 55+ Active Living Centre, which is scheduled for Nov. 22.

MOTION:

That the Board accepts the presentation from the Manager of Community Engagement.

MOVED: J. Duke

SECONDED: E. Belair

CARRIED

(H. Huopalaianen, the Manager of Community Engagement left the meeting.)

1.2 Excused Absence

MOTION:

That the Board accept the excused absence of I. Oktaba and Judge W. Cohen.

MOVED: E. Belair

SECONDED: F. Ryan

Carried.

1.3 Approval of Agenda

MOTION:

That the agenda for the Nov. 20, 2017 Board meeting be approved, as amended, with the addition of Item 5.1 Capital Fund and Item 9.3 People, Places, Prosperity Report.

MOVED: E. Belair

SECONDED: D. Simard

CARRIED.

2.0 Approval of Minutes of Oct. 16, 2017 Board Meeting

Discussion re: changes to minutes to reflect that C. Rous declared a conflict of interest on a caucus item and that the Consent agenda was approved as amended.

MOTION:

That we approve the minutes from the Oct. 16, 2017 Board meeting as amended.

MOVED: J. Duke

SECONDED: E. Belair

CARRIED

3.0 Consent Agenda

MOTION:

That the Consent Agenda be accepted as presented dealing with:

3.2 Invoices paid

3.4 Library News and Marketing Report

3.5 Social Media Intern's Report

MOVED: D. Simard

SECONDED: E. Belair

CARRIED.

Items Removed from Consent Agenda

3.1 Financial Reports

Board members asked questions on the financial report presented. Clarification was asked for discrepancies in budget lines (eg. Fines). To date, no fees have been received from contracting communities. It was suggested that a letter be sent to those communities in arrears indicating that should payment not be received, those residents would not qualify for library cards.

MOTION:

That the Financial Report for November 2017 be received.

MOVED: T. Nanne-Little

SECONDED: J. Duke

CARRIED.

3.3 Friends Report

Members inquired as to 4th quarter totals. Final numbers will be available at the end of December. F. Ryan asked that a letter of appreciation be sent to the Friends citing their increased sales and overall contributions to the library.

MOTION:

That the Board receive the Friends Report.

MOVED: M. O'Pallie

SECONDED: E. Belair

CARRIED.

4.0 Updated Draft Budget 2018 and 2019

R. Rissanen presented the draft 2018 Budget. Members asked questions for clarification of numbers presented. Suggestions for slide deck were made.

MOTION:

That the Board approves the 2018 Updated DRAFT budget as amended.

MOVED: E. Belair

SECONDED: L. Dufour

CARRIED.

5.0 Capital Fund

C. Rous reported that there is \$500,000 available in the capital fund. L. Dufour requested clarification as to status of bathroom renovations contract, specifically if it had been signed and if the funds had been released so that work could begin. Requirements of the Canada 150 Infrastructure grant specify work to be completed by the end of December.

MOTION:

That the Board directs the CEO/Director of Public Libraries to contact Shelley Schell, CFO/City Treasurer and request confirmation on the funds available to the Library through the Library's capital fund account, and request a report on how to access funds. The Director will report to the Board any steps are taken.

MOVED: E. Belair

SECONDED: L. Dufour

CARRIED

6.0 Report on FOPL Membership

Discussion re: continuing FOPL membership and cost. It was determined that FOPL provides advocacy, research and marketing support for libraries and is a good resource. W. Greco, Board member, sits on the FOPL executive.

MOTION:

That the Board accept the report of FOPL membership and directs the CEO/Director of Public Libraries to renew the library's FOPL membership.

MOVED: M. O'Pallie

SECONDED: D. Simard

CARRIED.

7. Closed Session

MOTION:

That the Sault Ste. Marie Public Library Board moved into a Closed Session at 4:47 pm, pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matters being considered are: a personnel matter. Be it further 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

MOVED: D. Simard

SECONDED: M. O'Pallie

CARRIED.

8. Motions from the Closed Session

MOTION 1:

That the SSMPPL Board receive the report of the Closed Session of Nov. 20, 2017.

MOVED: L. Dufour

SECONDED: J. Duke

CARRIED.

MOTION 2:

Whereas James L. McIntyre served the city of Sault Ste. Marie in various public service roles; and

Whereas James L. McIntyre was an avid supporter of the Sault Ste. Marie Public Library and was instrumental in advocating for the construction of the Centennial Library as the city's centennial project; and

Whereas the Public Libraries Act defines that the public library shall be under the management of a Board; and

Whereas the Sault Ste. Marie Public Library Terms of Reference for Naming Libraries Policy allows for the Sault Ste. Marie Public Library Board to "approve a name to recognize the efforts of a prominent individual",

Therefore be it resolved that the Sault Ste. Marie Public Library Board endorses the renaming of the Centennial Library as the James L. McIntyre Centennial Library and be it further resolved that the Sault Ste. Marie Public Library Board directs the CEO/Director of Public Libraries to work with municipal staff to collaborate on details such as location, announcement, and costs.

MOVED: D. Simard

SECONDED: T. Nanne-Little

CARRIED

9.1 Staff Christmas Cards

Discussion re: way to acknowledge staff for the upcoming holiday season.

MOTION:

That the Board direct the CEO/Director of Public Libraries to deliver a card to each Library staff member acknowledging the Library Board's appreciation.

MOVED: W. Greco

SECONDED: J. Duke

CARRIED.

9.2 Staff Appreciation Dinner/Library Board Strategic Plan

MOTION:

That the Board directs the CEO/Director of Public Libraries to begin planning for the Library Board's Strategic Plan involving a spring input session to inform the staff of the new Strategic Plan.

MOVED: L. Dufour

SECONDED: J. Duke

CARRIED

9.3 People, Places, Prosperity Report

MOTION:

That the Board accepts the People, Places, Prosperity Report as presented in November.

MOVED: E. Belair

SECONDED: D. Simard

CARRIED

10. Next Meeting

MOTION:

That the next regular board meeting is Monday, Dec. 18, 2017 at 4:30 pm.

MOVED: F. Ryan

SECONDED: W. Greco

CARRIED.

13. Adjournment:

MOTION:

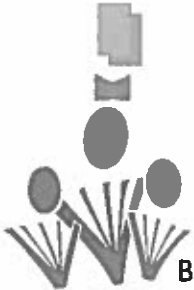
That the Board meeting of Nov. 20, 2017 be adjourned at 6:00 pm.

MOVED: F. Ryan

SECONDED:

Chairperson, Library Board

SAULT STE. MARIE PUBLIC LIBRARY
LIBRARY BOARD
REGULAR MEETING
MONDAY FEBRUARY 26, 2018 – 5:00 P.M.
CENTENNIAL LIBRARY – BOARD ROOM



Board Members Present:

Luke Dufour	Chris Rous
John Duke	Wayne Greco
Toni Nanne-Little	Doreen Simard
Irene Oktaba	

Library: Matthew MacDonald, Chris Rumas, Helena Huopalainen, Sharon Wigney

Media: David Helwig

Guests: None

Regrets: Judge Wayne Cohen, Elspeth Belair, Frances Ryan, Moyra O’Pallie

1. Call to Order

T. Nanne-Little, Board Chair called meeting to order at 5:07 p.m.

2. Declaration of Conflict of Interest

No conflict of interest declared.

3. Approval of Agenda

Motion: That the Board approved the agenda of the February 26, 2018 meeting, as amended, with the following changes: add Item 3.1 Excused Absence and add Item 6.0 Resignation of Board Member.

Moved: D. Simard

Seconded: L. Dufour

CARRIED

3.1 Excused Absence

Motion: That the following Board Members be excused from the February 26, 2018 meeting: E. Belair, Hon. W. Cohen, M. O'Pallie, and F. Ryan

Moved: J. Duke

Seconded: Dr. Oktaba

CARRIED

4. Approval of the Minutes

4.1 MOTION:

That the December 18, 2017 Board Meeting minutes be approved.

Moved: W. Greco

Seconded: C. Rous

CARRIED

4.2 MOTION:

That the January 15, 2018 Board Meeting minutes be approved.

Moved: C. Rous

Seconded: L. Dufour

CARRIED

4.3 Matters Arising from the December 18, 2017 Minutes

NONE

4.4 Matters Arising from the January 15, 2018 Minutes

NONE

5. Consent Agenda

MOTION: That the Consent Agenda of February 26, 2018 be approved.

Moved: W. Greco

Seconded: Dr. Oktaba

CARRIED

6. Resignation of Board Member

C. Rous spoke on Judge Cohen's decision to retire from the Library Board. Judge Cohen was a loyal Board Member serving 19 years on the Sault Ste. Marie Public Library Board. He will be recognized with a gift at an occasion which will be held later this year.

MOTION:
To accept the letter with regret.
Moved: C. Rous
Seconded: J. Duke
CARRIED

Copy of resignation letter will be given to the City Clerk's office.

MOTION:
Request City Council to replace Board Member with someone that has a financial background.
Moved: C. Rous
Seconded: L. Dufour
CARRIED

7. Improving Library Digital Services (ILDS) Grant

C. Rumas provided information and a recommendation regarding the purchase of the replacement servers using the ILDS grant, funded by the Government of Ontario, which is a total of \$17,738.00.

MOTION:
That the Board approves the purchase of the two servers from TLC using funding from the ILDS grant.
Moved: L. Dufour
Seconded: D. Simard
CARRIED

8. Operational Hours

M. MacDonald gave the Board a review of hourly use at both the Centennial Library and Korah Branch over a three week period with the intent to possibly alter operational hours. Due to the negative impact on services and minor savings that would result in reduced hours, it is recommended that the Board not change the operational hours of either the Centennial Library or the Korah Branch at this time. M. MacDonald explained that we would continue to collect more data for each season throughout the year.

MOTION:
To accept the report as presented by M. MacDonald on operational hours at both Centennial Library and Korah Branch.
Moved: L Dufour
Seconded: Chris Rous
CARRIED

W. Greco gave a verbal report to the Board requesting support for OLA/FOPL to sustain funding for Public Libraries. L. Dufour suggested writing a letter from our Board to the office of Ross Romano, MPP, asking for support. C. Rous mentioned that we should ask Council to support the Sault Ste. Marie Public Library's Board's with the 2018 OLA/FOPL Pre-Budget Submission. A copy of the 2018 Annual Report should be given to all Councillors.

MOTION:

That the Board sends a letter requesting support to Ross Romano, MPP and City Council to pass a Motion in support of the OLA/FOPL 2018 Ontario Pre-budget Submission.

Moved: C. Rous

Seconded: Dr. Oktaba

CARRIED

10. Information Items

10.1 Update on Bathroom Renovations

L. Dufour mentioned that some of the pipes in the public washrooms contained asbestos. S & T is still on track to complete the construction by the end of March 2018.

10.2 Centennial Front Lobby Doors

M. MacDonald reported that Hollow Metal replaced the door sweeps due to the cold air coming in, but that there is a structural issue with the doors. L. Dufour asked that going forward we group as many maintenance issues together to get more for our money as funding becomes available.

10.3 Daily and Monthly Cash Reporting

M. MacDonald and H. Huopalainen informed the Board that we have adopted a daily cash reporting system similar to City Hall in order to make month end reporting easier and have finances more up to date.

10.4 Signature Event

H. Huopalainen informed the Board that the next Signature Event is happening March 22, 2018. We are hosting a Music Trivia Night, partnering with Shot in The Dark Theatre.

10.5 Letter of Thanks to the Friends of the Library

11. CLOSED SESSION

MOTION:

That the Sault Ste. Marie Public Library Board moved into a Closed Session at 6:03 pm, pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matters being considered are: a personnel matter. Be it further 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 be permitted to attend: M. MacDonald

MOVED: W. Greco

SECONDED: J. Duke

CARRIED.

12. Report of the Closed Session

MOTION: That the Board received the report of the Closed Session.

Moved: L. Dufour

Seconded: D. Simard

CARRIED

13. Adjournment

MOTION:

That the SSMP Board meeting of Feb. 26, 2018 be adjourned at 7:10 p.m.

Moved: J. Duke

Seconded: D. Simard

14 Next Meeting

Next Board Meeting scheduled for March 19, 2018 at 4:30 p.m.

Chairperson, Library Board

SSM LIBRARY
Summary of All Units
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(651,679.25)		0%
LIBRARY MAIN BRANCH - Grants			
LIBRARY KORAH BRANCH - Grants			
LIBRARY EAST BRANCH - Grants			
LIBRARY CHALLENGE ADULT - Grants			
LIBRARY CONCESSION - Grants			
DEPRECIATION/FIXED ASSETS - Grants			
POSTING DEFAULT - Grants			0%
Total Grants	(651,679.25)		0%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(2,749.59)		0%
LIBRARY KORAH BRANCH - Fines	(35.15)		0%
LIBRARY EAST BRANCH - Fines			
LIBRARY CHALLENGE ADULT - Fines			
LIBRARY CONCESSION - Fines			
DEPRECIATION/FIXED ASSETS - Fines			
POSTING DEFAULT - Fines			0%
Total Fines	(2,784.74)		0%
Concessions			0%
Sales:			
LIBRARY ADMINISTRATION - Sales	(4,418.82)		0%
LIBRARY MAIN BRANCH - Sales	(3,021.23)		0%
LIBRARY KORAH BRANCH - Sales	(170.53)		0%
LIBRARY EAST BRANCH - Sales			
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales			
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(7,610.58)		0%
Donations:			
LIBRARY ADMINISTRATION - Donations	(2,418.04)		0%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY EAST BRANCH - Donations			
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(2,418.04)		0%
Other income:			
LIBRARY ADMINISTRATION - Other income	(1,167.75)		0%
LIBRARY MAIN BRANCH - Other income	(1,025.97)		0%
LIBRARY KORAH BRANCH - Other income			
LIBRARY EAST BRANCH - Other income			

Department	Actual	Budget	Percentage to Date
LIBRARY CHALLENGE ADULT - Other income			
LIBRARY CONCESSION - Other income			
DEPRECIATION/FIXED ASSETS - Other income			
POSTING DEFAULT - Other income			0%
Total Other income	(2,193.72)		0%
Change in future employee benefits			0%
Surplus, prior year			0%
	(659,683.86)	\$0.00	0%
	(6,796.79)	\$0.00	0%
	(205.68)	\$0.00	0%
		\$0.00	0%
		\$0.00	0%
		\$0.00	0%
		\$0.00	0%
		\$0.00	0%
		\$0.00	0%
	(666,686.33)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	148,582.92		0%
LIBRARY MAIN BRANCH - Salaries and benefits	220,001.37		0%
LIBRARY KORAH BRANCH - Salaries and benefits	49,633.78		0%
LIBRARY EAST BRANCH - Salaries and benefits	713.09		0%
LIBRARY CHALLENGE ADULT - Salaries and benefits			
LIBRARY CONCESSION - Salaries and benefits			
DEPRECIATION/FIXED ASSETS - Salaries and benefits			
POSTING DEFAULT - Salaries and benefits			0%
Total Salaries and benefits	418,931.16		0%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	31,886.15		0%
LIBRARY KORAH BRANCH - Books and periodicals	85.17		0%
LIBRARY EAST BRANCH - Books and periodicals			
LIBRARY CHALLENGE ADULT - Books and periodicals			
LIBRARY CONCESSION - Books and periodicals			
DEPRECIATION/FIXED ASSETS - Books and periodicals			
POSTING DEFAULT - Books and periodicals			0%
Total Books and periodicals	31,971.32		0%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	5,650.06		0%
LIBRARY KORAH BRANCH - Utilities			
LIBRARY EAST BRANCH - Utilities			
LIBRARY CHALLENGE ADULT - Utilities			
LIBRARY CONCESSION - Utilities			

Department	Actual	Budget	Percentage to Date
DEPRECIATION/FIXED ASSETS - Utilities			
POSTING DEFAULT - Utilities			0%
Total Utilities	5,650.06		0%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	2,434.67		0%
LIBRARY MAIN BRANCH - Office expenditures	1,569.90		0%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY EAST BRANCH - Office expenditures			
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	4,004.57		0%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	952.38		0%
LIBRARY MAIN BRANCH - Operating expenditures	24,378.96		0%
LIBRARY KORAH BRANCH - Operating expenditures	1,608.30		0%
LIBRARY EAST BRANCH - Operating expenditures			
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	(327.63)		0%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	26,612.01		0%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	26.77		0%
LIBRARY MAIN BRANCH - Equipment purchases			
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY EAST BRANCH - Equipment purchases			
LIBRARY CHALLENGE ADULT - Equipment purchases			
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			
POSTING DEFAULT - Equipment purchases			0%
Total Equipment purchases	26.77		0%
Depreciation			0%
Default			0%
	151,996.74	\$0.00	0%
	283,486.44	\$0.00	0%
	51,327.25	\$0.00	0%
	713.09	\$0.00	0%
		\$0.00	0%
	(327.63)	\$0.00	0%
		\$0.00	0%
		\$0.00	0%

Department	Actual	Budget	Percentage to Date
	487,195.89	\$0.00	0%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(507,687.12)	\$0.00	0%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	276,689.65	\$0.00	0%
LIBRARY KORAH BRANCH - (Surplus)/Deficit	51,121.57	\$0.00	0%
LIBRARY EAST BRANCH - (Surplus)/Deficit	713.09	\$0.00	0%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	(327.63)	\$0.00	0%
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(179,490.44)	\$0.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(17,777.00)		0%
30-720-7201-5294 GRANTS MUNICIPAL	(633,052.25)		0%
30-720-7201-5296 GRANTS OTHER	(850.00)		0%
Total Grants	(651,679.25)		0%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES BOOK SALE	(4,418.82)		0%
Total Sales	(4,418.82)		0%
Donations:			
30-720-7201-5861 DONATIONS	(1,223.60)		0%
30-720-7201-5866 RESTRICTED DONATIONS	(1,194.44)		0%
Total Donations	(2,418.04)		0%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(1,137.75)		0%
30-720-7201-5860 SUNDRY REVENUE	(30.00)		0%
Total Other income	(1,167.75)		0%
Change in future employee benefits			
Surplus, prior year			
	(659,683.86)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	116,789.45		0%
30-720-7201-6031 CANADA PENSION PLAN	5,572.71		0%
30-720-7201-6032 EMPLOYMENT INSURANCE	2,583.84		0%
30-720-7201-6033 EMPLOYER HEALTH TAX	2,300.27		0%
30-720-7201-6041 OMERS	10,585.81		0%
30-720-7201-6042 HEALTH CARE	4,280.93		0%
30-720-7201-6043 DENTAL	1,741.56		0%
30-720-7201-6044 GROUP INSURANCE	1,080.54		0%
30-720-7201-6045 LONG TERM DISABILITY	2,397.26		0%
30-720-7201-6052 RETIRED HEALTH CARE	1,250.55		0%
Total Salaries and benefits	148,582.92		0%
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS & SUBSCRIPTIONS	110.00		0%
30-720-7201-6182 TRAVEL	268.19		0%
30-720-7201-6200 MILEAGE	53.00		0%

Department	Actual	Budget	Percentage to Date
30-720-7201-6470 POSTAL SERVICE	313.33		0%
30-720-7201-6474 CARTAGE	246.71		0%
30-720-7201-6480 TELEPHONE	873.99		0%
30-720-7201-6500 AUDIT FEES			0%
30-720-7201-6508 EAP PROGRAM			0%
30-720-7201-6542 PUBLIC RELATIONS	301.85		0%
30-720-7201-6720 BANK CHARGES	267.60		0%
Total Office expenditures	2,434.67		0%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	952.38		0%
Total Operating expenditures	952.38		0%
Equipment purchases:			
30-720-7201-8300 SOFTWARE	26.77		0%
Total Equipment purchases	26.77		0%
Depreciation			
Default			
	151,996.74	\$0.00	0%
(Surplus)/Deficit	(507,687.12)	\$0.00	0%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 INTEREST PENALTY LIBRARY FINES	(2,749.59)		0%
Total Fines	(2,749.59)		0%
Concessions			
Sales:			
30-720-7202-5891 SALES BAGS	(7.87)		0%
30-720-7202-5892 SALES BOOKS	(698.91)		0%
30-720-7202-5893 SALES COIN OP COPIES	(1,618.08)		0%
30-720-7202-5895 FEES LIBRARY REGISTRATION- PROG	(696.37)		0%
Total Sales	(3,021.23)		0%
Donations			
Other income:			
30-720-7202-5860 SUNDRY REVENUE	(103.88)		0%
30-720-7202-5751 RENT PROGRAM ROOM	(921.09)		0%
30-720-7202-5752 RENT COMPUTER COMMON ROOM	(1.00)		0%
Total Other income	(1,025.97)		0%
Change in future employee benefits			
Surplus, prior year	(6,796.79)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	180,255.52		0%
30-720-7202-6031 CANADA PENSION PLAN	7,671.52		0%
30-720-7202-6032 EMPLOYMENT INSURANCE	3,901.99		0%
30-720-7202-6033 EMPLOYER HEALTH TAX	3,478.72		0%
30-720-7202-6041 OMERS	12,982.14		0%
30-720-7202-6042 HEALTH CARE	5,946.86		0%
30-720-7202-6043 DENTAL	3,361.65		0%
30-720-7202-6044 GROUP INSURANCE	713.82		0%
30-720-7202-6045 LONG TERM DISABILITY	1,689.15		0%
Total Salaries and benefits	220,001.37		0%
Future employee benefits			
Books and periodicals:			
30-720-7202-6135 BOOKS REFERENCE ADULT	2,818.89		0%
30-720-7202-6136 BOOKS ADULT	1,133.68		0%
30-720-7202-6137 BOOKS JUVENILE	5.59		0%
30-720-7202-6141 PERIODICALS	2,399.14		0%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	232.83		0%
30-720-7202-6158 ELECTRONIC DATABASES	25,263.57		0%
30-720-7202-6165 BINDING	32.45		0%

Department	Actual	Budget	Percentage to Date
Total Books and periodicals	31,886.15		0%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	5,650.06		0%
Total Utilities	5,650.06		0%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	1,569.90		0%
Total Office expenditures	1,569.90		0%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS			0%
30-720-7202-6395 JANITORIAL SUPPLY	698.71		0%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	18,302.31		0%
30-720-7202-6620 SECURITY	1,226.92		0%
30-720-7202-6704 MACHINE RENTAL	4,151.02		0%
Total Operating expenditures	24,378.96		0%
Equipment purchases			
Depreciation			
Default			
	283,486.44	\$0.00	0%
(Surplus)/Deficit	276,689.65	\$0.00	0%

SSM LIBRARY
LIBRARY KORAH BRANCH
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7203-5843 INTEREST PENALTY LIBRARY FINES	(35.15)		0%
Total Fines	(35.15)		0%
Concessions			
Sales:			
30-720-7203-5892 SALES BOOKS	(7.96)		0%
30-720-7203-5893 SALES COIN OP COPIES	(162.57)		0%
Total Sales	(170.53)		0%
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(205.68)	\$0.00	0%
EXPENDITURES			
Salaries and benefits:			
30-720-7203-6001 SALARIES FULL TIME	42,918.76		0%
30-720-7203-6031 CANADA PENSION PLAN	1,870.91		0%
30-720-7203-6032 EMPLOYMENT INSURANCE	951.57		0%
30-720-7203-6033 EMPLOYER HEALTH TAX	831.18		0%
30-720-7203-6041 OMERS	2,105.21		0%
30-720-7203-6042 HEALTH CARE	500.48		0%
30-720-7203-6043 DENTAL	284.94		0%
30-720-7203-6044 GROUP INSURANCE	56.09		0%
30-720-7203-6045 LONG TERM DISABILITY	114.64		0%
Total Salaries and benefits	49,633.78		0%
Future employee benefits			
Books and periodicals:			
30-720-7203-6136 BOOKS ADULT	85.17		0%
Total Books and periodicals	85.17		0%
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7203-6496 JANITORIAL SERVICE	908.97		0%
30-720-7203-6620 SECURITY	589.07		0%
30-720-7203-6704 MACHINE RENTAL	110.26		0%
Total Operating expenditures	1,608.30		0%
Equipment purchases			
Depreciation			
Default			
	51,327.25	\$0.00	0%
(Surplus)/Deficit	51,121.57	\$0.00	0%

SSM LIBRARY
LIBRARY EAST BRANCH
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	674.37		0%
30-720-7204-6031 CANADA PENSION PLAN	10.07		0%
30-720-7204-6032 EMPLOYMENT INSURANCE	15.58		0%
30-720-7204-6033 EMPLOYER HEALTH TAX	13.07		0%
Total Salaries and benefits	<u>713.09</u>		<u>0%</u>
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	<u>713.09</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	713.09	\$0.00	0%

SSM LIBRARY
LIBRARY CONCESSION
For the Two Months Ending Wednesday, February 28, 2018

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		<u>\$0.00</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6316 MISCELLANEOUS	(0.01)		0%
30-720-7206-6595 RESALE FOOD	(327.62)		0%
Total Operating expenditures	<u>(327.63)</u>		<u>0%</u>
Equipment purchases			
Depreciation			
Default			
	<u>(327.63)</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(327.63)	\$0.00	0%

Week-ending	Amount
February 1/18	35,804.50
February 8/18	1,543.32
February 15/18	16,025.00
	53,372.82

Moved by: _____
Seconded by: _____

That the cheques for the month of February 2018 in the amount of
\$53,372.82 be confirmed paid.

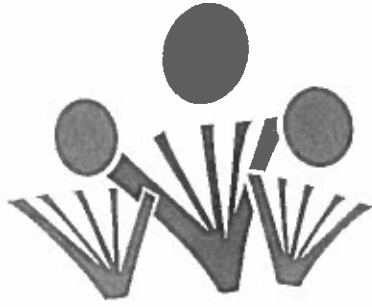
Carried/Denied

CHAIR - LIBRARY BOARD

SECRETARY-TREASURER - LIBRARY BOARD

2018 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	FRIENDS DONATION BOX	MONTHLY TOTALS
JANUARY	\$ 165.65	\$ 2,263.90		\$ 2,429.55
FEBRUARY	\$ 144.00	\$ 1,703.10		\$ 1,847.10
MARCH				\$ -
1st Quarter Totals				\$ 4,276.65
APRIL				\$ -
MAY				\$ -
JUNE				\$ -
2nd Quarter Totals				\$ -
JULY				\$ -
AUGUST				\$ -
SEPTEMBER				\$ -
3rd Quarter Totals				\$ -
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
4th Quarter Totals				\$ -
TOTALS Year To Date	\$ -	\$ -	\$ -	\$ 4,276.65
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals				
2nd Quarter Totals				
3rd Quarter Totals				
4th Quarter Totals				
Totals				\$ -
Special Event Totals				
Rotary Sale				
Grand Total		\$ 4,276.65	\$ -	\$ 4,276.65



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 5.4

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES
SUBJECT: DRESS DOWN DAY – INTERNATIONAL CHILDREN'S BOOK DAY APRIL 2
DATE: MARCH 19, 2018

PURPOSE OF REPORT

To inform the Board that staff will have a dress down day on April 2, 2018 in celebration of International Children's Book Day.

DRESS DOWN

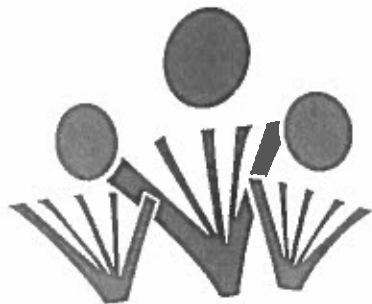
Staff will be permitted to dress down on April 2, 2018 for a \$2.00 donation for a children's charity of choice. The charity will be chosen through an informal staff poll.

INTERNATIONAL CHILDREN'S BOOK DAY

"Since 1967, on or around Hans Christian Andersen's birthday, 2 April, International Children's Book Day (ICBD) is celebrated to inspire a love of reading and to call attention to children's books."

(International Board on Books for Young People)





Sault Ste. Marie
Public Library

"One stop...endless possibilities"

AGENDA ITEM: 5.5 A

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES
SUBJECT: BATHROOM RENOVATIONS UPDATE
DATE: MARCH 19, 2018

PURPOSE OF REPORT

To provide an update to the Board regarding the renovations of the Centennial Library's lower level washrooms.

PROJECT CONTINGENCY ALLOWANCE

Two change orders were made to the contract. The first was to have the existing underground sanitary lines rodded because of a suspected blockage. The second was a modification to existing sanitary exhaust fans to improve airflow in the washrooms.

SCHEDULE

The majority of the work has been completed. Remaining work in the final two weeks of the project include installing plumbing fixtures, washroom partitions, electrical fixtures, and washroom accessories. Once the project is completed the temporary washroom facilities will be removed.

Invoicing is also being completed and the Library will meet the FedNO deadline of March 31, 2018 for project reporting.

The washrooms will be available for public use starting in early April.



The Sault Ste. Marie Public Library is proud to bring you...

Galen Bundy Piano Trio

Album Release Tour



Tickets

\$15.00

Includes a Glass
of Wine

Wednesday, April 18, 2018

7:00 p.m. | Centennial Library

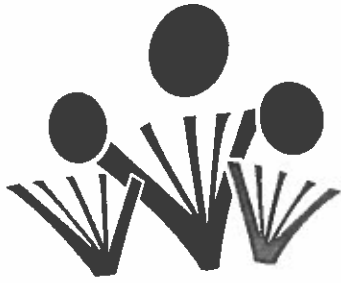
**Tickets available at
Centennial Library and Korah Branch**

Space is Limited | Age 19+

**For further information contact
Helena Huopalainen, Manager of Community Engagement**

705-759-5243





Sault Ste. Marie
Public Library

2018 03 05

The Hon. Wayne Cohen
46 Riverview Avenue
Sault Ste. Marie, ON P6A 3X9

Dear Judge Cohen,

The Sault Ste. Marie Public Library Board, at its February 26, 2018 Board Meeting, accepted your resignation from the Board, with great regret.

Thank you for your time, energy and dedication to the Board. Your efforts during the past 19 years have been extremely helpful in ensuring that the residents of Sault Ste. Marie have access to the best possible library services.

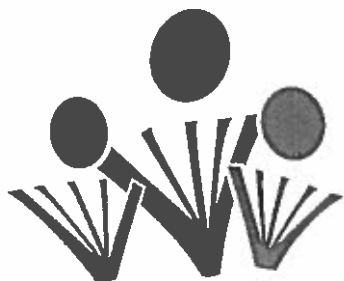
Your service and contributions to this very important public institution are greatly appreciated, and your insight and expertise will be greatly missed. The Board will be recognizing you in a more formal manner, at a future date; we will contact you with the details.

On behalf of the Board of Directors, I wish you healing, health, and all the best in the future.

Sincerely,

A handwritten signature in black ink that reads "Toni Nanne-Little". The signature is written in a cursive, flowing style.

Toni Nanne-Little
Chairperson
Sault Ste. Marie Public Library Board of Directors



Sault Ste. Marie
Public Library

2018 03 05

Malcolm White
Deputy CAO/City Clerk, Corporate Services
99 Foster Drive
Sault Ste. Marie, ON P6A 5X6

Dear Malcolm White,

The Sault Ste. Marie Public Library (SSMPL) Board accepted, with regret, the resignation of Board member Hon. Judge Wayne Cohen at its Feb. 26, 2018 Board Meeting.

The Public Libraries Act states:

Sec. 12 Vacancies: Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the term is less than forty-five days. R.S.O. 1990, c. P.44, s. 12.

The SSMPL Board is requesting that a person be appointed as soon as possible to fill the vacancy for the remainder of the term. The Board Competencies Matrix identifies a need for an individual with financial/accounting/business expertise; it is hoped that this will be considered in the appointment process.

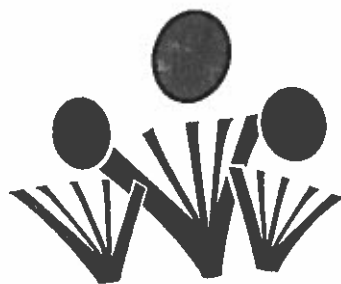
Please do not hesitate to contact me if you require further information.

Sincerely,

A handwritten signature in black ink that reads "Toni Nanne-Little". The signature is written in a cursive, flowing style.

Toni Nanne-Little
Chairperson
Sault Ste. Marie Public Library Board

Cc Mayor C. Provenzano



Sault Ste. Marie Public Library

2018 03 07

Malcolm White
Deputy CAO/City Clerk, Corporate Services
99 Foster Drive
Sault Ste. Marie, ON P6A 5X6

Dear Malcolm White,

The Sault Ste. Marie Public Library (SSMPL) Board is seeking City Council's consideration of the attached motion. Also attached, is background information on the provincial funding "ask" from the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL), and endorsed by all of the major public library associations in Ontario. This "ask" has been supported by other Ontario municipal governments.

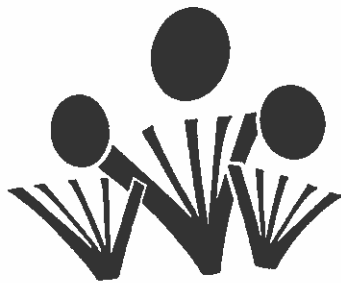
The Sault Ste. Marie Public Library is a key asset in our community and the twenty (20) year provincial funding freeze must end. Over 800 items per day are checked out at the SSMPL and on average, 293 people use the Centennial Library wi-fi every day; these are just two of examples of the many resources provided to our citizens, free of charge.

Thank you for consideration of this motion.

A handwritten signature in black ink that reads "Toni Nanne-Little". The signature is written in a cursive, flowing style.

Toni Nanne-Little
Chairperson
Sault Ste. Marie Public Library Board

Cc Mayor C. Provenzano
SSMPL Board Members



Sault Ste. Marie Public Library

Attachments: Draft Motion
OLA/FOPL document

DRAFT MOTION

“WHEREAS public libraries provide safe, inclusive and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and

WHEREAS the Sault Ste. Marie Public Library continues to evolve its services to meet the changing needs of our community, including a new generation of residents who think, learn, read and collaborate in new ways; and

WHEREAS the Sault Ste. Marie Public Library continues to seek funding opportunities through donor development and sponsorships to increase services and expand programming outside of their core funding; and

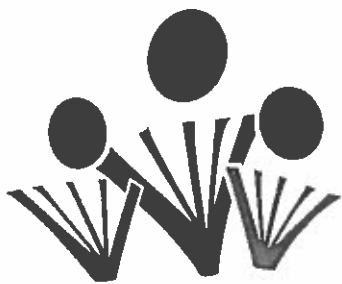
WHEREAS in 2017 the Sault Ste. Marie Public Library continues to have a limited resource budget despite issuing 18,102 library cards, having 862,273 website visits and establishing a Digital Creator Lab for youth; and further,

WHEREAS the Sault Ste. Marie Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services;

THEREFORE BE IT RESOLVED that the City of Sault Ste. Marie urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local libraries in an acknowledgement to the services they offer all residents; and,

BE IT FURTHER RESOLVED that the City of Sault Ste. Marie urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and,

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the Minister of Tourism, Culture and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association and to the Federation of Public Libraries.



Sault Ste. Marie Public Library

2018 03 15

Ross Romano, MPP
Suite 102
390 Bay Street
Sault Ste. Marie, ON P6A 1X2

RE: Provincial Government Funding Support for Ontario's Public Libraries

Dear Mr. Ross Romano,

At its Feb. 26, 2018 Board Meeting, the Sault Ste. Marie Public Library (SSMPL) Board endorsed the report of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) which is attached.

The Sault Ste. Marie Public Library is a key asset in our community and the twenty (20) year provincial funding freeze must end. Over 800 items per day are checked out at the SSMPL and on average, 293 people use the Centennial Library wi-fi every day; these are just two of examples of the many resources provided to our citizens, free of charge.

The SSMPL is urging the Province of Ontario to recognize the contribution of, and services offered by, local libraries within their community and to cease the 20 year budget freeze. We are urging the Province of Ontario to reinstate the adequate and appropriate funding for local public libraries, increasing each year going forward in line with the consumer price index. We respectfully request that you will advocate, as a member of the legislature, to find solutions that allow for the provision of sustainable, stable funding support to help our libraries deliver the array of services that assist community members of Sault Ste. Marie, and all of Ontario, to be successful in the twenty-first century.

Thank you for consideration of this most important issue.

Sincerely,

Toni Nanne-Little
Chairperson