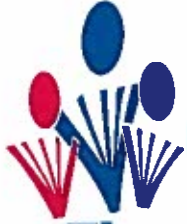


**LIBRARY BOARD
REGULAR MEETING
MONDAY, OCTOBER 15, 2018 – 4:30 P.M.
CENTENNIAL LIBRARY – BOARD ROOM
AGENDA**



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 September 17, 2018 Minutes
 - 4.2 Matters arising from the September 17, 2018 Minutes
5. Consent Agenda
 - 5.1 Invoices Paid September 2018
 - 5.2 Friends Report
 - 5.3 3rd Quarter Statistical report
6. Financial Reports
7. Committee Reports
 - 7.1 Facilities Committee – No report
 - 7.2 Policies Committee Report of October 11, 2018 Meeting
 - 7.3 Evaluation Committee – No report
8. Policies for Approval
 - 8.1 Archives Acquisition Policy 300-01
 - 8.2 Computer Use Policy300-26
 - 8.3 Health Care Leave Policy400-06
 - 8.4 Rules of Conduct Policy300-09
9. 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: 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, L. Aube, F. Forbes, S. St. Pierre, A. Petallia
10. Report of the Closed Session
11. North Branch
 - 11.1 Fundraising
 - 11.2 Official Naming
12. Board Legacy Document
13. Board Member Recognition – Judge Wayne Cohen (verbal)

14. Correspondence
 - 14.1 One Voice for Ontario Public Libraries (membership renewal) – received from FOPL
 - 14.2 Northern Branch Naming – received from Rev. Phillip D. Miller

15. Information Items
 - 15.1 Author Palalooza!
 - 15.2 10th Annual Teddy Bear Sleepover
 - 15.3 Festival of Trees
 - 15.4 Paper Festival
 - 15.5 The Boy on the Bicycle
 - 15.6 Staff Development Day

16. Next Meeting
 - 16.1 Motion to change next meeting's date and/or time to accommodate the staff development day.

17. Adjournment

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, September 17 2018– 4:30 P.M.
Centennial Library – Board Room
AGENDA**



Board Members Present:

Elspeth Belair
Luke Dufour
Erin Ferlaino

Wayne Greco
Dr. Irene Oktaba
Frances Ryan

Chris Rous
Doreen Simard

Library: Matthew MacDonald, Iva Smith

Regrets: John Duke, Toni Nanne-Little, Moyra O'Pallie

1. Call to Order

E. Belair, Board Vice Chair called meeting to order at 4:30 p.m.

1.1 Excused Absence

MOTION:

That Board Members John Duke, Toni Nanne-Little and Moyra O'Pallie be excused from the September 17, 2018 meeting.

Moved: F. Ryan

Seconded: C. Rous

CARRIED.

2. Declaration of Conflict of Interest

NONE

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Board of Directors approve the agenda of the September 17, 2018 meeting as amended.

Moved: D. Simard
Seconded: Dr. I. Oktaba
CARRIED.

4. Approval of the Minutes

4.1 June 18, 2018 Minutes

MOTION:

That the Sault Ste. Marie Board of Directors approve the minutes of June 18, 2018 Board Meeting as presented.

Moved: C. Rous
Seconded: E. Ferlaino
CARRIED.

4.2 Matters Arising from the June 18, 2018 Board Minutes

E. Belair noted that discussion regarding board member appointment and recruitment be deferred to the October 15, 2018 regular board meeting.

M. MacDonald – Acting/CEO Director of Public Libraries will speak with the City Clerk and start dialogue regarding board recruitment.

4.3 July 4, 2018 Special Board Meetings Minutes

Amend that E. Ferlaino was in attendance at the July 4, 2018 Special Board Meeting.

MOTION:

That the Sault Ste. Marie Board of Directors approve the minutes of the July 4, 2018 Special Board Meeting as amended.

Moved: D. Simard
Seconded: F. Ryan
CARRIED.

4.4 Matters Arising from the July 4, 2018 Special Board Meeting Minutes

NONE

5. Consent Agenda

5.1 Invoices Paid June, July and August 2018

5.2 Friends Report

The Friends are ahead in their fundraising for 2018 in comparison to 2017.

5.3 2nd Quarter Statistical Report

5.4 Public Holidays 2019

MOTION:

That the Sault Ste. Marie Public Library Board approves the consent agenda of the September 17, 2018 meeting as presented.

Moved: C. Rous

Seconded: W. Greco

CARRIED.

Luke Dufour entered the meeting at this time – 4:55 pm.

6. Financial Reports

M. MacDonald presented the financial statements for the period ending August 31, 2018.

The Board made the following comments:-

- That the font size for the report be changed to a larger font.
- Request that the City provide the library with cash advances earlier than the present quarterly advance payment.
- Requested calculation so we are not over at the end of the year.
- 3M gates are failing, having been in use beyond the expected life span

MOTION:

That the Library Board accepts the financial reports ending August 2018 as presented.

Moved: W. Greco

Seconded: C. Rous

CARRIED.

7. 2019 Budget

M. MacDonald presented the Library's 2019 budget and noted that he has submitted the budget to the City. The Board requested M. MacDonald to confirm if the maintenance and alterations included in the library's capital funds at the next meeting.

MOTION:

That the Library Board approve the Library's 2019 budget as presented.

Moved: W. Greco

Seconded: D. Simard

CARRIED.

8. Facilities Committee

8.1 September 10, 2018 Facilities Committee Minutes

The Committee will set priorities for the upcoming year. Henderson Metal will be called in to assist with the asset management facility condition assessment document. The asbestos issue was discussed.

MOTION:

That the Library Board accepts the September 10, 2018 report of the Facilities Committee.

Moved: F. Ryan

Seconded: L. Dufour

CARRIED.

9. North Branch

9.1 Building Update

Library Management met with architect David Ellis on August 16, 2018 to review and finalize plans for the North Branch. Construction of the North Branch has commenced.

9.2 Fundraising

M. MacDonald noted that he met with the Friends of the Library regarding fundraising for the North Branch. C. Rumas will add PayPal to the library's website. M. MacDonald invited the Board to get involved in the fundraising. A master list will be created identifying which potential donors have been approached.

9.3 Cultural Spaces Grant

MOTION:

The Acting CEO/Director of Public Libraries be permitted to apply for the Cultural Spaces Grant and any other grant the Library qualifies for related to the opening and operation of the library branch to be located on Northern Avenue as presented.

Moved: F. Ryan

Seconded: W. Greco

CARRIED.

9.4 Official Naming

M. MacDonald noted that the North Branch does not have an official name. Without an official name, many processes will be delayed including book processing, catalogue changes, website updates, and the creation of signage.

MOTION:

That the Library Board approve that the library branch located on Northern Avenue be named the North Branch as presented.

Moved: W. Greco

Seconded: C. Rous

DEEATED.

10. Municipal Election

- 10.1** M. MacDonald noted that the purpose of this report was to inform the Board of upcoming civic literacy programs related to the municipal election and to encourage participation.

11. Board Legacy

- 11.1** M. MacDonald presented the board legacy report and suggested that the Board work towards a successful Board succession following the election and the end of the current Board's term. The Board recommended that a special meeting be called in order for Board members to complete the Board Legacy document.

12. Correspondence

- 12.1** There was no correspondence.

13. Information Items

13.1 Culture Days

M. MacDonald presented a report on Culture days which will take place on Friday, September 28, 2018.

13.2 Ontario Public Library Week

Ontario Public Library week this year will be from Sunday, October 14th to Saturday, October 20th, 2018.

13.3 Volunteer Reception

The Library will be hosting this year's Volunteer Reception on Monday, October 15th, 2018. This year's theme is "Celebrate the Value of Volunteering – building confidence, competence, connections and community". The reception is for invited guests only and a check list will be available at the door. Dr. Oktaba will contact The Honorable Wayne Cohen and invite him to the volunteer reception.

13.4 Sault Ste. Marie Association Ratepayers

A public mayoral candidate's debate will be held on Tuesday, October 2nd, 2018 from 7:00 pm to 9:30 pm. Board members were encouraged to attend this meeting and advocate for the library.

14. Moved into Closed Session at 6:10 p.m.

Iva Smith left the meeting at this time.

MOTION:

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. 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.

Moved: C. Rous

Seconded: Dr. Oktaba

CARRIED.

Moved out of Closed Session at 6:12 p.m.

15. Report of the Closed Session

MOTION:

That the Sault Ste. Marie Board of Directors received the report of its Closed Session of September 17, 2018.

Moved: L. Dufour

Seconded: F. Ryan

CARRIED.

16. ADJOURNMENT 6:15 p.m.

MOTION:

That the September 17, 2018 meeting be adjourned at 6:15 pm.

Moved: L. Dufour

Seconded: F. Ryan

CARRIED.

Chairperson, Library Board

Invoices Paid

Consent Agenda item 5.1

Week-ending	Amount
September 8, 2018	15,447.31
September 15, 2018	1,954.67
September 22, 2018	86,208.39
September 30, 2018	7,175.67
Total	110,786.04

Moved by: _____

Seconded by: _____

That the cheques for the month of September 2018, which include wages and benefits in the amount of **\$110,786.04** be confirmed paid.

Carried/Denied

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	\$ 96.50	\$ 2,171.85		\$ 2,268.35
1st Quarter Totals	\$ 406.15	\$ 6,138.85		\$ 6,545.00
APRIL	\$ 460.95	\$ 2,416.20		\$ 2,877.15
MAY	\$ 170.00	\$ 2,165.68		\$ 2,335.68
JUNE	\$ 253.50	\$ 2,485.90		\$ 2,739.40
2nd Quarter Totals	\$ 884.45	\$ 7,067.78		\$ 7,952.23
JULY	\$ 324.75	\$ 2,124.05		\$ 2,448.80
AUGUST	\$ 206.00	\$ 2,546.38		\$ 2,752.38
SEPTEMBER	\$ 157.50	\$ 2,037.05		\$ 2,194.55
3rd Quarter Totals				\$ 7,395.73
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
4th Quarter Totals				\$ -
TOTALS Year To Date	\$ 1,290.60	\$ 13,206.63	\$ -	\$ 21,892.96
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	jan-march	\$ 406.15	\$ 6,138.85	\$ 6,545.00
2nd Quarter Totals	april-may	\$ 884.45	\$ 7,067.78	\$ 7,952.23
3rd Quarter Totals				
4th Quarter Totals				
Totals		\$ 1,290.60	\$ 13,206.63	\$ 14,497.23
Special Event Totals				
Rotary Sale		\$ 1,400.00		\$ 1,400.00
Grand Total		\$ 23,292.96	\$ -	\$ 23,292.96

2017 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	FRIENDS DONATION BOX	MONTHLY TOTALS
JANUARY	\$ 76.25	\$ 2,268.70		\$ 2,344.95
FEBRUARY	\$ 108.50	\$ 2,093.04		\$ 2,201.54
MARCH	\$ 181.50	\$ 2,775.66		\$ 2,957.16
1st Quarter Totals				\$ 7,503.65
APRIL	\$ 290.75	\$ 1,964.05		\$ 2,254.80
MAY	\$ 154.75	\$ 2,260.85		\$ 2,415.60
JUNE	\$ 811.75	\$ 2,731.25		\$ 3,543.00
2nd Quarter Totals				\$ 8,213.40
JULY	\$ 142.65	\$ 2,351.15		\$ 2,493.80
AUGUST	\$ 123.75	\$ 2,648.95		\$ 2,772.70
SEPTEMBER	\$ 128.70	\$ 2,145.55		\$ 2,274.25
3rd Quarter Totals				\$ 7,540.75
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
4th Quarter Totals				\$ -
TOTALS Year To Date	\$ -	\$ -	\$ -	\$ 23,257.80
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals				\$ 7,503.65
2nd Quarter Totals				\$ 8,213.40
3rd Quarter Totals				\$ 7,540.75
4th Quarter Totals				
Totals				\$ 23,257.80
Special Event Totals				
Rotary Sale	July 13-15	\$ 877.00		\$ 877.00
Grand Total		\$ 24,134.80	\$ -	\$ 24,134.80

Location Usage Statistics for the 3rd Quarter 2018

Location	Active Card Holders	Patron Door Count	Computer Bookings	Wi-Fi Visitors
Centennial - 3rd Qrt. 2017	16,030	72,930	9,842	N/A
Centennial - 3rd Qrt. 2018	16,175	70,595	6,027	36,027
% Change	1	-3	-39	N/A
Korah - 3rd Qrt. 2017	2,117	17,588	1,065	N/A
Korah - 3rd Qrt. 2018	2,059	37,666	736	N/A
% Change	-3	114	-31	N/A
3rd Quarter Total - 2017	18,147	90,518	10,907	N/A
3rd Quarter Total - 2018	18,234	108,261	6,763	36,027
% Change	0	-98	-98	N/A

Digital Library Statistics for the 3rd Quarter of 2018

Location	Database Use	OverDrive Circulation	rbDigital	Website Visits	Social Media Impressions	Total
3rd Quarter Total - 2017	5,726	13,761	170	21,168	N/A	40,825
3rd Quarter Total - 2018	3,489	16,968	83	22,488	100,164	143,192
% Change	-39	23	-51	6	N/A	251

Collection Circulation Statistics for 3rd Quarter 2018

Circulation by Format	Centennial	Korah	System Total
Print - 3rd Qrt. 2017	47,614	4,913	52,527
Print - 3rd Qrt. 2018	44,351	4,339	48,690
% Change	-7	-12	-7
DVD/Blu Ray - 3rd Qrt. 2017	15,112	397	15,509
DVD/Blu Ray - 3rd Qrt. 2018	13,886	221	14,107
% Change	-8	-44	-9
Books on CD - 3rd Qrt. 2017	2,512	128	2,640
Books on CD - 3rd Qrt. 2018	2,126	165	2,291
% Change	-15	29	-13
Music CD - 3rd Qrt. 2017	790	4	794
Music CD - 3rd Qrt. 2018	590	N/A	590
% Change	-25	N/A	-26
3rd Quarter Total - 2017	66,028	5,442	71,470
3rd Quarter Total - 2018	60,953	4,725	65,088
% Change	-8	-13	-9

Reference Queries for the 3rd Quarter 2018

Location	Adult	Juvenile	Location Totals
Centennial - 3rd Qrt. 2017	5,688	1,116	6,804
Centennial - 3rd Qrt. 2018	5,207	1,300	6,507
% Change	-8	16	-4
Korah - 3rd Qrt. 2017	1,063	125	1,188
Korah - 3rd Qrt. 2018	769	50	819
% Change	-28	-60	-31
3rd Quarter Total - 2017	6,751	1,241	7,992
3rd Quarter Total - 2018	5,976	1,350	7,326
% Change	-11	9	-8

Number of In Library Programs Held in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	80	1	52	0	133
Centennial - 3rd Qrt. 2018	60	0	53	6	119
% Change	-25	-100	2	-	-11
Korah - 3rd Qrt. 2017	16	4	1	0	21
Korah - 3rd Qrt. 2018	19	6	0	3	28
% Change	19	50	-100	0	33
3rd Quarter Total - 2017	96	5	53	0	154
3rd Quarter Total - 2018	79	6	53	9	147

% Change	-18	20	0	-	-5
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In Library Program Attendance in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	1,518	13	2,527	0	4,058
Centennial - 3rd Qrt. 2018	1,803	0	1,393	89	3,285
% Change	19	-100	-45	-	-19
Korah - 3rd Qrt. 2017	174	16	1	0	191
Korah - 3rd Qrt. 2018	211	35	0	21	267
% Change	21	119	-100	0	40
3rd Quarter Total - 2017	1,692	29	2,528	0	4,249
3rd Quarter Total - 2018	2,014	35	1,393	110	3,552
% Change	19	21	-45	-	-16

In Library Program Average Attendance in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	19	13	49	7	88
Centennial - 3rd Qrt. 2018	30	0	26	15	71
% Change	58	-100	-46	112	-19
Korah - 3rd Qrt. 2017	11	4	1	0	16
Korah - 3rd Qrt. 2018	11	6	-	0	17
% Change	2	46	-	0	7
3rd Quarter Total - 2017	30	17	50	7	103
3rd Quarter Total - 2018	41	6	6	15	88
% Change	38	-66	-88	112	-15

Number of Outreach Programs Held in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	8	1	3	2	14
Centennial - 3rd Qrt. 2018	3	0	1	0	4
3rd Quarter Total - 2017	8	1	3	2	14
3rd Quarter Total - 2018	3	0	1	0	4
% Change	-63	0	-67	-100	-71

Outreach Program Attendance in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	462	4	675	10	1151
Centennial - 3rd Qrt. 2018	287	0	6	0	293
3rd Quarter Total - 2017	462	4	675	10	1151
3rd Quarter Total - 2018	287	0	6	0	293
% Change	-38	0	-99	-100	-75

Outreach Average Attendance in 3rd Quarter 2018

Location	Juvenile	Teen	Adult	Seniors	Location Total
Centennial - 3rd Qrt. 2017	58	4	225	5	292
Centennial - 3rd Qrt. 2018	96	0	6	0	102
3rd Quarter Total - 2017	58	4	225	5	292
3rd Quarter Total - 2018	96	0	6	0	102
% Change	66	0	-97	-100	-65

Agenda Item: 7.2

POLICY COMMITTEE MINUTES

Date of Meeting: Oct. 11, 2018 9:30 am - noon pm SSMPL Board Room

PRESENT: Matthew MacDonald, Toni Nanne-Little, Frances Ryan, Doreen Simard
REGRETS: Elspeth Belair

1. The Policy Review Schedule was reviewed. Review dates for all policies are now on the schedule.
2. The following policies were reviewed:
 - **300-01 Archives Acquisition Policy**
 - **300-09 Rules of Conduct Policy**
 - **300-26 Computer and Internet Use Policy**
 - **400-06 Health Care Leave Policy**
3. The Committee determined that policy development on Biomedical Sharps Disposal would be deferred to a later date.
4. A policy for Asset Management and Facility Maintenance to be developed has been delayed until a future Policy Committee meeting.
5. The following resolutions will be presented at the Oct. 15, 2018 Board Meeting:
 - That the Sault Ste. Marie Public Library Board approve **Policy 300-01 Archives Acquisition Policy** as presented.
 - That the Sault Ste. Marie Public Library Board approve **Policy 300-09 Rules of Conduct Policy** as presented.
 - That the Sault Ste. Marie Public Library Board approve **Policy 300-26 Computer and Internet Use Policy** as presented.
 - That the Sault Ste. Marie Public Library Board approve **Policy 400-06 Health Care Leave Policy** as presented.
6. The meeting adjourned at 12:00 noon. Date of next meeting TBD.

Title:	Archives Acquisition Policy	Policy Number: 300-01
Policy Type:	Operational	
Approval By:	Resolution Number RB	
Approval Date:	January 20, 1997	
Effective Date:	January 20, 1997	
Revised Dates:	September 21, 1998, October 15, 2018	
Review Date:	October 2021	

PURPOSE:

This policy provides guidelines for the acquisition and deaccession of archive materials.

SCOPE:

1. Archives include materials acquired by gift, bequest, loan, trade or purchase of non-institutional records which document the history and development of Sault Ste. Marie and the Algoma District or other historically or culturally significant materials.
2. The archives also collect, preserve and make available, records which document the corporate memory of the Sault Ste. Marie Public Library.
3. Artifacts relating to archival records.

DEFINITIONS:

Archival Material – includes but is not limited to textual materials, maps, photographs, plans, architectural drawings, films, paintings, sound recordings, graphic works, micro forms, video tapes, machine readable records and digital records.

POLICY STATEMENT:

The Sault Ste. Marie Public Library is committed to documenting the history of Sault Ste. Marie and Algoma District through its archives.

ACCESSIONING:

The priority of the archives is to collect those records of the Sault Ste. Marie Public Library which formulate the institutional memory of the Library as well as non-institutional records created by persons whose activities are directly related to the functions of the Library.

The Library will also curate resources to meet the community's need for information and education. The archives will collect non-institutional records which include, but are not restricted to:

- Records of prominent individuals from Sault Ste. Marie and Algoma District.
- Records which document the growth and development of Sault Ste. Marie Algoma District.
- Records of cultural and recreational groups within Sault Ste. Marie Algoma District.

When acquiring material the Archivist shall consider:

1. The intrinsic, legal and informational value to the material.
2. Whether the material falls within the mandate of the archives as set out by the acquisition policy.
3. The acquisition mandate of other institutions.
4. The extent and terms of any access restrictions.
5. The physical condition of the records.
6. The availability of appropriate storage facilities.
7. The availability of resources required to make the material accessible to researchers in a reasonable period of time.
8. The legal rights of donors to place records in the archives.

DEACCESSIONING

The deaccessioning of any part of the archival collection must be approved by the CEO/Director of Public Libraries on the recommendation of the Archive Technician and be in accordance with this policy.

In compliance with the Income Tax Act, the Sault Ste. Marie Public Library will not deaccession property which has been certified by the Canadian Cultural Property Export Review Board for a period of ten (10) years from the date of certification unless it is transferred to another designated institution having a comparable collections mandate.

Deaccessioning is limited to the following reasons:

- The item has deteriorated beyond usefulness and cannot be restored without loss of integral value.
- The item is proven beyond a doubt to be a fake.
- The item is a copy of an original as in the case of a map or multiple copies exist as in the case of a photograph and the archives is able to obtain a higher quality copy.
- Spatial constraints.

Upon approval from the CEO/Director of Public Libraries, the following steps will be taken to deaccession the material:

- An offer to return the material to the donor will be made. The donor or family if donor is deceased will be contacted by phone, email and/or letter and if no response is received within a reasonable time (3 months) the next steps will be taken.
- An offer to exchange or donate the material with another cultural institution will be made.
- The material will be offered for sale with the proceeds used to acquire other items for the archival collection.

RESPONSIBILITIES

1. Transfer and accession forms shall be completed for institutional records of the Library, including digital media.
2. Gift and accession forms shall be completed for non-institutional records, including digital media, acquired by the archives. A donor record shall also be maintained which lists each donor's gift by accession number.
3. All transfers of institutional records and acquisitions of non-institutional records, including digital media, shall be approved by the CEO/Director of Public Libraries or designate.
4. Acquisitions may be reviewed periodically by the CEO/Director of Public Libraries or designate to verify their relevance to the archives mandate as set out by this Acquisition Policy.

Title:	Computer & Internet Use Policy	
Policy Type:	Operational	Policy Number: 300-26
Approval By:	Resolution Number	
Approval Date:	October 15, 2018	
Reviewed Dates:	October 15, 2018	
Revised Dates:		
Review Date:	October 2021	

PURPOSE:

This policy provides guidelines for public access to the internet and devices or technologies using the Library's networks.

SCOPE:

This policy applies to all individuals, groups, and organizations that use the Library's internet connections and networks.

DEFINITIONS:

Library networks include wired and wireless internet services.

Devices and Technologies include but are not limited to equipment provided by the Library, such as public computers, laptops, mobile devices and any other devices or technologies using the Library's networks.

POLICY STATEMENT:

The Library supports the principals of intellectual freedom and open access, and provides internet access at all Library locations to ensure equal access to online information and resources. While the internet provides access to vast amounts of information and resources, users should be aware that information on the internet may not be accurate, complete, age-appropriate, or current. The Library does not assume any responsibility for the content of any website found on the internet, and users are responsible for evaluating the reliability and validity of any information or resources.

Computer workstations and workspaces are in public areas and shared by people of all ages, backgrounds, and sensibilities. Users are expected to consider other Library users when using public computers or when using the Library's networks. Library equipment and networks are not to be used for illegal purposes and all users are subject to federal, provincial, or municipals laws when using the internet at the Library. Users are also expected to abide by the Library's existing policies.

Users are not permitted to damage or modify any hardware, software, or network configurations.

The internet is not a secure medium and the Library does not guarantee the security or confidentiality of any transaction when using Library equipment or networks. The Library will not be held responsible for any direct or indirect claims for damages arising from using Library networks.



The Library offers a mix of filtered and unfiltered internet access to block offensive websites or websites that promote illegal activity. No filtering product is perfect and the Library assumes no responsibility for the effectiveness of its filtering product to block offensive sites.

It is the responsibility of a child's parent or guardian to enforce any limitations that a parent or guardian may place on a child's use of the Internet. The Library does not act in the place of, or in the absence of a parent or guardian.

Library computers are shared by members of the public. Users should not save any information or files to a Library computer hard drive.

Any individual that violates this policy may have their privileges suspended and those individuals will be legally and financially responsible for any damages incurred as a result of their violation.

Adaptive Workstations:

The Library provides adaptive workstations to assist users with visual, learning, or physical disabilities. The adaptive workstation is equipped with specialized software.

Users with special needs have priority use for these workstations.

Title:	Health Care Leave Policy	
Policy Type:	Human Resources	Policy Number: 400-06
Approval By:	Resolution Number RB 1987-04-27	
Approval Date:	April 27, 1987	
Effective Date:	April 27, 1987	
Revised Dates:	October 15, 2007; May 27, 2013; October 15, 2018	
Review Date:	October 2021	

PURPOSE:

This policy ensures responsible use of time required for health care appointments.

DEFINITIONS:

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

SCOPE:

Health care leave applies to permanent Full-Time staff.

PROCEDURE:

1. Sick leave shall not be used for health care appointments.
2. Whenever possible health care appointments shall be made outside working hours or at the beginning or end of a work period.
3. Time taken for appointments scheduled for family members shall be made up.
4. Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.
5. Referrals for medical appointments outside the city may be charged to "Sick Leave" subject to the Manager's approval.

Title:	Rules of Conduct	
Policy Type:	Operational	Policy Number: 300-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Effective Date:	April 15, 2013	
Revised Date:	September 19, 2016; June 19, 2017; October 15, 2018	
Review Date:	October 2021	

PURPOSE:

The policy describes appropriate library conduct by the public and staff.

SCOPE:

The Sault Ste. Marie Public Library supports and is supported by federal and provincial legislation and municipal bylaws which govern public conduct, including but not limited to:

- Copyright Act and other legislation governing intellectual property;
- Criminal Code of Canada and other legislation governing public conduct;
- Ontario Child and Family Services Act and other legislation governing the rights of children, and
- Trespass to Property Act.

POLICY STATEMENT:

Sault Ste. Marie Public Library endeavours to provide a welcoming and safe environment for the enjoyment of the public, volunteers and staff so that all persons may enjoy the benefits of the Library. Volunteers, members of the public and staff are expected to act with respect and consideration for others.

Library Staff are entrusted with the obligation to ensure that all rules of conduct are followed. Staff will advise patrons of appropriate conduct as required and state consequences of not following the rules of conduct should unacceptable behaviour continue or be repeated.

Any person violating Library rules of conduct risks suspension of Library privileges, exclusion from the Library for a period of time, and prosecution in accordance with 300-07 Exclusion, Reinstatement and Appeals Policy.

Where there is a threat or perceived threat of bodily harm to another person, including staff, Security, Administration or Staff will contact the police.

Where there is a contravention or perceived contravention of the law of the Province of Ontario and Canada, Security, Administration or Staff will contact the police.

Behaviour that is disruptive, intrusive, lewd, abusive, harassing or threatening to Library users or staff is not permitted. Abusive or obscene language is not permitted.

Individuals using cell phones are expected to act in consideration of others by speaking quietly. Cellular phones may not be used in designated quiet study areas or in washrooms.

Photographing, filming or sound recording is permitted only with prior permission from Library staff.

Appropriate attire, including shirts and footwear, is required.

Parents, guardians or caregivers are expected to provide supervision and care of children while on the premises of Sault Ste. Marie Public Library (Refer to 300-14 Unattended Children Policy).

Volunteers, members of the public and staff are expected to treat Library property, including collections, computers, furniture, equipment and buildings, with respect and care.

Library users may be required to make available for inspection all bags, purses, carrying cases and briefcases upon leaving Library locations.

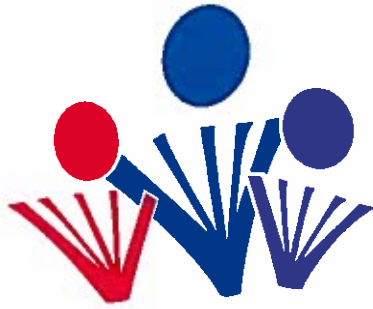
Members of the public shall use authorized public entrances and exits of the Library.

The consumption of beverages and light snacks is permitted throughout all Library locations. Refuse must be deposited in waste baskets.

Members of the public, volunteers and staff are expected to abide by the laws and regulations of Canada and the Province of Ontario when using library resources to access and use intellectual content.

The following is not permitted:

- Loitering on Library property before or after library hours.
- Entering non-public areas of the Library.
- Smoking, vaping or other methods to inhale or administer products containing nicotine, cannabis, or other substances in Library locations or within 3 meters of any door.
- Public intoxication.
- Unauthorized consumption of alcohol.
- Sleeping.
- Use of sports equipment.
- Weapons of any kind.
- Any animals except registered service animals.
- Canvassing, soliciting or unauthorized distributing or posting materials.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 11.1-11.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES & HELENA HUOPALAINEN, MANAGER OF COMMUNITY ENGAGEMENT
SUBJECT: NORTH BRANCH
DATE: OCTOBER 15, 2018

11.1 FUNDRAISING

The Library Fundraising Campaign for the North Branch has launched. Staff has begun to approach organizations and businesses providing them with sponsorship packages and donation brochures. Donation brochures are being given to every adult patron at checkout at both library locations during the month of October.

The Library can now receive donations online through Paypal on the Library's website. There is a separate webpage with information on the fundraising campaign as well as a permanent Donate Button on the Home Page.

M. MacDonald has met with Susan Hall, the President of the Friends of the Library to discuss the possibility of applying for a Lottery License. They will look into possibly offering a 50/50 draw.

Arauco was approached about sponsorship but they declined. H. Helena will be meeting with a representative with Algoma Steel on October 30th. M. MacDonald met with China Steel about the possibility of creating a custom bike rack as an in kind donation.

Banks TD Canada Trust and Royal Bank of Canada have been approached and being further investigated.

Princess Marie Jose Lodge Board has been provided with a sponsorship package.

Northwood Funeral Home, Arthur Funeral Home and O'Sullivan Funeral Home are being approached to include the Library as a listed charity that people can be encouraged to donate to after a loved one has passed.

M. MacDonald has applied for \$25,819 from the Kiwanis Club of Lakeshore Foundation for furniture, technology and collections for children. The Foundation will review the application at their next meeting later this month. M. MacDonald has also contacted KPMG regarding their foundation.

M. MacDonald has submitted an application for Cultural Spaces Funding in the amount of \$269,381.53 for archives. If the funding is granted the first \$100,000 will be dedicated for compact shelving and \$8,000 will be dedicated to public art. The remainder will be applied to the Capital Fee for the overall project.

11.2 OFFICIAL NAMING

The branch to be located on Northern Avenue, currently being referred to as North Branch, still does not have an official name. Without an official name, many processes will be delayed including book processing, catalogue changes, website updates, and the creation of signage.

Provided

- **Policy 300-19 Terms of Reference for Naming Libraries Policy**
- **Agenda Item 14.2 Correspondence, Northern Branch Naming – received from Rev. Phillip D. Miller**

Recommendation

That the Board decides on a method for determining the official name for the Branch in accordance with **Policy 300-19 Terms of Reference for Naming Libraries Policy**.

Respectfully submitted,

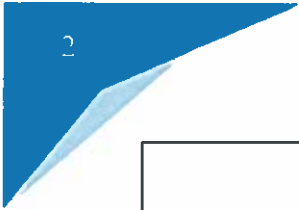
Matthew MacDonald, Acting CEO/Director of Public Libraries
&
Helena Huopalainen, Manager of Community Engagement



Sault Ste. Marie Public Library Board Legacy Document

The legacy document provides the Board's review of its work over the past term, and serves as a communiqué to the appointing council and the incoming board.

Our library and its community partners	<p>The Community sees our library as...</p> <ul style="list-style-type: none"> • A place where all are welcome; a gathering place; a vital, reliable service • A place to access information (through print, digital or other means) and participate in various social and interactive programs
	<p>Municipal Council views our library as...</p> <ul style="list-style-type: none"> • A resource in the community • Some members acknowledge its value and contributions to quality of life • Other members lack enthusiasm and question if more than one library service site is necessary and if libraries are needed at all, with the internet
	<p>Other key Community Partners view the library as...</p> <ul style="list-style-type: none"> • A willing partner in providing space and opportunity for programming and information sharing • An essential service and vital to balanced community life • An attraction to incoming residents and supportive of current business • Necessary for literacy development in the community (because of low EDI results- Education sector)
Major governance issues faced during our term	<p>The LIBRARY BOARD faced these major governance issues during this term...</p> <ul style="list-style-type: none"> • Budget pressures; deficits; cash flow; forecasting • Ensuring policies were clear and concise, communicated, and applied • Reorganization of services and sites • Building maintenance with limited funding • Senior leadership challenges because of absence of key employees • Staff reductions due to rising operations costs, aging building and equipment • Reduced service point at Korah Library negatively impacted programming and circulation
	<p>We were able to accomplish....</p> <ul style="list-style-type: none"> • A complete review of policies resulting in alignment, elimination of redundancy, a policy review cycle and a central point of access to ensure that the latest policies were accessible and applied • Inclusion of executive term limits in the bylaws • A Facilities Committee struck to provide support and expertise in building maintenance • Reconstruction of washrooms at the James L. McIntyre Centennial Library, providing universal accessibility; leveraging federal funds to replace carpeting at this site



	<ul style="list-style-type: none">• Partnership with 55+ Programs at the Korah Library• Elimination of the Churchill Library due to rising costs of an outdated and unwelcoming facility• License agreement/partnership with Algoma District School Board to establish a public library branch at ADSB's proposed Community Hub at Boreal French Immersion School• Awareness and implementation of effective governance practices (such as Board Planning Calendar, focussed meeting agendas and supporting documentation, policy review, board member competency matrix, clear and accurate financial reporting)• A clearer understanding of return-on-investment for the community, for every dollar spent on library services; this was shared with decision-makers and the public• Expanded and updated website to provide community access to policies, Board meeting minutes and online library donation options• Hosted commercial film-making for additional revenue• Developed several successful Signature events for innovative community partnerships and additional revenues
	<p>We were NOT able to accomplish...</p> <ul style="list-style-type: none">• A clear and effective way to monitor our Strategic Plan with consistency• A balanced budget, year over year• A marketing plan• A completed performance appraisal on the CEO• The need to impress upon municipal council that the library board appointees need to represent diversified skills – business, financial, legal and professions that contribute to a well-rounded knowledge and experience base
	<p>We can foresee these opportunities for the incoming board to address issues that remain outstanding...</p> <ul style="list-style-type: none">• Advocating for increased and consistent funding from municipal council• Developing a Strategic Plan that is future-focussed, clear, actionable, monitored• Fundraising and sponsorship opportunities• Ensuring the new library site is vibrant and well-utilized• Rebuild the professional staff complement to ensure continued knowledge and skill set for competent leadership• Replacement of building equipment that is well past expected life span• Ensuring that the community continues to view the library as an essential city service• Demonstrating to decision-makers that the library is the "great equalizer" accessible for all citizens• Ensuring that Board members possess the required skills to govern the organization

Our leadership	<p>We believe that our board is a strong community leader because...</p> <ul style="list-style-type: none"> • Its meetings are open and its work is transparent • The needs of the community and the mandate of a library are always kept at the center of decisions • It has faced challenges and worked hard to get solutions that are reasonable, creative and fair in the face of staff changes and reductions
	<p>We see that the board could be even stronger in its leadership if...</p> <ul style="list-style-type: none"> • Any vacancies are filled, using the board competency matrix • The Board becomes more professionally diversified, representing multiple skills and work experiences • Committees continue to move the work of the board forward • All Board members continue to be active participants in advancing the goals of the library through proper meeting preparation and active participation
Challenges for the new Board	<p>We suggest that these issues are major challenges for the new board to tackle as a priority...</p> <ul style="list-style-type: none"> • Adequate funding and ensuring a balanced budget • Marketing the library to increase its profile in the community • Leadership and succession planning (management and board) • Developing a process to seek and receive input from stakeholders
	<p>We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...</p> <ul style="list-style-type: none"> • Conviction that the public library is essential and integral to the life of our community • Financial expertise/business acumen/library or public service experience • Marketing expertise • Knowledge of governance responsibilities and strategic planning; time and energy to make the commitment • Dedication to attend meetings properly prepared, ability to challenge the status quo and participate in discussion
<p>Our wishes for the new Board's success!</p>	

* From "Leadership by Design – Networking with our Peers" (Ontario Library Boards Association – OLBA)

Federation of Ontario Public Libraries

c/o North York Central Library
 5120 Yonge Street
 Toronto, Ontario M2N 5N9
 E-mail: admin@fopli.ca



INVOICE

Invoice No.: 17516
 Date: Oct 02, 2018
 Ship Date:
 Page: 1
 Re Order No.:

Sold to:

Sault Ste. Marie Public Library
 Attn: Matthew Macdonald
 50 East Street
 Sault Ste. Marie, Ontario P6A 3C3

Ship to:

Sault Ste. Marie Public Library
 Attn: Matthew Macdonald
 50 East Street
 Sault Ste. Marie, Ontario P6A 3C3

Business No.: 8272 91279RP 0001

**Federation of Ontario Public Libraries 2019 Membership Fees
 for municipal population served category**

Description	Amount
50 001-100 000	3 000 00
<p>Comment:</p>	<p style="text-align: right;">Total Amount 3 000 00</p> <p style="text-align: right;">Amount Paid 0 00</p> <p style="text-align: right;">Amount Owing 3,000.00</p>

ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

Oct 1, 2018

Sault Ste. Marie Public Library
Matthew MacDonald - Acting CEO
50 East Street
Sault Ste. Marie, ON
P6A 3C3

Dear FOPL Member:

It is that time of year when we renew our commitment to FOPL as the voice for Ontario's public libraries.

Please renew your membership – not as a membership fee but as a collaborative investment in research and lobbying for your interests and those of your board and public libraries in Ontario. Attached is your invoice for 2019. We know we're delivering value for money and making a difference now and in the future. We need your voice on side! We need your trust and confidence so that we make a difference to the success of all public libraries and the province we care so deeply about.

This is another very important year indeed, for making progress on the modernization and funding of Ontario's public libraries and FOPL is there for you. Indeed the province's Public Library Funding Review is a great opportunity for our community to engage with our provincial funders. We need you there as members and participants! We are asking the provincial government to restore funding of Ontario's public libraries to 1996 levels and to end the 22-year funding freeze. Through a small investment in the province's Public Libraries Operating Grant (PLOG) – a \$17 million increase to annual provincial base funding shared across hundreds of Ontario's libraries – the government can ensure the long term security of public libraries, especially in smaller towns and rural communities. This investment represents less than a 2.3% increase for each of the 22 years that provincial base funding has been frozen – without adjusting for the impact of inflation. We are also asking this provincial government to accept and fund the recommendation of the First Nations Public Libraries Assessment. Lastly, we continue to support a funding recommendation for the creation of a province-wide Ontario Digital Public Library to create equity for all – rural, small town, indigenous, and northern communities.

This letter is to ask for your continued support and membership as an investment in the success of public libraries in Ontario. In the past years, as a member, you've seen the great strides we've made together. We have focused on the important issues identified by your board and fellow members to move public libraries forward in our province.

You can always find more details and news at FOPL.ca on our blog. Please add us to your RSS feeds. You can also follow us on Facebook or Twitter (@foplnews).

Here's a selective list of our recent accomplishments:

Priority One: Funding

1. We were successful in creating an \$80 million three year beachhead in the 2018 Provincial Budget (We received \$80 million in additional, sustainable (3 year) funding for public libraries. This includes a doubling of the PLOG and \$28 million for an Ontario Digital Public Library over three years and \$1 million annually for FN libraries. This is on hold but not fully dead. All traditional PLOG and connectivity and agency core funding has been unfrozen. There are openings for success in the coming new government's fiscal environment.

2. We have over 45 local government resolutions supporting an end to the 22 year provincial funding freeze. More resolutions are coming in after the municipal elections on Oct. 22, 2018. Most of these are in PC ridings. We can always use your assistance in seeking more resolutions from this powerful group.
3. A FOPL/OLA 2018/9 revised Provincial Budget "ASK" is in development and awaiting an opportune moment to release/present. Our approach at this moment is to build relationships with the new government and lay the foundation for a good relationship for 4 years.
4. Ontario Public Library Week/Month is ready to launch. We will be announcing the award finalists at OPLW and have invited the new Minister to do the announcements in her local riding in collaboration with OLA and join us at OLA Super Conference.
5. A 2018 Municipal Elections Kit (and school board elections) will be released the week of Sept 10th in collaboration with our partners.
6. During the month of Oct/Nov FOPL/OLA will have a constituency-based advocacy effort aimed at local MPPs and driven by local CEOs and Library Boards in collaboration.
7. A Provincial Election Toolkit (June 7) was distributed– Achieved in collaboration.
8. We attended and exhibited at AMO, ROMA, NOMA, OSUM, conference meetings (achieved). Libraries were very well-received by the mayors and CAO's at these municipal leadership meetings.
9. We held meetings held with the OMA, OHS, and other cultural/GLAM associations. We expect to have a heads-of-houses meeting at the OMA Conference in October to jointly plan collaboration on our culture sector funding activities.
10. A meeting was held with the leadership team at Ontario Trillium Foundation (OTF) to clarify public library OTF grant requirements and rules. More information to follow.
11. We lobbied for First Nation Public Libraries, Ontario Digital Libraries, Public Library Program Funding Review, Community Hubs, Middle Years, etc. These are now in the process of realignment. The Culture Strategy consultations are over now.
12. We continue to lobby for an ORION Broadband Pilot Initiative in Ontario. This government has promised \$100 million for broadband in rural areas and we support that and emphasize the role of libraries as community hubs and incubators.
13. We are still working on the concept of an Ontario Digital Public Library. There is interest with the new Minister as this affects most communities - rural, northern, and counties.
14. We did member surveys on PLA Regulation 976 and the provincial Tagline for OPLW etc. – Achieved.
15. We worked jointly with OLA and our government relations firm Counsel Public Affairs to realign our plans with the new government's priorities.
16. We were successful in supporting the CELA funding renewal along with CELA. We sent a letter of support for the 2018 budget and it was funded and safe in this 2017-8 provincial budget.
17. We were successful in getting the connectivity funding restored in partnership with others for 2018.
18. The Indigenous Libraries review by external consultants was released and FOPL was widely referenced.
19. We are attempting to get the ODPL Report by independent consultants released in 2018.

Priority Two: HR and Board Capacity

1. Library Board Legacy Year Planning – July-Sept. 2018 – DONE.
2. Leadership Summit planning for autumn 2018 – Postponed but still in development.
3. Our working groups are surveying the leadership planning and professional development needs of our members.
4. We held a meeting with the leadership teams at AMO and AMCTO and achieved their commitment to communicate the OLA/SOLS/OLS-North board transition materials to clerks and treasurers as well as to consider an article in the magazine and to provide a webinar to our members on the role of the CAO.

Priority Three: Information with Power

- We have invested in building a very large public library marketing effort for an Open Media Desk to use social media skills and channels to inform the Ontario resident as well as opinion and political leaders about our value and impact.
- Updated Peer Measurements & Statistics for Ontario Public Libraries 2018 (2016 data) – Achieved.
- Updated Peer Measurements & Statistics for Ontario Public Libraries 2018 (2017 data) – delivery in week of September 10, 2018 (Earliest ever!) These numbers form the basis of our proofs of the value and impact of Ontario's public libraries. We have completed many special custom statistical local peer reports – Just ask us for one for you.
- "Art in Your Wallet Book!" is at the designer and will be ready for distribution by October 1 as an e-book (no charge) or print book (at cost). This is a full scale book from FOPL Press about the value of your library cards! We also recommend that post-election councils and boards be gifted with this book and as a tool to leave behind in meetings and promote card ownership. Deborah Duce at Huntsville PL is leading this with one of her board members and it is great! We will have it published in time for the municipal elections.
- Our OpenMediaDesk contract was renewed through July 2019. We have great feedback from the learning cohorts and now must look at a movement forward and changing the structure to a more self-managed e-learning approach for sustainability. We have implemented many new cohorts of OMD training.
- We have a dashboard of all OMD libraries and can compare data. We are developing an LDRI – Library Digital Relevancy Index - to measure and compare and learn from success.
- Excitingly we have the majority of libraries covered as measured by population impact engaged already with room for more to participate (*Just ask – it's free with membership). We even added upgraded sessions for experts. For 2018-2019 and through the election we:
 - will launch a FOPL digital newsroom (pre-election focus) soon.
 - will publish an E-book as an activator piece to engage CEOs release date September
 - will offer three shareable 'Radio FOPL' podcasts > release dates Mon 17 Sept; Mon 01 October; Wed 17 October
 - Reddit go-live Fri 07 Sept (we already have Twitter & Facebook operational)
 - An Aggregator feed will go-live Fri 07 Sept which will be a repository of ~200 stories to continue through July 4, 2019
 - have done 3 OMD satisfaction surveys with the member libraries and have had huge success.
 - will create e-learning modules for the OpenMediaDesk training.
- We are ready to form a social media response to government funding activities throughout 2018! We can represent the value and impact and stories of Ontario's public libraries with strength.
- Our major 2015 public opinion poll about our public libraries with a wide sample of Ontarians that updates to inform our government about our critical role and impact in Ontario.
- Empowered the "One Voice for Ontario's Public Libraries" FOPL tagline and implemented the French and English reports on the website. These websites are relevant to these activities:
<http://www.ThinkAboutLibraries.ca> <http://www.optw.ca>
 "A Visit Will Get You Thinking." or/ou "Une visite: ça fait réfléchir."
- FOPL coordinated a full meeting of FOPL, OLA, SOLS, OLS-North, CULC, and CFLA to coordinate Canadian Library Month and Ontario Public Library Week.
- In partnership, we secured a booth at the AMO conference in Aug. 2018 through joint planning with SOLS and OLS-North, & OLA. We also partnered with ARUPLO for ROMA.
- FOPL was at the table in consultations with the provincial government on key issues to public libraries. We made submissions to the Premier's advisory council on Community Hubs and continue to participate in their discussions on public policy in this area. We were consulted and made submissions to the first Ontario Culture Strategy and look forward to displaying the role of public libraries in our provincial cultural fabric
- FOPL has participated in the Budget Consultations over the years and provided written commentary as well as advice.



We have undertaken sponsorships of every Indigenous library in the province. We have created a social media presence and now have formed a First Nation / Indigenous Working Group to advise and direct the process.

FOPL is focused on communicating the difference we make as library workers, leaders, and trustees for our communities and province and educating about the need for additional funding and support for public libraries to influence key decision makers.

In 2018/9 you can expect to see many more strategic initiatives on your behalf and an increase in **assertive communications** to, in a non-partisan way, position libraries well and educate about our vital role in Ontario's social, cultural and economic fabric.

We will continue to invest membership dollars and seek additional grants to do collaboratively what none of us can really do as well alone.

As always, our working practice is to share the load, collaborate closely, and not duplicate efforts with our key partners to ensure success. We collaborate strongly with SOLS, OLS-North, OLA, OPLA, OLBA, CULC, AMPLO, ARUPLO, CELUPL, etc. to ensure that we are all well-informed and working to joint purpose. We also work closely on educational initiatives through U of T, LearnHQ and EI.

We have met with like organizations, political leaders and civil servants and are expanding our reach into government and other partners. We are working cooperatively with other partner organizations by convening a meeting of our colleagues in the culture (GLAM) sector in October 2018. We will strive to speak with *one voice* and with power. We are too important to our communities to do otherwise.

It is clear that the more libraries we represent, the stronger our important voice will be with the key audiences who influence our success, funding, and role in society. **Please renew today.**

If your contact information has changed in the past years (For CEO name and e-mail, address and telephone, and your Board Chair), please send a note to admin@fopl.ca. We appreciate your help in keeping our mailing lists up-to-date.

Thank you for your support of FOPL over the years. If I can be helpful in any way, please don't hesitate to chat via e-mail or telephone. I hope to see you all at the FOPL Annual Business Meeting at OLA Super Conference!

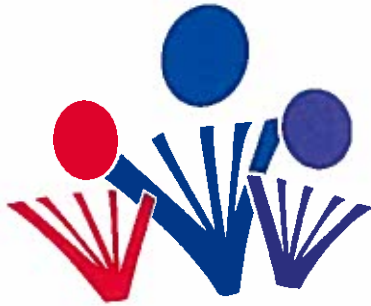
Sincerely,

Stephen

Stephen Abram, MLS
Executive Director, Federation of Ontario Public Libraries
sabram@fopl.ca
stephen.abram@gmail.com
Cel: 416-669-4855
FOPL: 416-395-0746

The Federation of Ontario Public Libraries is a non-profit with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.

La Fédération des bibliothèques publiques de l'Ontario est un organisme à but non-lucratif. Elle a comme mandat, de répondre aux besoins de toutes les bibliothèques, en concentrant leurs efforts dans la recherche, en marketing et en agissant comme plaidoyer.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 15.1-15.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES
SUBJECT: INFORMATION ITEMS
DATE: OCTOBER 15, 2018

15.1 AUTHOR PALALOOZA!

First Annual Book Festival, on Friday, October 19th will be an incredible event hosting over 25 local authors. We will have book sales and author readings with great reads available for holiday shoppers.

15.2 10TH ANNUAL TEDDY BEAR SLEEPOVER

Celebrating its tenth year, the annual Teddy Bear Sleepover will be held on Friday, November 9th and Saturday, November 10th. Each year children are encouraged to drop off their teddy bears and other stuffed toys at the Children's Desk for the night. They then reunite with them the following day for a special story time and see the adventures they had the night before in the library.

15.3 FESTIVAL OF TREES

The Library will once again have a submission in the annual Christmas Festival of Trees. This year's theme for the Library is Water Colour Christmas. Please look for the Library's tree at this year's event. The Festival of Trees will be held from Thursday, November 15th – Sunday, November 18th at the Machine Shop.

15.4 PAPER FESTIVAL

Join us on Friday, November 30th for the 3rd Annual paper Festival. The day will be filled with fun interactive crafts featuring paper. Make your way through the various craft stations.

15.5 THE BOY ON THE BICYCLE

The Library will be hosting a Signature Event on Friday, November 23rd after hours. The Boy on the Bicycle is a book about a 62 year old wrongful conviction. Both the author, Nate Hendley, and the subject of the book, Mr. Moffatt, will be at the event and available for autographs. Tickets are \$10.00 and books will be sold for \$25.00 each. There will be a cash bar.

15.6 STAFF DEVELOPMENT DAY

The Library will be closed on Monday, November 19th for a staff development day. There will be 5 guest speakers covering topics on mental health, physical health, language services and library processes.

Respectfully submitted,

Matthew MacDonald, Acting CEO/Director of Public Libraries