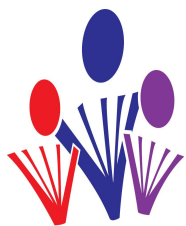


LIBRARY BOARD
Regular Meeting
Monday, October 19, 2020 – 4:30 P.M.
VIRTUAL – BOARD ROOM & VIA ZOOM
AGENDA



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 21, 2020 Regular Board Meeting Minutes
 - 4.2 Matters arising from the September 21, 2020 Regular Board Meeting Minutes
5. Consent Agenda
 - 5.1 Invoices Paid – September 2020
 - 5.2 Friends Report
 - 5.3 Correspondence
 - 5.3.1 In-coming: NONE
 - 5.3.2 Out-going: NONE
 - 5.4 Information Items
 - 5.4.1 Ontario Public Library Week
 - 5.4.2 CEO Vacation
 - 5.4.3 Staff Development Day
6. Items Removed from Consent
7. Financials
 - 7.1 Financial Committee Report (verbal)
 - 7.2 September 2020 Financial Reports
 - 7.3 Approval of Updated Audit
8. Library Operations
9. Facilities
 - 9.1 Facilities Committee Report
 - 9.2 Sump Pump Replacements
10. Volunteer and Donor Recognition
11. Library Closures
 - 11.1 Additional 2020 Holiday Closures
 - 11.2 2021 Closures
12. Board Committees
13. 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

14 Report of the Closed Session

15 New Business

16 Next Board Meeting November 24, 2020

17 Adjournment

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, September 21, 2020 – 4:30 P.M.
Virtual – BOARD ROOM & VIA ZOOM**



Board Members Present:

Ashlee Gerard
Wayne Greco
Elspeth Belair

Erin Ferlaino
Sara McCleary
Kevin Harrison

Jami Van Haaften
Luke Dufour

Library: Matthew MacDonald, Rosanne Chan

Media: David Helwig

Guest: Chris Pomeroy

Absent: Frances Ryan

1. Call to Order

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

1.1 Excused Absence

MOTION:

That Board Member F. Ryan be excused from the September 21, 2020 Board meeting:

Moved: E. Belair

Seconded: A. Gerard

CARRIED

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of September 21, 2020 meeting as amended:

Item 9 be included with item 8.

Items 10, 11, 12 and 13 be renumbered as 9, 12, 11 and 10.

Items under 10: Facilities be reordered as 10.1: Facilities Committee Report (Verbal) and 10.2: Sump Pump Replacements.

Items under 12: Financials be reordered as to 12.1 Financial Committee Report (Verbal), 12.2 2021 Operating Budget, 12.3 August 2020 Financial Reports and 12.4 Restricted Donations Bank Account.

Moved: A. Gerard

Seconded: L. Dufour

CARRIED

4. Approval of the Minutes

4.1 June 22, 2020 Regular Board Meeting Minutes

MOTION:

The Sault Ste. Marie Public Library Board approves the minutes of the June 22, 2020 meeting as presented:

Moved: E. Belair

Seconded: A. Gerard

CARRIED

4.2 Matters arising from the June 22, 2020 Minutes

No matters arising from the minutes

5. Consent Agenda

5.1 Invoices Paid

5.1.1 June 2020

5.1.2 July 2020

5.1.3 August 2020

5.2 Friends Report - NONE

5.3 Correspondence

5.3.1 In-coming: NONE

5.3.2 Out-going: NONE

5.4 Information Items

5.4.1 Friends of the Library

5.4.2 YCM Internship

5.4.3 Manager of Community Engagement Position

5.4.4 Francophone Grant

5.5 Statistics 2020 2nd Quarter

MOTION:

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the September 21, 2020 meeting as amended:

The Francophone Grant be removed from the consent agenda.

Moved: L. Dufour

Seconded: K. Harrison

CARRIED

6. Items Removed from Consent

5.4.4 Francophone Grant

M. MacDonald informed the Board that the Library received a grant from the Ministry of Francophone Affairs late 2019 and has an extended deadline date of October 31, 2020 due to the COVID-19 pandemic. To date, the Library has used the grant to purchase two bilingual multimedia children's computers, French books and French ebooks. The final portion of the grant is to update wayfinding to be bilingual at the James L. McIntyre Centennial Library. However, the grant will only cover a portion of the costs for a complete upgrade. Therefore, the wayfinding project will be done in phases as Management finds other funding opportunities to help pay for the remaining costs. Signs will be prioritized in the project.

W. Greco asked that the upgrade of wayfinding be trilingual with the indigenous language Ojibway added at the same time. A. Gerard advised that the Ojibway language added be representative of the dialect presently used in Northern Ontario communities. M. MacDonald advises that Ontario Library Services North (OLSN) may

have some translation already completed of the Ojibway language in Northern Ontario communities. K. Harrison advises that Nogdawindamin Family and Community Services may also have Ojibway signs that the Library can reference.

W. Greco asked that M. MacDonald and A. Gerard follow up with OLSN, the Indigenous Friendship Centre and Nogdawindamin Family and Community Services respectively and report back to the Board.

L. Dufour praised Management's efforts towards language diversity in the Centennial Library.

MOTION:

The Sault Ste. Marie Public Library Board moves that the upgrade of wayfinding in the Centennial Library be trilingual with the indigenous language Ojibway added at the same time.

Moved: A. Gerard

Seconded: E. Belair

CARRIED

E. Ferlaino enters the meeting at 4:46 p.m.

7. 2019 Audited Financial Statements

C. Pomeroy explained that the audit is essentially complete and is just pending Board approval. He highlighted the following from the financial statements:

- A large increase in the cash balance of about \$200,000 from a provincial grant received at the end of the year.
- A large increase in accounts receivable of about \$174,000 consisting of a City capital grant approved but not yet paid until January 2020, as well as, a cultural grant, HST rebate and increased prepaid expenses.
- A large increase in accounts payable of about \$280,000 for invoices at year-end most likely related to the opening of the North Branch.
- A slight increase in employee future benefits as per an actuarial review of post-employment benefits, and accrued vacation pay and sick leave benefits at year-end.
- An increase in tangible capital assets mainly related to the opening of the North Branch.
- Increase in total revenue of about \$460,000 resulting from a federal grant for the Archives project, increase in municipal grant from the City and capital reserve funds to upgrade computer servers and workstations at the Centennial Library.

- An increase in expenses due to rent paid to the Algoma District School Board.
- A note added regarding commitments with respect to a lease with Algoma District School Board for the North Branch.
- An annual surplus of \$251,500 from operations. An improvement from last year of \$34,884.
- Accumulated surplus to date of \$717,571, of which, about \$1.3 million reinvested in tangible capital assets, about \$702,000 in liabilities to be paid over time, and about \$85,000 from operating fund. The operating fund is in a surplus compared to a deficit in the prior year. Signifying a cash flow improvement in operations compared to the prior year.

L. Dufour as City councilor praised everyone's efforts in the recovery of the Library's finances. The Library has experienced hardship and difficulties over the past few years due to Board, Management and staff turnover. W. Greco on behalf of the Board thanked L. Dufour for his gracious comments.

MOTION:

The Sault Ste. Marie Public Library Board approves the Audited Financial Statements of the September 21, 2020 meeting as presented:

Moved: L. Dufour

Seconded: S. McCleary

CARRIED

Moved into Closed Session at 5:06 p.m.

8. Closed Session

MOTION:

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Advice that is subject to solicitor-client privilege, including communications necessary for that purposes; and 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, R. Chan, and C. Pomeroy.

Moved: E. Belair

Seconded: E. Ferlaino

CARRIED

C. Pomeroy exited the closed session at 5:28 p.m.

Returned to Open Session at 5:36 p.m.

9. Report of the Closed Session

No report of the Closed Session.

10. Facilities

10.1 Facilities Committee Report (Verbal)

L. Dufour reported that the Facilities Committee inspected areas of the Library where asbestos currently exist. L. Dufour advised that rather than asbestos removal and abatement, asbestos encapsulation is now possible, as the process has improved. Encapsulation would comparatively cost less and reduce the amount of time the Library would need to close facilities to complete the project. L. Dufour suggested using an environmental firm to complete the asbestos encapsulation.

10.2 Sump Pump Replacements

L. Dufour reported that the Facilities Committee reviewed the Request for Proposal (RFP) created by Nor Mech Engineering Inc. and the responses received from three companies to replace the sump pump. The company chosen however withdrew their proposal upon discovering they had bid incorrectly. A hole has since then been discovered in the foundation floor and Management has decided to have this repaired at the same time. M. MacDonald advised that the goal is to complete the project this year since operational funds are still available. Whereas, if the City reduces its municipal grant to the Library for the following year, funding may not be available or sufficient to complete the project. L. Dufour advised that Management could proceed separately with repairing the hole in the foundation floor. A. Gerard asked for a Facilities Committee meeting to ensure that the project moves forward.

11. Library Operations

11.1 Library Programming During COVID-19

M. MacDonald reported that since traditional in person Library programming is not possible due to COVID-19, the Library adapted and created programming for online delivery in order to maintain contact with patrons. Videos created and produced by staff are posted on the Library's YouTube channel. Such as, online story times and crafts for children, and tutorials on how to use online tools for adults. Staff is very busy with the online

programming and continue to look for ways to adapt normal programs to an online format.

11.2 Library Reopening

M. MacDonald reported that the introduction of curbside pick-up service over the summer was very popular and that the Library's online resources had gained popularity with the onset of the pandemic. Once permitted by government restrictions and public health guidelines, the Centennial Library reopened with reduced hours and limited services to the public. Management has further reopening plans where the Centennial Library will expand its hours and services, and the North Branch will reopen with a target date of October 5, 2020. This is subject to change depending on changes within the community and/or government orders. The Library is prepared to return to curbside service only should the pandemic worsen in the community.

W. Greco praised the Library for its successfully reopening, the continual provision of services to the community, and future plans to reopen the North Branch and extend hours and services. As noted, a number of other libraries in Ontario have not yet reopened.

L. Dufour exited the meeting at 5:50 p.m.

12. Financials

12.1 Financial Committee Report (Verbal)

K. Harrison reported that the Finance Committee reviewed the draft 2021 Operating Budget prepared by Management. There is an expected deficit of about \$80,000. A reasonable ask of a 1.5% increase in our municipal grant from the City was added to cover salary and wage increases under the collective agreement. This would lower the deficit to about \$38,000. To balance the budget, the committee asked M. MacDonald and R. Chan to find additional savings, and, in turn, present a balanced budget at the next Board meeting.

12.2 2021 Operating Budget

R. Chan advised that the draft 2021 Operating Budget was reworked and balanced with just a 1.5% increase in our request to City. Full-time and part-time salaries were reduced, as well as, the amount allocated to Books and Periodicals for the North Branch. The reduction of wages will not affect daily

operations. Circulation material at the North Branch will not be affected as the branch has barely opened to the public since its opening last fall.

MOTION:

The Sault Ste. Marie Public Library Board accepts the draft 2021 Operating Budget as presented. Further, that the Operating Budget be presented to City Council during its 2021 budget deliberations.

Moved: K. Harrison

Seconded: A. Gerard

CARRIED

12.3 August 2020 Financial Reports

At the time of the meeting, the financials were reconciled up until the end of August. R. Chan reported that the August 2020 Financials are all within normal expectation against budget amounts. Nothing significant is highlighted unless actual amounts are greater than 67% of the budgeted amounts.

W. Greco wishes to implement monthly Finance Committee meetings so less time is spent reviewing financial related issues at Board meetings.

MOTION:

The Sault Ste. Marie Public Library Board accepts the August 2020 Financial Reports as presented:

Moved: E. Belair

Seconded: K. Harrison

CARRIED

12.4 Restricted Donations Bank Account

R. Chan explained that restricted donations received by patrons should be deposited in a second bank account. This would ease tracking and accounting of the donations, and insure that the funds are available and spent on designated items and not in normal operations. As such, it is requested that the Board approves the opening of a second bank account at Royal Bank of Canada to hold funds received from donors for restricted donations.

MOTION:

The Sault Ste. Marie Public Library Board approves the opening of the second bank account at Royal Bank of Canada to hold funds for restricted donations.

Moved: E. Belair

Seconded: S. McCleary

CARRIED

13. Library's 125th Anniversary

M. MacDonald advised that the Library incorporated on August 31, 1896 and next year would mark the Library's 125th anniversary since incorporation. He believes that this is a milestone for the organization that is to be celebrated and shared with the community. No plans are presently in place to celebrate and create awareness of this occasion. M. MacDonald asked that a committee be struck to help plan any celebrations. Board members A. Gerard, W. Greco, E. Belair, S. McCleary, and E. Ferlaine volunteered to be a part of this committee.

14. New Business

W. Greco asked that the Orientation Manual for new board members be updated since the one existing is very old. A. Gerard advised that the Sault Area Hospital Foundation has a model that can be reference from. She suggested that a small task force or committee be created to update the manual. W. Greco asked that A. Gerard prepare a proposal for the next Board meeting.

15. Board Meeting

15.1 Next Meeting October 19, 2020 at 4:30 p.m.

16. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the September 21, 2020 meeting at 6:13 p.m.

Moved: A. Gerard

Seconded: E. Belair

CARRIED

Chairperson, Library Board

September 03/2020	\$9,675.05
September 10/2020	\$24,050.39
September 17/2020	\$3,052.84
September 24/2020	\$22,390.06
RBC Visa 9/29/2020	\$1,100.73
	\$60,269.07

Moved by: _____
 Seconded by: _____

That the cheques for the month of September 2020, which include wages and benefits and RBC Visa in the amount of \$60,269.07 be confirmed paid.

Carried/Denied

CHAIR - LIBRARY BOARD

2020 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 478.85	\$ 2,758.25		\$ 3,237.10
FEBRUARY	\$ 212.00	\$ 3,148.95	\$ 437.29	\$ 3,798.24
MARCH	\$ 68.75	\$ 1,370.85		\$ 1,439.60
1st Quarter Totals	\$ 759.60	\$ 7,278.05	\$ 437.29	\$ 8,474.94
APRIL				\$ -
MAY				
JUNE				\$ -
2nd Quarter Totals	\$ -	\$ -	\$ -	\$ -
JULY				\$ -
AUGUST		\$ 2.00		\$ 2.00
SEPTEMBER	\$ 55.00	\$ 823.15		\$ 878.15
3rd Quarter Totals	\$ 55.00	\$ 825.15	\$ -	\$ 880.15
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 814.60	\$ 8,103.20	\$ 437.29	\$ 9,355.09
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MARCH	\$ 759.60	\$ 7,278.05	\$ 8,474.94
2nd Quarter Totals	APR-JUNE	\$ -	\$ -	\$ -
3rd Quarter Totals	JULY-SEPT	\$ 55.00	\$ 825.15	\$ 880.15
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total				
Seedy Saturday	Feb.29/20		\$ 135.00	
Special Event Totals				
Rotary Sale				\$ -
Grand Total		\$ 9,355.09	\$ 135.00	\$ 9,490.09

Library closed March 17/20 due to CO-VID19

Friends Book Store opened to public
on Sept. 15/20



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.4

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO & SHARON WIGNEY, MANAGER OF PUBLIC SERVICES
SUBJECT: INFORMATION ITEMS
DATE: OCTOBER 19, 2020

5.4.1 ONTARIO PUBLIC LIBRARY WEEK (AND CANADIAN LIBRARY MONTH)

Due to COVID-19, the Library has had to adapt many of its normal Public Library Week events. The following is a list of activities that the Library is doing this year to celebrate Ontario Public Library Week.

- The Circulation Staff have done an Ontario Public Library Week display in the display case adjacent to the elevator.
- During the month of October (for Canadian Library Month) the Children's Department has a series of Take Away Craft Packages available for children or parents to choose from. They can choose which craft (complete with all of the required supplies) they would like to take home – they have proven to be quite popular and we have already run out of some of the craft packages. We are using up some of the extra crafts that staff had prepared for earlier programs.
- Reference Department also has a Take Away Craft package – Book Folding Art - people receive a book (from our unused donations) and the folding pattern directions.
- 3rd Annual Author Palooza is going online this year. We have interviews with local authors answering a series of questions about their writing process that have been filmed (either by themselves or by our staff). These videos will be featured on an Author Palooza Playlist on our YouTube channel (Sault Ste. Marie Public Library). During Ontario Public Library Week, we will be featuring a different author interview on our social media platforms, beginning on Monday, October 19th and continuing through the week. We have had such an overwhelming response from our local authors that we will continue to feature their videos periodically during the rest of the year as well.
- The draw for the First Nations Public Library Week online contest will be held towards the end of October and we have had already had a very good response so far with the online ballot submissions.



5.4.2 CEO VACATION

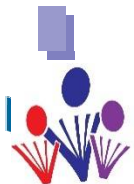
M. MacDonald will be on vacation from October 26, 2020 to November 6, 2020 inclusive. In his absence, C. Rumas, Manager of Digital Literacy, will be Acting Chief Executive Officer.

5.4.2 STAFF DEVELOPMENT DAY

The Library will be closed November 23, 2020 for its staff development day. Due to gathering restrictions, Management will be required to offer the training online. Staff will have the option to participate either at home or at their workstations in the Library.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer & Sharon Wigney, Manager of Public Services

**Sault Ste. Marie Public Library
FINANCE COMMITTEE
Thursday, October 15, 2020 – 4:30 P.M.
Centennial Library & Virtual**



Board Committee Members Present:

Wayne Greco
Elspeth Blair

Ashlee Gerard
Erin Furliano

Absent: Kevin Harrison

Library: Matthew MacDonald, Roseanne Chan

1. Call to Order

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

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

The committee approves the agenda as presented.

Moved: Elspeth Blair

Seconded: Ashlee Gerard

4. Approval of Minutes – Finance Committee

4.1. Finance Committee Meeting - September 11, 2020 Minutes

No approval required.

4.2. Matters Arising

Minutes will be required for the committee moving forward.

5. Updated Library Budget for 2021 Fiscal Year

The proposal for a 1.5% increase for the 2021 fiscal year was submitted to City Finance. City Finance replied with a recommendation that they would support a 1% increase for the 2021 Fiscal Year.

The committee discussed options for appeals and requests for the .5%. It is likely City Finance would not support any request to increase the recommendation.

R. Chan recommends preparing our presentation for City Council which would highlight appreciation for the 1%, working hard to work within the 1% to find savings, but still present the request for the additional .5% to cover inflation.

Committee Recommendation: Proceed with presentation to council as presented by R. Chan and supported by M. MacDonald.

Matthew and Roseanne to develop presentation that will be used at City Council for committee review by November 19, 2020.

6. Updated 2019 Audited Financial Statements

R. Chan reviewed highlighted areas of the audit where changes were made by KPMG. In summary, the lease is now recorded as a loan versus rent, in turn increasing capital assets. By capitalizing the lease, we have a better starting point for future planning.

KPMG has added a note about capital obligations.

KPMG will be asked to add a note regarding increase due to inflation.

Committee Recommendation: The finance committee recommends that the board the audited financial statements as amended.

MOTION:

Be it resolved that the Sault Ste. Marie Public Library Board approve the revised draft 2019 audited financial statements as presented/amended:

Further, be it resolved that the Sault Ste. Marie Public Library Board approve the additional amendments to be made to the financial statements as presented/amended:

Moved:

Seconded:

KPMG requires a signed letter from Library Management. A signature line was added for the Chair of the board.

Attachment B is a summary of changes prior to the latest update. Roseanne and Matthew will request for an updated attachment with additional amendments.

7. KPMG Audit of Canada Cultural Spaces Fund

In receipt of the funds to support the development of our archives, an audit engagement is required. KPMG has provided the engagement letter, requiring signature for the process to move forward.

Cost is estimated to be between \$2,500 - \$3 000.

M. MacDonald will proceed with the audit of this spending.

8. Financial Results as of September 30, 2020

Roseanne reviews the September financial statements, highlighting income from grants.

All salary savings came from positions being unfilled and part time hours that were not being used.

Matthew and Roseanne to confirm whether an employee's termination settlement came out of those savings.

Recommendation: The finance committee recommends that the board accept the September financial statements as presented.

Motion: The board accepts the financial results as of September 30, 2020.

9. Invoices Paid September 2020

M. MacDonald review the invoices paid for September, noting payroll invoices did not come in until the end of the month. We will see a larger expense in October.

Recommendation: The finance committee recommends the board accept the motion presented.

MOTION

Resolved that the cheques for the month of September 2020, which include wages and benefits and RBC Visa in the amount of \$60,269.07 be confirmed paid.

MOVED BY:

SECONDED BY:

10. Review of Finance Committee Terms of Reference

Deferred

ACTION Finance committee to review and provide feedback.

Item be transferred to the Policy Committee for by-law development. The board requires by-law/policy for standing committees. By-law language can be created and would be approved at the AGM.

11. Schedule of Meeting Dates for Finance Committee

Meeting dates have been provided to the committee. The committee will meet the Thursday before the board meeting moving forward.

12. New Business

None.

13. Adjournment

W. Greco adjourns the meeting at 5: 57 pm.

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,485,594.00)	(\$3,231,591.00)	77%
Fines	(4,088.39)	(\$20,500.00)	20%
Concessions			0%
Sales	(12,117.56)	(\$52,250.00)	23%
Donations	(15,827.54)	(\$43,331.00)	37%
Other income	(51,202.06)	(\$36,800.00)	139%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(2,568,829.55)</u>	<u>(\$3,384,472.00)</u>	<u>76%</u>
EXPENDITURES			
Salaries and benefits	1,528,090.11	\$2,521,920.00	61%
Future employee benefits			0%
Books and periodicals	112,335.53	\$203,881.00	55%
Utilities	55,039.62	\$94,000.00	59%
Office expenditures	88,694.27	\$134,200.00	66%
Operating expenditures	232,886.73	\$370,971.00	63%
Equipment purchases	38,446.31	\$59,500.00	65%
Depreciation			0%
Default			0%
	<u>2,055,492.57</u>	<u>\$3,384,472.00</u>	<u>61%</u>
(Surplus)/Deficit	(513,336.98)	\$0.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,485,594.00)	(\$3,231,591.00)	77%
Fines			
Concessions			
Sales	(8,197.90)	(\$31,500.00)	26%
Donations	(15,827.54)	(\$43,331.00)	37%
Other income	(48,158.98)	(\$28,000.00)	172%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,557,778.42)</u>	<u>(\$3,334,422.00)</u>	<u>77%</u>
EXPENDITURES			
Salaries and benefits	488,451.23	\$759,938.00	64%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	57,310.32	\$94,900.00	60%
Operating expenditures	1,584.51	\$18,777.00	8%
Equipment purchases	38,446.31	\$55,000.00	70%
Depreciation			
Default			
	<u>585,792.37</u>	<u>\$929,615.00</u>	<u>63%</u>
(Surplus)/Deficit	(1,971,986.05)	(\$2,404,807.00)	82%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(3,429.30)	(\$18,000.00)	19%
Concessions			
Sales	(3,482.77)	(\$18,900.00)	18%
Donations			
Other income	(2,187.72)	(\$6,000.00)	36%
Change in future employee benefits			
Surplus, prior year			
	<u>(9,099.79)</u>	<u>(\$42,900.00)</u>	<u>21%</u>
EXPENDITURES			
Salaries and benefits	865,430.79	\$1,474,091.00	59%
Future employee benefits			
Books and periodicals	83,619.78	\$134,550.00	62%
Utilities	55,039.62	\$94,000.00	59%
Office expenditures	30,376.41	\$36,600.00	83%
Operating expenditures	71,125.88	\$142,100.00	50%
Equipment purchases		\$2,500.00	0%
Depreciation			
Default			
	<u>1,105,592.48</u>	<u>\$1,883,841.00</u>	<u>59%</u>
(Surplus)/Deficit	1,096,492.69	\$1,840,941.00	60%

SSM LIBRARY
LIBRARY KORAH BRANCH
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures	123.69		0%
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	123.69	\$0.00	0%
(Surplus)/Deficit	123.69	\$0.00	0%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(659.09)	(\$2,500.00)	26%
Concessions			
Sales	(436.89)	(\$1,850.00)	24%
Donations			
Other income	(855.36)	(\$2,800.00)	31%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,951.34)</u>	<u>(\$7,150.00)</u>	<u>27%</u>
EXPENDITURES			
Salaries and benefits	174,208.09	\$287,891.00	61%
Future employee benefits			
Books and periodicals	28,715.75	\$68,331.00	42%
Utilities			
Office expenditures	883.85	\$2,700.00	33%
Operating expenditures	160,495.06	\$208,094.00	77%
Equipment purchases		\$2,000.00	0%
Depreciation			
Default			
	<u>364,302.75</u>	<u>\$569,016.00</u>	<u>64%</u>
(Surplus)/Deficit	362,351.41	\$561,866.00	64%

SSM LIBRARY
LIBRARY CONCESSION
For the Nine Months Ending Wednesday, September 30, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(318.72)	\$2,000.00	(16%)
Equipment purchases			
Depreciation			
Default			
	(318.72)	\$2,000.00	(16%)
(Surplus)/Deficit	(318.72)	\$2,000.00	(16%)



Sault Ste. Marie Public Library

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AGENDA ITEM: 7.3

TO: LIBRARY BOARD
FROM: ROSANNE CHAN, BUSINESS ADMINISTRATOR
SUBJECT: APPROVAL OF UPDATED AUDIT AND ADDITIONAL AMENDMENTS
DATE: OCTOBER 19, 2020

PURPOSE

To update the Board on revisions made to the draft 2019 Audited Financial Statements and additional amendments to be made.

REVISIONS TO 2019 AUDITED FINANCIAL STATEMENTS

C. Pomeroy from KPMG had presented draft 2019 audited financial statements with lease payments for the North Branch reported as rent expense, as well as, the net additional costs to build the archives. R. Chan inquired whether the net additional costs to build the archives should be amortized over the life of the lease rather than all expensed in the year.

Upon further review, C. Pomeroy revised the statements to present the North Branch lease as a capital lease. He reasoned that this presentation better reflects the long-term nature of the commitment on the lease since the Library will have the North Branch location for a minimum of 20 years.

The change in presentation resulted in the North Branch to be capitalized and a long-term loan equal to the lease payments reported on the Statement of Financial Position. In addition, interest expense related to the loan payments made and amortization of the North Branch reported on the Statement of Operations in lieu of rent expense. Overall, this resulted in the annual surplus increasing from \$251,500 to \$397,920 for the year.

The Finance Committee reviewed the changes made to the presentation of the draft 2019 audited financial statements. The Committee recommends to the Board that the revised draft 2019 audited financial statements be approved.

ADDITIONAL AMENDMENTS TO THE FINANCIAL STATEMENTS

Further to the above, R. Chan advised that additional amendments to the financial statements should be made.

Expense items on the financial statements such as Membership fees and public relations, Library supplies and postage, and Miscellaneous, the actual amounts reported were not comparable to budget amounts. Upon review of the grouping of individual accounts, R. Chan recommended that the groupings of individual accounts be updated by KPMG so the amounts are more comparable.

Note 6. Capital lease obligation added to the revised financial statements stated "The minimum monthly lease payments are ...". However, no clarification was added why the term "minimum" was used. Per the Library's lease agreement with the Algoma District School Board for the North Branch, there is an annual inflationary increase of not more than 2%. R. Chan recommended that KPMG add a sentence to the note to clarify the use of the term "minimum".

Attachment II: Summary of corrected misstatements provided by KPMG with its Management Representation letter included adjustments made prior to the revision of the draft 2019 audited financial statements. R. Chan recommended that the attachment be updated by KPMG before the audit is finalized as the document will be retained as part of the Library's books and records.

MOTION:

Be it resolved that the Sault Ste. Marie Public Library Board approve the revised draft 2019 audited financial statements as presented/amended:

Further, be it resolved that the Sault Ste. Marie Public Library Board approve the additional amendments to be made to the financial statements as presented/amended:

Moved:

Seconded:

CARRIED

Respectfully submitted,

Rosanne Chan, Business Administrator



Sault Ste. Marie Public Library

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AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: LIBRARY OPERATIONS
DATE: OCTOBER 19, 2020

PURPOSE

To update the Board on the expansion of the Library services.

EXPANSION OF SERVICES

The Library had planned to expand its services, including the North Branch, on October 5, 2020 but had to delay these plans. During the week leading up to the reopening the number of cases of COVID-19 in the province spiked and the day the Library was planning to send out a media release about the change in services, the government of Ontario announced an increase in health restrictions.

The Library is proceeding with caution and is preparing to reopen the North Branch sometime during the month of November. An official media release with details about the opening date and hours of operation will be released in the days leading up to the reopening.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Agenda Item: 9.1

FACILITY COMMITTEE MINUTES

Date of Meeting: October 13, 2020 12:00 pm - 1:00 pm SSMP Board Room

PRESENT: M. MacDonald, L. Dufour, A. Gerard, W. Greco, S. McLeary

REGRETS: K. Harrison

1. Meeting called to order 12:05 pm
2. L. Dufour was appointed to Chair of the Facilities Committee
3. The committee reviewed the bids for the Sump Pump replacement and waterproofing project in the lower lobby of the James L. McIntyre Centennial Library. Of the five bidders, Park Construction was the lowest bidder. The committee recommends that the Board adopt the following motion:

MOTION

Resolved that the Sault Ste. Marie Public Library Board award the contract for Sump Pump replacement and waterproofing to Park Construction for \$23,355.97.

MOVED BY:

SECONDED:

4. The committee had a discussion about when engineering services are required and when Library staff can proceed with construction projects independently. The committee recommended that the Policy Committee review 200-01 Purchasing and Procurement Policy.
5. The committee has requested that the CEO report semiannually the various construction projects that has happened at the Library.
6. The committee expressed concerns about the unclear structure of this and other Board committees. One of the tasks the committee will have to complete in the future is to create a terms of reference.
7. Meeting adjourned at 12:53 pm.



Sault Ste. Marie Public Library

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AGENDA ITEM: 9.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMP PUMP REPLACEMENTS
DATE: OCTOBER 19, 2020

PURPOSE

For the Board to approve the replacement of industrial sump pumps and waterproofing in the lower lobby mechanical room.

SUMP PUMP AND WATER PROOFING APPROVAL

As part of the ongoing attempts to address water issues at the James L. McIntyre Centennial Library, the Library had tendered a project through the engineering firm Nor Mech Engineering Inc. to replace two industrial sump pumps and complete waterproofing in one of the mechanical rooms.

As per 200-01 Purchasing and Procurement Policy, Board approval is required to approve awarding the contract. The Facilities committee has reviewed the project and bids. The committee recommends the contract be awarded to Parkland Construction.

MOTION

Resolved that the Sault Ste. Marie Public Library Board award the contract for Sump Pump replacement and waterproofing to Park Construction for \$23,355.97.

MOVED BY:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

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AGENDA ITEM: 10

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: VOLUNTEER AND DONOR RECOGNITION
DATE: OCTOBER 19, 2020

PURPOSE

For the Board to consider how to recognize its volunteers and donors in lieu of its annual volunteer reception.

VOLUNTEER AND DONOR RECOGNITION

Annually, proceeding immediately after either the Board's October or November meetings, the Board has hosted a volunteer reception for its volunteers and various sponsors and major donors. At the reception a generous meal is provided, speeches are made and certificates, gifts & prizes are given out. Due to COVID-19, the Board is unable to uphold this tradition in 2020.

Rather than these important groups go unrecognized for their contributions to the Library in 2020, it is recommended that the Board find some new way to demonstrate its appreciation.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

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AGENDA ITEM: 11.1-11.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: LIBRARY CLOSURES
DATE: OCTOBER 19, 2020

PURPOSE

For the Board to review the Library's holiday closures for the remainder of the year and set the Library's closures for 2021.

11.1 ADDITIONAL 2020 HOLIDAY CLOSURES

Management is recommending that the Board consider closing the Library to the public two additional days during the 2020 December holidays. The library would have a very limited opening these two days with the current reduced hours for the Library, in combination with the already reduced hours for both Christmas Eve and New Year's Eve. In addition, these are some of the least busy days for library operations.

Additional Closures:

Christmas Eve: Thursday, December 24
New Year's Eve: Thursday, December 31

MOTION

Resolved that the Sault Ste. Marie Public Library Board approve the additional Library closures for the year 2020 as presented.

MOVED:

SECONDED:

11.2 2021 CLOSURES

The following are the recommended Library closures for 2021 based on City closures and past practice.

New Year's Day:	Friday, January 1
Family Day:	Monday, February 15
Good Friday:	Friday, April 2
Easter:	Sunday, April 4
Easter Monday:	Monday, April 5
Victoria Day:	Monday, May 24
Canada Day:	Thursday, July 1
Sir William Hearst Day:	Monday, August 2
Labour Day:	Monday, September 6
Thanksgiving:	Monday, October 11
Remembrance Day:	Thursday, November 11
Staff Development Day:	Monday, November 22
Christmas:	Saturday, December 25
Boxing Day:	Sunday, December 26
Closed for Christmas:	Monday, December 27
Closed for Boxing Day:	Tuesday, December 28

Further, the Library will operate limited hours on the following days:

Christmas Eve:	Friday, December 24 (All locations close at 12 pm)
New Year's Eve:	Friday, December 31 (All locations close at 4:30pm)

MOTION

Resolved that the Sault Ste. Marie Public Library Board approve the Library closures for the year 2021 as presented.

MOVED:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD COMMITTEES
DATE: OCTOBER 19, 2020

PURPOSE

For the Board to review its standing committees and the expectations of those committees.

STANDING COMMITTEES

The Board has four standing committees, which include the following:

- Policy Committee
- Facilities Committee
- Finance Committee
- CEO Evaluation Committee

Currently the Board's by-laws has language only for Special Committees and no language for Standing Committees. Several of the committees are operating without a terms of reference and require a more firm framework. It is recommended that at the request of the Board the Policy Committee review the Board's by-laws and update them to include language for standing committees to be approved at the next Annual General Meeting.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer