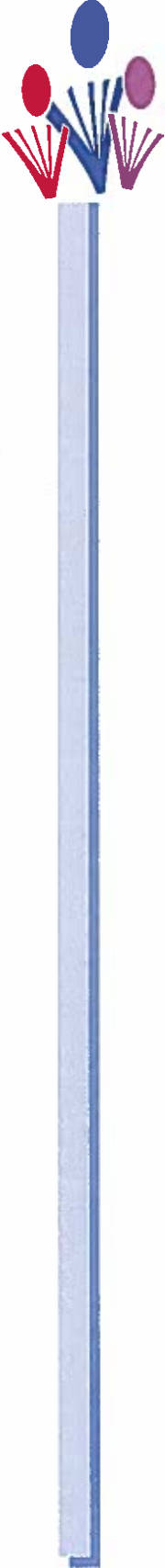


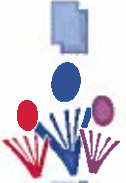
**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, March 18, 2019 – 4:30 P.M.**  
**James L. McIntyre Centennial Library – Board Room**  
**AGENDA**

- 
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 March 4, 2019 Regular Board Meeting Minutes
    - 4.2 Matters arising from the March 4, 2019 Regular Board Meeting Minutes
  5. Consent Agenda
    - 5.1 Invoices Paid February 2019
    - 5.2 Friends Report
    - 5.3 Correspondence
      - 5.3.1 In-coming: Petition from Holy Family School
      - 5.3.2 Out-going: Letter to accompany Annual Report
    - 5.4 Committee Reports
      - 5.4.1 Finance Committee Report
    - 5.5 Information Items
      - 5.5.1 2018 Audit
      - 5.5.2 2020 Budget Submission
      - 5.5.3 Disc Golf Kits
    - 5.6 Conference Reports
  6. Financial Reports
    - 6.1 February 2018
  7. Finance Committee Terms of Reference
  8. Facilities
    - 8.1 James L. McIntyre Centennial Library's AHUs
  9. New Business
  10. 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: A proposed or pending acquisition or disposition of land by the Board; 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 individuals be permitted to attend: M. MacDonald
  11. Report of the Closed Session
  12. Board Meetings
    - 12.1 Next Meeting April 15, 2019 at 4:30 pm

## 13 Adjournment

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday March 4, 2019 – 4:30 P.M.  
James L. McIntyre Centennial Library – Board Room**



**Board Members Present:**

Erin Ferlaino	Frances Ryan
Sara McCleary	Richard Wark
Steve Murray	Wayne Greco
Elsbeth Belair	

**Library:** Matthew MacDonald, Chris Rumas, Sharon Wigney

**Media:** N/A

**Guests:** D. Brown

**Regrets:** Luke Dufour, Kevin Harrison

---

**1. Call to Order**

E. Belair called meeting to order at 5:16 p.m.

**1.1 Excused Absence**

**MOTION:**

That Board Members L. Dufour and K. Harrison be excused from the March 4, 2019 Board meeting:

Moved: W. Greco

Seconded: S. McCleary

**CARRIED**

L. Dufour joined the meeting at 7:20 pm.

**2. Declaration of Conflict of Interest**

NONE

### 3. Approval of Agenda

W. Greco explained that 13.2 be struck from the agenda, as meetings must be held every third Monday of the month according to Board bylaws. The Policy Committee will meet to review the bylaw before the next Board meeting and report back to the Board.

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the agenda of the March 4, 2019 meeting as amended:

Item 4.2 be moved to 4.3. Items under 13 be changed from 12.1 and 12.2 to 13.1 and 13.2.

Item 13.2 Motion be struck from the agenda and be replaced with New Business.

Moved: W. Greco

Seconded: E. Ferlaino

**CARRIED**

### 4. Approval of the Minutes

#### 4.1 January 21, 2019 Regular Board Meeting Minutes

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the minutes of the January 21, 2019 meeting as amended:

The first paragraph in 6.2 be moved to 6.1.

2.5 should read "Motion to close elections"

Moved: F. Ryan

Seconded: R. Wark

**CARRIED**

#### 4.2 Matters arising from the January 21, 2019 Minutes

NONE

#### 4.3 February 11, 2019 Special Board Meeting Minutes

#### **MOTION**

The Sault Ste. Marie Public Library Board approves the minutes of the February 11, 2019 special Board meeting as presented.

Moved: R. Wark

Seconded: S. Murray

**CARRIED**

**4.4 Matters arising from the February 11, 2019 Minutes**

NONE

**5. Consent Agenda**

**5.1 Invoices Paid January 2019**

**5.2 Friends Report**

**5.3 4<sup>th</sup> Quarter Report**

**5.4 Correspondence**

**5.4.1 Letter from Mayor Provenzano**

**5.5 Committee Reports**

No Committee Reports

**5.6 Information Items**

**5.6.1 Think Hubs**

**5.6.2 Canadian Legion Archives**

The Library is not trying to step in and take the collection from the Legion Archives, but is interested in any materials that will not have a home in the future.

Regardless, having the archives could be beneficial if their housing at the SSMPL was included in applications for future federal grants.

**5.6.3 DGTL Grant**

**MOTION**

The Sault Ste. Marie Public Library Board approves the *consent agenda* of the March 4, 2019 meeting as presented.

Moved: W. Greco

Seconded: E. Ferlaino

**CARRIED**

**6. Financial Reports**

**6.1 December 2018**

M. MacDonald said the 2018 budget seems balanced. The Library will receive an exact number after auditors come in and make any necessary adjustments. Grants were at 98% because the remaining 2% of funds were mistakenly added to the wrong budget line.

While the Korah Branch was \$100,000 over budget, M. MacDonald explained the Library underestimated how much part-time staff would

be required this year, and there was a big payout for a recent retirement that included 7 weeks of vacation pay.

M. MacDonald added that all accounting is done externally through the city accounting department, as it is a cheaper alternative to hiring an onsite bookkeeper.

**MOTION**

The Sault Ste. Marie Public Library Board accepts the financial reports ending December 31, 2018.

Moved: S. Murray

Seconded: E. Ferlaino

**CARRIED**

**6.2 January 2019**

M. MacDonald explained the January budget has not gone through yet, so there is no final number.

**MOTION**

The Sault Ste. Marie Public Library Board accepts the financial reports ending January 30, 2019.

Moved: S. Murray

Seconded: W. Greco

**CARRIED**

**7. Board Contact Information**

**MOTION**

Resolved that the Director investigate if city IT will provide an email address for Board use.

Moved: F. Ryan

Seconded: S. McCleary

**CARRIED**

**8. North Branch**

The keys to the North Branch will be handed over by mid-March. The Library will then remove stored inventory from the Soo Van Storage and catalog available furniture. For all other furniture and interior design, the Library will be posting a Request for Proposal (RFP). There is no designated opening date for the North Branch yet, as it is the Board's decision.

**9. Korah Branch**

Discussion deferred to Closed Session.

**10. Strategic Planning**

M. MacDonald explained that due to current circumstances, drafting a full strategic plan would not be the most efficient use of staff resources given the

importance of other projects. R. Wark mentioned that the strategic plan should be deferred until the Korah Branch is taken care of, but needs to be developed before the next budget meeting in the fall.

**MOTION**

The Sault Ste. Marie Public Library Board defer the strategic planning process until October 2019.

Moved: W. Greco

Seconded: R. Wark

**CARRIED**

**11. 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: Personal matters about an identifiable individual. Be it further resolved that the following person(s) be permitted to attend: M. MacDonald

Moved: W. Greco

Seconded: E. Ferlaino

**CARRIED**

**12. Report of the CLOSED SESSION**

The Sault Ste. Marie Public Library Board received the report of the Closed Session of the March 4, 2019 meeting.

**MOTION**

The following motions be moved from closed to open:

**MOTION**

Resolved that the CEO/Director of Public Libraries explore and report on service options for the Korah location.

Moved: W. Greco

Seconded: F. Ryan

**CARRIED**

**MOTION**

Resolved that the March 4, 2019 meeting be extended.

Moved: S. Murray

Seconded: L. Dufour

**CARRIED**

Moved: L. Dufour

Seconded: E. Ferlaino

**CARRIED**

**13. New Business**

**13.1 Policy Committee Meeting**

There will be a Policy Committee meeting on March 14<sup>th</sup> at 1:00 p.m. in the boardroom where committee members will review the Board bylaws about changing Board meeting times.

W. Greco mentioned there was a motion passed in June that's in direct violation of bylaw for an annual chair/vice chair election that also requires review.

### **13.2 Duration of Meetings**

E. Ferlaino expressed that the Board needs to implement motions for time limits on Board meetings. W. Greco confirmed there is a bylaw in place that Board meetings should be no longer than 2 hours. It was suggested that Board members review minutes beforehand in order to limit discussion to pressing matters.

## **14. Adjournment**

### **MOTION**

The Sault Ste. Marie Public Library Board move to adjourn the March 4, 2019 meeting at 7:36 p.m.

Moved: E. Belair

**CARRIED**

Next meeting is on March 18, 2019 at 4:30 p.m.

---

Chairperson, Library Board



<b>Week-ending</b>	<b>Amount</b>
February 9, 2019	88,448.57
February 16, 2019	3,941.43
February 20, 2019	1,132.21
February 23, 2019	0.00
	<b>93,522.21</b>

Moved by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_

That the cheques for the month of February 2019, which include wages and benefits in the amount of **\$93,522.21** be confirmed paid.

Carried/Denied

\_\_\_\_\_  
 CHAIR - LIBRARY BOARD

\_\_\_\_\_  
 SECRETARY-TREASURER - LIBRARY BOARD

## 2019 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 153.25	\$ 2,285.90		\$ 2,439.15
FEBRUARY	\$ 137.50	\$ 1,863.39		\$ 2,000.89
MARCH				\$ -
<b>1st Quarter Totals</b>	\$ 290.75	\$ 4,149.29		\$ 4,440.04
APRIL				\$ -
MAY				\$ -
JUNE				\$ -
<b>2nd Quarter Totals</b>	\$ -	\$ -		\$ -
JULY				\$ -
AUGUST				\$ -
SEPTEMBER				\$ -
<b>3rd Quarter Totals</b>	\$ -	\$ -		\$ -
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
<b>4th Quarter Totals</b>	\$ -	\$ -		\$ -
<b>TOTALS Year To Date</b>	\$ 290.75	\$ 4,149.29	\$ -	\$ 4,440.04
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
<b>1st Quarter Totals</b>	jan-march			\$ -
<b>2nd Quarter Totals</b>	april-may			\$ -
<b>3rd Quarter Totals</b>	July-Sept	\$ -	\$ -	\$ -
<b>4th Quarter Totals</b>	Oct-Dec	\$ -	\$ -	\$ -
<b>Totals</b>		\$ -	\$ -	\$ -
<b>Special Event Totals</b>				
<b>Rotary Sale</b>				\$ -
<b>Grand Total</b>		\$ 4,440.04	\$ -	\$ 4,440.04



# Sault Ste. Marie Public Library

March 07, 2019

We are pleased to share the 2018 Annual Report of the Sault Ste. Marie Public Library.

The 2018 Annual Report is a true reflection of our mission: ***“One stop...endless possibilities”***. We are very proud of the programs, services and opportunities provided to our community by the dedicated staff and volunteers of the Library. We value our community partners and sponsors and appreciate the support.

Enjoy!



Matthew MacDonalld  
(Acting) CEO/Director of Public Libraries



Elspeth Belair  
Chair – Sault Ste. Marie Public Library Board

**Sault Ste. Marie Public Library  
Finance Committee  
REGULAR MEETING  
Thursday, March 14, 2019 - 2:00 PM  
Centennial Library - Board Room**

Committee Members Present:

E. Belair      S. Murray      R. Wark

Library:      M. MacDonald

**1. Called to Order**

Meeting called to order at 2:23 PM.

**2. Approval of Agenda**

**MOTION:**

The Sault Ste. Marie Public Library Finance Committee approve the agenda of the March 14, 2019, meeting as presented.

Moved: R. Wark

Seconded: E. Belair

CARRIED

**3. Election of Chair**

Moved by R. Wark, seconded by E. Belair that S. Murray be nominated for the position of Finance Committee Chairperson. As the majority of Committee members selected him, S. Murray was selected as Chairperson. CARRIED.

**4. Terms of Reference**

**MOTION:**

That the Sault Ste. Marie Public Library Finance Committee accept the Terms of Reference as present them and recommend them to the Sault Ste. Marie Public Library Board for approval.

Moved: R. Wark

Seconded" E. Belair

CARRIED

**5. Review of 2018 Financial Results**

R. Wark asked about spending at the Korah Branch and noted that the Korah Branch's salary and benefits expenses were \$118,000 over budget.

Noted by M. MacDonald that this was offset in savings to the budget in Administration of \$90,000 and Centennial Branch of \$26,000 salaries and benefits. It was also noted that a full-time position at Korah was left open and subsequently changed before being filled as it was deemed that two employees at that position were not needed. The Administration salary savings were due to various sick leaves.

Discussion was held over tracking budget changes and changes in expense allocation relative to budget. Any budget changes must be submitted to and entered into the accounting system by the City Accounting department.

The Finance Committee recommended to management that any changes to the budget over \$10,000 be logged with appropriate backup for the changes.

## **6. Other Business**

Discussion was held over staffing at Korah Branch. M. MacDonald noted that there is a Clerk and Page at all times. There can be a third person working if there is programming occurring. At least two people are required at all times to cover for breaks, etc.

As part of the discussion about the staffing, it was noted that the Korah Branch's schedule is tied to the operating hours of the Seniors' Centre. It was also noted that a meeting with Tom Vair, Deputy CAO, Community Development & Enterprise Services, is still pending. The desire is to hold the meeting at the Korah Branch to discuss options for the branch.

Discussion was held over planned staffing at North Branch. The plan is to have three full-time staff, including one staff member transferred from Centennial Branch. There will be two clerks/technicians (staff level to be determined). Part-time staff will also be part of the staffing complement.

## **7. Next Meeting**

The next meeting of the Finance Committee will be held on April 25, 2019, at 2:00 PM at the Centennial Library.

## **8. Adjournment**

S. Murray declared the meeting adjourned at 3:51 PM.



# Sault Ste. Marie Public Library

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

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**AGENDA ITEM: 5.5**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** MARCH 18, 2019

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## **5.5.1 2018 AUDIT**

The Library's 2018 financial audit began on Thursday March 14, 2019. The company engaged to conduct the audit is KPMG. Report on the audit will be presented at a future Board Meeting.

## **5.5.2 2020 BUDGET SUBMISSION**

M. MacDonald, has received notice from City Finance that City Council has approved Library funding in the amount of \$2,745,080 for 2019. The Library's preliminary 2020 Budget Requisition is due by September 3, 2019 and is to be presented to Council in early November 2019.

## **5.5.3 DISC GOLF ADDED TO COLLECTION**

The Library has received a donation of Disc Golf Sets from City's Community Development and Enterprise Services. Checkout limit will be 3 kits per person for a period of 14 days with a renewal limit of 2. Overdue fines will be \$1 per day to a maximum of \$10 per transaction. This is the second Athletic Equipment collection the Library will circulate. The first was walking poles donated by Algoma Public Health.

Respectfully submitted,

Matthew MacDonald, Acting CEO/Director of Public Libraries

# **OLA Super Conference, 25th Anniversary**

## **Powered by the People**

**By Wayne Greco**

**Thursday, January 31, & Friday, February 1 2019**

**1 Keynote: Robyn Doolittle Topic: Investigative Journalism**

'Unfounded' 1 out of every 5 sexual assault allegations reported to police were being dismissed as baseless or false allegations. Doolittle's series in the Globe and Mail prompted a national overhaul of sexual assault policies and practices.

**2 A Guide to Self Care in the Workplace**

Warning signs of burnout, and the importance of self awareness, boundaries and professional empathy.

**3 Planned and Legacy Giving** Reasons for and ways to set up and administer planned giving and legacy funding. Niagara Community Foundation.

**4 FOPL AGM** Budget, Presidents Report and Elections

**5 Public Library Awards Gala**

**6 Poster Sessions**

**7 Active Learning in the School and University classroom.** Demonstration and discussion of active learning techniques.

**8 Chelsea Klukas, Facebook.** Wearable technology, maker fairs and young people shaping their identity through technology.

**9 The Debaters, Live.** CBC

**10 Super EXPO**

Super Conference 2019  
Arrived Toronto 1:30

February 1, 2019  
Attended  
2:00 pm. Reading Beyond Dementia

Libraries are becoming increasingly Dementia friendly:  
Integrating the Community  
Strategies

"Dementia Friendly Libraries 2019"

2:50 pm. EXPO EXHIBITOR DIRECTORY

Books Periodicals & Documents  
181 Exhibit Stations

3:00 pm. KEYNOTE  
"The Debaters Live"  
Play on words of our national anthem  
"God Keep Our Land"

February 2, 2019  
Attended  
8:30 am OLBA ANNUAL General Meeting

Sessions

9:00 am. 1) BEING A PRODUCTIVE BOARD MEMBER  
Meeting :  
Efficiency - Identity - Achievement  
Working together  
2) Role of Board Chair  
Approval - Empathy - Time Limit  
Discipline - Issues of Topic  
"Discussion on Point "  
3) Building a Board That Reflects Your Community  
Diversity Needs - Enhanced Recruitment  
"If you are always trying to be normal you will never know  
what NORMAL is "  
4) Economic Impact Studies for Library Advocacy  
Background  
Economic Impacts - Direct Benefits - Indirect Benefits  
ie: Toronto Library Board



**\$1.00 Invested = \$5.63 return**

**Left Conference 12:15  
Toronto airport. 12:45**

**Elsbeth Belair  
Chair**

**SSM LIBRARY**  
**Summary of All Units**  
**For the Two Months Ending Thursday, February 28,**  
**2019**

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$652,535.25)		0%
Fines	(3,568.19)		0%
Concessions			0%
Sales	(8,331.92)		0%
Donations	(9,575.84)		0%
Other income	(12,519.24)		0%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(686,530.44)</u>	<u>\$0.00</u>	<u>0%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	363,654.40		0%
Future employee benefits			0%
Books and periodicals	24,836.72		0%
Utilities	7,552.58		0%
Office expenditures	8,760.88		0%
Operating expenditures	15,442.92		0%
Equipment purchases	1,076.62		0%
Depreciation			0%
Default			0%
	<u>421,324.12</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(265,206.32)	\$0.00	0%

**SSM LIBRARY**  
**LIBRARY MAIN BRANCH**  
For the Two Months Ending Thursday, February 28,  
2019

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(3,568.19)		0%
Concessions			
Sales	(3,796.62)		0%
Donations			
Other income	(989.08)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(8,353.89)</u>	<u>\$0.00</u>	<u>0%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	225,491.20		0%
Future employee benefits			
Books and periodicals	25,828.19		0%
Utilities	7,552.58		0%
Office expenditures	1,459.19		0%
Operating expenditures	13,753.33		0%
Equipment purchases	1,076.62		0%
Depreciation			
Default			
	<u>275,161.11</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	266,807.22	\$0.00	0%

**SSM LIBRARY  
LIBRARY KORAH BRANCH**  
For the Two Months Ending Thursday, February 28,  
2019

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		<b>\$0.00</b>	<b>0%</b>
<b>EXPENDITURES</b>			
Salaries and benefits	39,739.97		0%
Future employee benefits			
Books and periodicals	222.53		0%
Utilities			
Office expenditures			
Operating expenditures	853.98		0%
Equipment purchases			
Depreciation			
Default			
	<b>40,816.48</b>	<b>\$0.00</b>	<b>0%</b>
<b>(Surplus)/Deficit</b>	<b>40,816.48</b>	<b>\$0.00</b>	<b>0%</b>

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Thursday, February 28,  
2019

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions			
Sales			
Donations	(8,962.14)		0%
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(8,962.14)</u>	<u>\$0.00</u>	<u>0%</u>
<b>EXPENDITURES</b>			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
		<u>\$0.00</u>	<u>0%</u>
<b>(Surplus)/Deficit</b>	(8,962.14)	\$0.00	0%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Two Months Ending Thursday, February 28,  
2019

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
<b>EXPENDITURES</b>			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(417.65)		0%
Equipment purchases			
Depreciation			
Default			
	(417.65)	\$0.00	0%
(Surplus)/Deficit	(417.65)	\$0.00	0%

**Sault Ste. Marie Public Library  
Finance Committee Terms of Reference  
March 14, 2019**

**Membership**

The Finance Committee shall be comprised of three or five voting members. The Library Board Chairperson shall serve as an ex-officio member of the Finance Committee per Sault Ste. Marie Public Library Board By-law 10.1.4.

**Committee Officials**

Per Part Eight of the By-laws, the Finance Committee must select a Chairperson from among its members at its first meeting.

**Meetings**

The Finance Committee shall meet no less than three times per year. Additional meetings may be authorized by the Chair at the request of Committee members, the Board, the CEO/Director of Public Libraries or the Library's auditor.

**Functions of the Finance Committee**

1. External Audit
  - Review control and reporting issues identified in the prior year's audit and review management's steps to address said issues.
  - Review the external auditor's Audit Findings Report and Management Letter for identified weaknesses.
  - Perform follow-up inquiries related to the Audit Findings Report and Management Letter
  - Assess that there is appropriate communication and assistance between the external auditor and staff
  - Evaluate performance of the external auditor upon completion of the financial statement audit.
2. Financial Reporting
  - Review accounting and reporting practices and issues, complex or unusual transactions, and material accounting estimates.
  - Review management's periodic financial reports, including budget variances.
  - Review any financial correspondence or similar from funding agencies and regulators.
3. Internal Controls
  - Review effectiveness of internal controls.
  - Review any internal controls findings and recommendations and staff's responses to those recommendations.
  - Discuss with Library management any significant financial risks and the steps taken to monitor and manage these risks.

**4. Budgeting**

- Review the timetable and methodology for the preparation of the Library budget and budget submission to City Council.

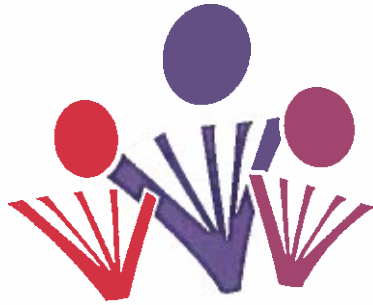
**5. Any other matters referred to it by the Board.**

**Reporting**

The Chair of the Finance Committee shall prepare a written or verbal report to the Board of Directors of activities taken at the most recent meeting.

DRAFT





# Sault Ste. Marie Public Library

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

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**AGENDA ITEM: 8.1**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES  
**SUBJECT:** JAMES L. MCINTYRE CENTENNIAL LIBRARY'S AHUS  
**DATE:** MARCH 18, 2019

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## **PURPOSE OF REPORT**

To inform the Board of a significant Capital Project happening at the James L. McIntyre Centennial Library in 2019.

## **PROVIDED**

- NorMech Engineering Report October 31, 2018

## **CONDITION OF AHUS**

AHU 2, located in the rooftop penthouse, and AHU 3, located in the lower lobby subbasement, are original vintage and have exceeded their life expectancies and need immediate replacement. AHU 1, located in the Mechanical Room, has seen upgrades in past years, which has extended its life expectancy. AHU 1 will need to be replaced in the future but is a lower priority.

## **CITY ASSET MANAGEMENT PROJECT**

The City Asset Management Committee had recommended to City Council that \$250,000 from the Asset Management Capital Reserve be allocated to the James L. McIntyre Centennial Library's AHU replacement project. City Council approved the allocation.

Tim Gowans, Manager of Purchasing for the City, in consultation with M. MacDonald, is leading the project. A Request for Proposal (RFP) for engineering services was released March 13,

2019. Proposals will be accepted until April 2, 2019 with completion of installation and commissioning of equipment by end of September – mid October 2019.

M. MacDonald will be providing documents and tour of the facility to interested bidders. Impact on operations during the replacement is unknown at this time.

Respectfully submitted,

Matthew MacDonald, Acting CEO/Director of Public Libraries

# NOR MECH ENGINEERING INC.

Mechanical & Electrical Consulting Engineering

1141 Old Garden River Road, Sault Ste. Marie, Ontario, P6A 6J8

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Date: October 31, 2018

Page 1 of: 3

To: S.S.M. Public Library.

Attention: Matthew MacDonald, Acting CEO

Re: SSM Public Library - HVAC Equipment Study.

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## ENGINEERING STUDY REPORT:

Matthew,

Following our site investigation earlier this month, as well as based upon our examination & study of the existing building construction drawings, we were able to ascertain and make sense of the numerous ductwork runs, branching off in multiple directions to both floor levels.

The main air handling unit (AHU-1) for the Library is located down in the Boiler Room. It is assisted by a small return air fan system that serves the Lower Level of the Library, as well as a very large set of dual return air fans located up within the small Mechanical Penthouse. There are three air handling units serving the Library, and all are provided heat via a gas-fired high efficiency boiler system, and cooling is provided via a Chilled Water Cooling Tower system.

There is also a main sanitary exhaust fan system, and another smaller AHU-2 that is also located up within this same small Mechanical Penthouse. Between this equipment, and the sheer quantity of ductwork and piping within this Penthouse, there is very little room for anything else. The biggest problem is access.

The Penthouse is only accessible from a ships ladder from a small Utility Room below, with only an available 'open' floor opening clearance of approximately 3'-0" x 2'-0". In addition, you would need to get past the limited doorway opening (approximately 34" wide) to a Utility Room, of which this Penthouse ships ladder is located. This makes bringing any large replacement equipment up to the Penthouse virtually impossible. Also, all four walls (from floor to ceiling) in the Penthouse are completely filled with ductwork, equipment, and piping.

The Penthouse AHU-2 is of original vintage, and is beyond its service life, and will need replacement soon. The problem is that it is basically impossible to replace this unit, without temporarily removing ductwork up at the ceiling level, peeling back the Penthouse roof, in order to lift out this old AHU-2, and lower in a new replacement Unit down through the roof opening.

Reviewing your Assessment Management Report, these necessary additional costs are not included, and only a modest equipment replacement cost of \$15,000 has been allotted. In reality, the cost to replace this existing AHU-2 will be significantly more than what has been allocated.

The very large centrifugal inline dual Return Air fans, that basically serve the majority of the Library, are located on the north wall of this Penthouse. These Return Air Fans are of original vintage, and they are beyond their service life, and will need replacement soon. In fact, they have already started to show problems and it is raising some red flags with Service Maintenance contractors. Replacement of these exhaust fans is also physically not possible through the available floor opening of the ships ladder, and therefore, would also require temporary removal of the Penthouse roof or wall, in order facilitate the replacement of these fans. It would only

make logical sense to replace these two Return Air fans, and the AHU-2 at the same time, due to the additional capital costs that will be required in order to accommodate this replacement work within this confined small Penthouse.

Reviewing your Assessment Management Report, only \$6,500 has been allotted to replace both these Return Air fans. It should be noted that just the straight up replacement cost of the equipment alone is \$18,000, without any additional costs labour or installation costs. Therefore the budget allotment is significantly insufficient, especially when taking into consideration all the other logistics & costs to provide access to accommodate this replacement work.

As mentioned, it is our recommendation that the Owner replace the two Return Air Fans and the AHU-2 at the same time. The true budget cost to supply & install all labour & material, and additional capital costs to accommodate this replacement work, for the replacement of the Penthouse Return Air fans (2-only), and the one AHU-2, is estimated to be as follows:

Disconnect & remove old penthouse return air fans	=	\$ 4,000
Disconnect & remove old AHU-2, including chill water & HW piping	=	\$ 6,000
Provide two replacement 12,500 CFM centrifugal inline, 30" dia Fans	=	\$ 40,000
Provide new replacement 5,000 CFM AHU-2, c/w all piping & electrical reconnections	=	\$ 25,000
temporarily remove and re-install ductwork at underside of ceiling in order to remove roof	=	\$ 10,000
temporarily remove section of roof, and then re-install new roof	=	\$ 20,000
crane rental / hoisting	=	\$ 4,000
BMS control / pneumatic tubing work	=	\$ 5,000
Miscellaneous plumbing & electrical disconnection & relocation work	=	\$ 8,000
Electrical Permit / Building Permit (estimate)	=	\$ 5,000
	Subtotal	= \$117,000
Contractor Bonding / Insurance costs	=	\$ 4,000
Contractor - Overhead & Profit	=	\$ 10,000
	(True) Total Cost Estimate	= \$131,000

There is also another small air handling unit (AHU-3) which only serves the main entrance lobby. It is located in a Utility Room on Level 1. This unit is also beyond its service life, and will need replacement soon. In addition, this 2,000 CFM unit does not have proper return air provisions, and this should be rectified when this older unit is replaced. Currently the return air enters the Utility Room through a door grille, and migrates over to an open RA plenum on the air handling unit. The problem is that the building's sanitary sewer lift station is also located within this room, and therefore, by Code, this room should not be used as a return air plenum. If this unit is to remain within this room, the return air should be ducted over to the unit intake. This will require the installation of a structural lintel and creating an RA opening through an existing +- 8" thick poured concrete wall. Access logistics to replace this unit will not be an issue, as we have confirmed that we are able to source a replacement unit that will fit through the existing Utility Room doorway.

Reviewing your Assessment Management Report, only \$20,000 has been allotted to replace AHU-3. However these necessary additional costs described above, should also be included in that amount. As such, it is our opinion that the AHU-3 replacement amount is insufficient. The estimated true cost to replace AHU-3, including fixing existing deficiencies, is approximately: \$ 35,000.

It should be noted that we also reviewed some other options for the replacement of the two Penthouse Return Air fans, such as incorporating a rooftop mounted fan option that would require installing W.P.

insulated/cladded ductwork both to/from this rooftop unit to the Penthouse, but the costs were significantly higher than the above option, and therefore not considered a viable cost-effective option to pursue any further.

We trust you will find the above information useful as you plan for your next fiscal budget for maintenance and needed repair/replacement work.

If you have any questions or concerns, please do not hesitate to call.

Reported By:

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