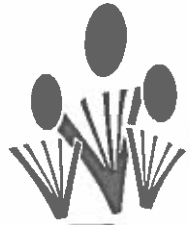


LIBRARY BOARD
REGULAR MEETING
MONDAY, DECEMBER 17, 2018 – 4:30 P.M.
CENTENNIAL LIBRARY – BOARD ROOM
AGENDA



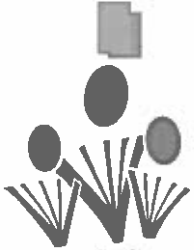
1. Call to Order
 - 1.1 Excused Absence
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Approval of the Minutes
 - 4.1 November 19, 2018 Minutes
 - 4.2 Matters arising from the November 19, 2018 Minutes
5. Consent Agenda
 - 5.1 Invoices Paid November 2018
 - 5.2 Friends Report
6. Financial Reports
7. 2019 Fines and Fees Schedule
8. Committee Reports
 - 8.1 Facilities Committee – No report
 - 8.2 Policies Committee – No report
 - 8.3 Evaluation Committee – Committee December 2018 Report
9. Strategic Plan
 - 9.1 2015-2018 Strategic Plan
 - 9.2 2019-2023 Strategic Plan
10. Correspondence
 - 10.1 Letter of Congratulations to Katie Huckson
 - 10.2 Board Legacy email to City Councilors
 - 10.3 Christmas Cards
11. Information Items
 - No information items to present
12. 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
13. Report of the Closed Session

14. Next Meeting January 21, 2018 at 4:30 pm

15. Adjournment

Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, November 19, 2018– 4:30 P.M.
Centennial Library – Board Room
AGENDA



Board Members Present:

Elsbeth Belair
Luke Dufour
Moyra O’Pallie

Toni Nanne-Little
Frances Ryan
Doreen Simard

Chris Rous
John Duke
Wayne Greco

Library: Matthew MacDonald, Iva Smith

Media: David Helwig

Regrets: Erin Ferlaino, Dr. Irene Oktaba

1. Call to Order

T. Nanne-Little, Board Chair called meeting to order at 5:04 p.m.

1.1 Excused Absence

MOTION:

That Board Member E. Ferlaino and I. Oktaba be excused from the November 19, 2018 meeting.

Moved: W. Greco

Seconded: J. Duke

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 November 19, 2018 meeting as presented.

Moved: E. Belair
Seconded: M. O'Pallie
CARRIED.

4. Approval of the Minutes

4.1 October 15, 2018 Minutes

MOTION:

That the Sault Ste. Marie Board of Directors approve the minutes of October 15, 2018 Board Meeting as presented.

Moved: W. Greco
Seconded: C. Rous
CARRIED.

4.2 Matters Arising from the October 15, 2018 Board Meeting Minutes

No matters arising from the October 15, 2018 Board Meeting Minutes.

L. Dufour joined the meeting at 5:11 pm. The Board congratulated L. Dufour for his successful election to city council.

5. Consent Agenda

5.1 Invoices Paid October 2018

Invoices paid moved from Consent Agenda

5.2 Friends Report

MOTION:

That the Sault Ste. Marie Public Board of Directors approves the consent agenda of the November 19, 2018 meeting as amended to include item 5.2 only.

Moved: C. Rous
Seconded: D. Simard
CARRIED.

5B. 5B.1 Invoices Paid October 2018

MOTION:

That the Sault Ste. Marie Public Board of Directors approve invoices paid for the month of October, 2018.

Moved: J. Duke
Seconded: C. Rous
CARRIED.

6. Financial Reports

M. MacDonald presented the financial statements for the period ending October 31, 2018. The Library has received its Public Library Operating Grant (PLOG) for 2019.

E. Belair inquired about which item was related to KPMG and the audit/budget assistance.

The Board inquired about Korah Branch salaries which were at 130% by October 2018. M. MacDonald explained this is in part due to a retirement. Salary funds from the James L. McIntyre Centennial Library will be used to offset the costs.

MOTION:

That the Sault Ste. Marie Board of Directors accept the financial reports ending October 31, 2018 as presented.

Moved: E. Belair

Seconded: D. Simard

CARRIED.

7. Committee Reports

7.1 Facilities Committee

No report

7.2 Policies Committee Report of October 11, 2018 Meeting

The Board Chair commended the Policy Committee for completing the review of all existing library policies.

MOTION:

That the Sault Ste. Marie Board of Directors accept the October 11, 2018 Policy Committee report.

Moved: J. Duke

Seconded: M. O'Pallie

CARRIED.

7.3 Evaluation Committee

No report

8. Policies for Approval

8.1 Archives Acquisition Policy 300-01

It was noted that the policy had not been updated 20 years. T. Nanne-Little thanked M. MacDonald and archivist K. Meraglia for their input on the policy.

MOTION:

That the Sault Ste. Marie Board of Directors approve the Archives Acquisition Policy 300-01 as presented.

Moved: C. Rous

Seconded: F. Ryan

CARRIED.

8.2 Computer Use Policy 300-26

MOTION:

That the Sault Ste. Marie Board of Directors approve the Computer Use Policy 300-26 as presented.

Moved: D. Simard

Seconded: W. Greco

CARRIED.

8.3 Health Care Leave Policy 400-06

Counselling was included in the policy.

MOTION:

That the Sault Ste. Marie Board of Directors approve the Health Care Leave Policy 400-06 as presented.

Moved: L. Dufour

Seconded: M. O'Pallie

CARRIED.

8.4 Rules of Conduct Policy 300-09

An amendment was made regarding the wording of audio and video recording. The policy needed to be updated because of the change in laws regarding cannabis use. Public intoxication definition will include intoxication from drugs and/or alcohol.

MOTION:

That the Sault Ste. Marie Board of Directors approve the Rules of Conduct Policy 300-09 as amended.

Moved: C. Rous

Seconded: L. Dufour

CARRIED.

9. North Branch

9.1 Fundraising Update

The Board recommended that the M. MacDonald look into grants to hire a fundraiser intern.

F. Ryan suggested contacting Foundations for fundraising.

J. Duke inquired if the Library has attempted to access funding to assist people with disabilities. M. MacDonald indicated that staff have not.

PUC will be making a donation for STEAM related collections and activities.

9.2 Official Naming

A discussion ensued about the process which should be used to officially name the Branch to be located on Northern Avenue. It was suggested to engage the community through a contest. Board members discussed how the process or delay to naming the Branch will affect the Library's fundraising efforts. W. Greco moved to name the Branch at the meeting.

MOTION:

That the branch to be located on Northern Avenue be named the Sault Ste. Marie Public Library "North Branch."

Moved: W. Greco

Seconded: C. Rous

CARRIED.

10. Board Legacy Document

10.1 Board Legacy Document

The document will be an important tool for the new Board which will be appointed in 2019.

MOTION:

That Sault Ste. Marie Board of Directors accept the Board Legacy Document as presented.

Moved: E. Belair

Seconded: L. Dufour

CARRIED.

10.2 Community Information Session

MOTION:

Resolved that the Sault Ste. Marie Public Library Board present an information night, introducing the general public to the process of applying, serving and contributing to our community, by applying for

and participating as members of local service boards. The goal of this event is to create an awareness in our community of these opportunities and foster local participation. To that end, the Board will approach the City Mayor/Management to seek their suggestions and participation, to make this event happen prior to the next municipal board appointments.

Steps:

- Board approval / willing presenters
- Approach Mayor / City Management - determine the following:
 1. appointment date
 2. consult with City selection committee and Library staff for room availability
 3. seek prepared very brief outlines of skills,
 4. preferred experiences/qualifications, duties/responsibilities/meeting
 5. schedules/time commitment estimates from Boards and Agencies
- 3) Promote through the Library, to make this another event that categorizes the Sault Ste. Marie Public Library as a Community Leader and contributor to our community's success.

Moved: F. Ryan

Seconded: C. Rous

CARRIED.

11. Facilities

11.1 Air handling Systems

The Library's air handling system has exceeded its life expectancy and is top priority for capital projects. NorMech Engineering was hired for consultation prior to M. MacDonald attending the City Asset Management meeting to seek funds for the replacement.

11.2 Window Sealants

The RFP response for the city's window sealant replacements came in over budget and therefore will not be done in 2018. The project will be rolled over to 2019 with additional funds.

11.3 Asbestos Report

The Board has asked that M. MacDonald inquire if the city has staff trained in asbestos removal. The Board was informed that encapsulation of the asbestos in the low ceiling areas in the corners of the upper level at the James L. McIntyre Library is not recommended. To maintain those areas they should be sealed and painted and eventually removed.

12. Board Member Recognition – Judge Wayne Cohen

Judge Wayne Cohen will be presented with a lamp in recognition of his many years of service on the Sault Ste. Marie Public Library Board.

13. Correspondence

13.1 One Voice for Ontario Public Libraries (membership renewal) – received from FOPL

MOTION:

The Sault Ste. Marie Board of Directors approve renewal of the Federation of Ontario Public Libraries membership fee as presented.

Moved: E. Belair

Seconded: J. Duke

CARRIED.

13.2 Northern Branch Naming – received from Rev. Phillip D. Miller

13.3 Letter to 2019 – 2023 City Councilors

MOTION:

The Sault Ste. Marie Board of Directors approve a letter to be sent to 2019-2023 City Councilors and Mayor as amended.

Moved: C. Rous

Seconded: J. Duke

CARRIED.

14. OLA Superconference

Two library staff members will attend the OLA Superconference January 30th to February 1st 2018. W. Greco will attend from the Board as a member of FOPL. E. Belair will attend from the Board as a member of the OLBA.

15. Information Items

15.1 Digital Creator Intern nominated Youth of the Year Award

The Board Chair will prepare a letter for the Digital Intern Katie Huckson to acknowledge her hard work and her accomplishments.

15.2 Round table with Filomena Tassi, Minister of Seniors

M. MacDonald sat at a round table with MP Terry Sheehan and MP Filomena Tassi, Minister of Seniors, to discuss seniors' services in Sault Ste. Marie.

16. Moved into Closed Session at 6:45 pm.

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: J. Duke

Seconded: M. O'Pallie

CARRIED.

17. Report of Closed Session

C. Rous suggested that the Board contact Shape the Soo to see if they are interested in doing a presentation.

MOTION:

The Sault Ste. Marie Board of Directors receive the report of the Closed Session of November 19, 2018.

Moved: E. Belair

Seconded: F. Ryan

CARRIED.

18. Next Meeting December 17, 2018 at 4:30 pm

19. ADJOURNMENT 7:08 p.m.

MOTION:

That the November 19, 2018 Board Meeting be adjourned at 7:08 pm.

Moved: J. Duke

Seconded: M. O'Pallie

CARRIED.

Chairperson, Library Board

Invoices Paid

Agenda Item: 3.1

Week-ending	Amount
November 1, 2018	15,479.12
November 6, 2018	8,331.23
November 8, 2018	1,238.03
November 15, 2018	6,358.54
November 23, 2018	13,524.58
	44,931.50

Moved by: _____

Seconded by: _____

That the cheques for the month of November 2018, which include wages & benefits in the amount of **\$44,931.50** be confirmed paid.

Carried/Denied

CHAIR - LIBRARY BOARD

SECRETARY-TREASURER - LIBRARY BOARD

2018 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	FRIENDS DONATION BOX	MONTHLY TOTALS
JANUARY	\$ 165.65	\$ 2,263.90		\$ 2,429.55
FEBRUARY	\$ 144.00	\$ 1,703.10		\$ 1,847.10
MARCH	\$ 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	\$ 688.25	\$ 6,707.48		\$ 7,395.73
OCTOBER	\$ 115.00	\$ 2,383.85		\$ 2,498.85
NOVEMBER	\$ 80.50	\$ 2,105.10		\$ 2,185.60
DECEMBER				\$ -
4th Quarter Totals				\$ 4,684.45
TOTALS Year To Date	\$ 1,978.85	\$ 19,914.11	\$ -	\$ 26,577.41
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	July-Sept	\$ 688.25	\$ 6,707.48	\$ 7,395.73
4th Quarter Totals	Oct-Dec			
Totals		\$ 1,978.85	\$ 19,914.11	\$ 21,892.96
Special Event Totals				
Rotary Sale		\$ 1,400.00		\$ 1,400.00
Grand Total		\$ 27,977.41	\$ -	\$ 27,977.41

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	\$ 135.45	\$ 2,309.65		\$ 2,445.10
NOVEMBER	\$ 137.50	\$ 2,131.50		\$ 2,269.00
DECEMBER				\$ -
4th Quarter Totals				\$ 4,714.10
TOTALS Year To Date	\$ -	\$ -	\$ -	\$ 27,971.90
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		\$ 28,848.90	\$ -	\$ 28,848.90

Sault Ste. Marie Public Library Fines and Fees Schedule - Effective January 1, 2019

Particular	Price	Price with HST
Damaged or Lost Items		
Books (Hardcover, soft cover, paperback)	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
Book Jacket	\$4.43 + HST	\$5.00
Book on CD	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
DVDs/Blu-Rays/Video Games	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
Jewel Boxes/CD Container/DVD Cases	\$2.65 + HST	\$3.00
Lending Laptops	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
Magazines	\$4.43 + HST	\$5.00
Plastic Media Bags	\$2.65 + HST	\$3.00
Equipment		
Projector Rental	\$8.85 per day + HST	\$10 per day
Exchange Rate		
U.S. Exchange Rate	As per rate provided by City Hall	
Events		
Signature Events	Cost dependent on event	
Fax		
Faxes (No charge if part of reference service)	\$1.02 + HST per page	\$1.15 per page
Institutional Memberships		
Organization Located Outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Sault Ste. Marie Organization	Free	
Interlibrary Loans		
Books & Photocopies	Amount of fee charged by the lending library	
Memberships Cards		
Replacement Membership Cards	\$3.00 (HST exempt)	
Non-Resident Memberships		
Adults	\$45.00 (HST exempt)	
Monthly Membership	\$15.00 per month	
Ontario Works Adult Literacy Students	Free	
Seniors	\$30.00 (HST exempt)	
Students (Elementary, Secondary, Post Secondary)	Free	
Overdue Circulating Fines		
Books & Audio Materials - Adult	\$0.25 per day (Max \$10.00 per item)	
Books & Audio Materials - Juvenile	\$0.10 per day (Max \$2.50 per item)	
DVDs/Blu-Rays Adult & Juvenile	\$1.00 per day (Max \$10.00 per item)	
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Failure to Pick up a Hold	\$1.00	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$2.00 per day (Max \$30.00)	
Laptops	\$1.02/hour + HST	\$1.15
Projector	\$10.00 per day (Max \$50.00 per item)	
Video Games	\$2.00 per day (Max \$10.00 per item)	
Photocopies & Printing		
Black & White Copies/Printing	\$0.22 per side + HST	\$0.25
Black & White 2 Sided Copies/Printing	\$0.22 per side + HST	\$0.25
Colour Copies/Printing	\$0.43 per side + HST	\$0.50
Colour 2 Sided Copies/Printing	\$0.43 per side + HST	\$0.50
Microprints (All Sizes)	\$0.62 per print + HST	\$0.70
Photo-reproductions (Archival Copies)	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Promotional Material		
Cloth Bag	\$2.65 + HST	\$3.00
Drawn From Out Past Colouring Book	\$7.08 + HST	\$8.00
Large Chocolate Bar	\$1.76 + HST	\$2.00
Small Chocolate Bar	\$0.89 + HST	\$1.00
Refunds		
Patron Refunds	When a patron receives a refund for returning an overdue item previously declared lost and paid for, the processing fee will be deducted from the refund.	
Registration for Library Programs		
Adult Books Clubs	\$22.12 + HST	\$25.00
Children's Programs	Free	
Craft Programs, Educational Programs, Workshops	Cost Recovery	
Story Times	Free	
Teen Programs	Free	
Room Rental Fees		
James L. McIntyre Centennial Library - Program Room	\$15 per hour	
James L. McIntyre Centennial Library - Computer Commons Room	\$5 per hour	
North Branch - Program Room	\$20 per hour	
North Branch - Meeting Room	\$5 per hour	

Particular	Price	Price with HST
Senior Discounts		
Persons 60 years of age or older	No overdue fines, but seniors are liable for other fees	
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
City Council Recordings (DVD)	\$10.00 per copy + HST	\$11.30
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Research	\$35.40 per hour + HST	\$40.00 per hour
VHS to DVD Conversion	\$10.00 + \$2.00 for DVD + HST	\$13.50
Supplies for the Public to Purchase		
City Maps	\$1.99 per map + HST	\$2.25
Envelopes - Letter	\$0.53 + HST	\$0.60
Envelopes - 9"x12"	\$1.02 + HST	\$1.15
Headphones	\$2.80 per set + HST	\$3.00
Paper	\$0.35 per sheet + HST	\$0.40
USB Sticks	\$7.08 + HST	\$8.00

REPORT TO THE BOARD

CEO/Director of Public Libraries EVALUATION COMMITTEE

1. The CEO Performance Evaluation Committee members are Toni Nanne-Little, Elspeth Belair, Chris Rous and Frances Ryan.
2. The Committee is responsible for the Performance Appraisal of the CEO/Director of Public Libraries as described in **Policy 100-03 Board-CEO/Director of Public Libraries Linkage Policy** which states:

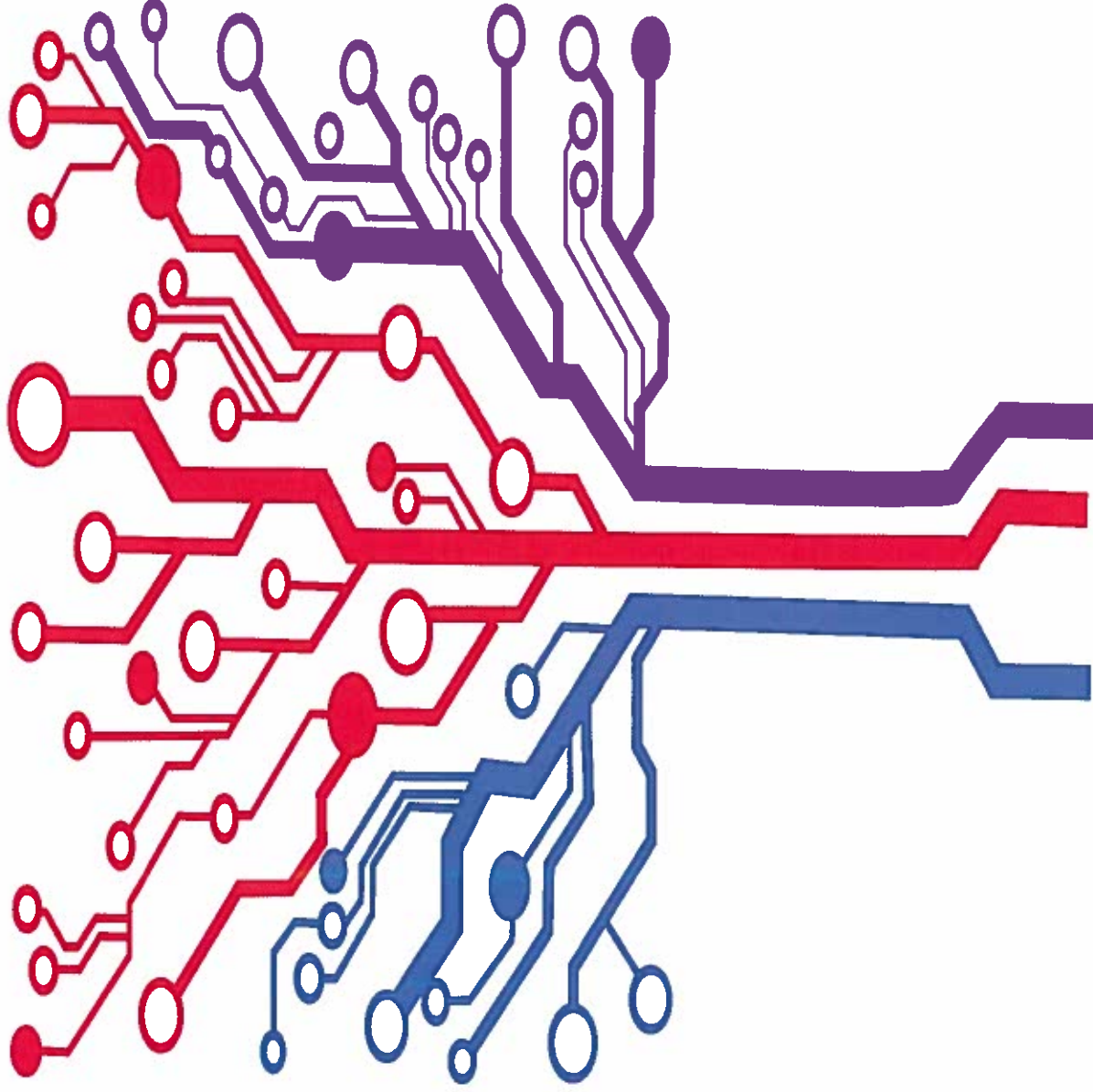
Monitoring Executive Performance:

The Board will appraise the performance of the CEO/Director of Public Libraries as per policy 400-14 Performance Appraisal Policy-Management and Staff

3. The Committee met on Tuesday, November 20, 2018 at the Sault Ste. Marie Public Library to complete the performance review of the (Acting) CEO/Director of Public Libraries, using the assessment template previously developed.
4. Toni Nanne-Little, Chair and Elspeth Belair, Vice Chair met with Matthew MacDonald, (Acting) CEO/Director of Public Libraries on Thursday, December 6, 2018, to present the evaluation.
5. Results of this appraisal will be presented in the Closed Session of the Dec. 17, 2018 Board meeting as it contains "personal matters about an identifiable individual".

2018 December 10

The Sault Ste. Marie Public Library Strategic Plan 2015—2018



Sault Ste. Marie Public Library
"One stop...endless possibilities"

Our Mission

One stop....endless possibilities

Our Vision

Our Library enriches lives as a community hub that provides access to information and technology. Supports and encourages personal growth and creativity

Our Values

Respect	Acceptance
Hospitality	Stewardship
Caring	Communication



These pillars support the vision and mission of the Sault Ste. Marie Public Library

Priority/ Pillar	Goals	Objectives	Responsibility	Measures	Targets	Review/ Status
Financial Management	Be fiscally responsible, accountable and transparent	Identify ways to increase financial resources	Board and CEO	Build influential relationships	300k in new funding realized over 3 years through Friends, Charitable foundation and successful grant applications	Every Year
				Board policy to support development of Advocacy Committee	Create policy by June 2016	June 2016
	Pursue and properly allocate funding	Provide prudent stewardship of resources	CEO and Library Staff	Based upon recommendations from Advocacy Committee increase sponsors for programs and collections	4 new financial sponsors of programs and collections from local business community. 2 in 2016 and 2 in 2017	2016 and 2017
				Strengthen the role of the Friends of the Library with regards to fundraising	Increase fund raising events by 2 annually	Every year
				Develop business case on the use of libraries in Sault Ste. Marie as requested by Council	Present business case to Council November 2015	November 2015
				Research available funding for Archives Building	Prepare business case for Archives Building by December 2016	December 2016

Priority/ Pillar	Goals	Objectives	Responsibility	Measures	Targets	Review/Status
People	Ensure Effective Governance	Review and update policies and procedures as necessary	Board and CEO	Create a Policy Review Plan	All policies reviewed by 2018, as per plan	November 2015
			Library Staff	Recommend updates as required	Ongoing for duration of Strategic Plan	Every Year
		Develop Succession Plan for Board and Library Staff	Board and CEO	Succession Plan for Board and Library Staff developed	Plan developed by December 2017	December 2017
		Encourage professional development opportunities for Board members	Board and CEO	Board members attend with reports provided to the Board	Attendance at conferences and applicable training opportunities increased year over year	Every Year
		Encourage professional development opportunities for staff	CEO and Library Staff	Staff are empowered to develop and lead programs for the community.	80% staff satisfaction rate in 2016 and increased by 5% each year to a total of 90% in 2018.	Every Year
					5 programs annually initiated and led by staff rather than directed by management	Every Year
		Strengthen the role of the Friends of the Library	CEO and Library Staff	Recognize the efforts of the Friends and encourage membership increase	10% increase per year for Membership in Friends of the Library	Every Year

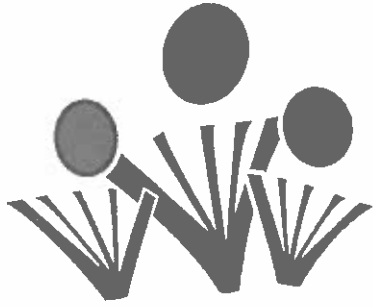
Priority/ Pillar	Goals	Objectives	Responsibility	Measures	Targets	Review/ Status	
Community	Engage our community	Increase awareness of library's value to the community	Board and CEO	Strategic Plan and Annual Report presented to Mayor and Council	Present to Mayor and Council in November 2015	November 2015	
				Develop the value of the library to the community			
			CEO and Library Staff	Develop branding statement	Pre/Post surveys show a 10% increase in public awareness of library's programs and services	Every Year	
				Create Marketing Plan with identified target audiences and communication plan	Marketing Plan created by December 2015	December 2015	
				Increase general and directed marketing	10% increase each year in public awareness of library's value based on surveys completed in June 2015	Every Year	
			Board and CEO	Enhance our recognition program for library users, community, city and staff	Review of Recognition Policy	Review completed by December 2015	December 2015
					Establish and review Social Media Policy	Review completed by December 2015	December 2015
			Board and CEO Library Staff	Improve Social Media presence	Develop Social Media Policy for Board approval	Developed for Board approval November 2015	November 2015
			Board and CEO Library Staff	Improve and increase collaboration with community partners	Increase the number of community partners supporting the delivery of library programs and events which are mutually beneficial	An increase of 2 community partners annually	Every Year

Priority/ Pillar	Goals	Objectives	Responsibility	Measures	Targets	Review/ Status			
Products	Be on the leading edge with developing trends and technology	Evaluate existing programs and services to determine what best serves community's needs	Board and CEO	Survey of existing programs evaluated against the mission, vision, values and goals of the library	Survey of all programs completed by December 2016	December 2016			
			Library Staff			Restructure existing programs and services to better meet the library's mission vision and goals.	Restructure completed by December 2017	December 2017	
		Establish a schedule of passive activities annually and how they may be measured	Board and CEO	Library Staff		Use of materials and passive activity attendance increased by 5% annually	Every Year		
			Library Staff						
		Increase technology services to meet community needs		Board and CEO					
				Library Staff			Establish Self Checkout units at all service points	Self Checkout Unit ready for use by March 2017	March 2017
							Conduct a community needs assessment to determine the technology needs of community	Assessment completed	April 2016
							Increase in electronic devices available for public use based on results from survey of community needs	Annual survey completed in November	Every Year
		Conduct research to areas of the community not currently utilizing library services		Board and CEO	Based upon research, develop programs to deliver at community based locations	4 new programs annually	Every Year		
				Library Staff			Increase in technology programs for all ages	Monthly programs delivered in community based locations beginning January 2016	January 2016
			Library Staff	Increase number of programs delivered to Community Hubs	Monthly programs offered at Community Hubs located on Boston Avenue, Second Line and Chaple Avenue				

Priority/ Pillar	Goals	Objectives	Responsibility	Measures	Targets	Review/Status
Environments	Create thriving spaces where our community connects	Create a multi-year revitalization plan for the Centennial Library, a 50 year old site.	Board and CEO	Apply for Canada 150 Grant to update Centennial Library	Plan refined and implemented upon receipt of grant	
			Library Staff	Administer pre and post Building satisfaction surveys	Satisfaction increased by 75% in post remodel surveys	
		Expand open spaces for community groups	Board and CEO			
			CEO and Library Staff	Increase space for community	Outdoor reading/programming space available by June 2017	June 2017

Comments : The Library has completed a number projects and goals that were not in the strategic plan, including:

- 1) The realignment and re-purposing of the Korah Branch Library space to provide for the Seniors' Centre relocated from Steelton in 2016, at the direction of City Council.
- 2) The opportunity for the creation of the North Branch and developing a plan to work with the ADSB to re-establish a third branch and create an environmentally suitable archive. City Council required several studies, evaluations and presentations in order to achieve approval for this facility that had been brought to the Board after development of the 2015-18 Strategic Plan.
- 3) Revitalization of the Centennial Library through carpet replacement and lower level washroom renovations.
- 4) Expanded the number of events, signature events and other programs.
- 5) The creation of the Digital Creator Lab for youth
- 6) Expanded our social media presence.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, ACTING CEO/DIRECTOR OF PUBLIC LIBRARIES
SUBJECT: 2019-2023 STRATEGIC PLAN
DATE: DECEMBER 17, 2018

PURPOSE OF REPORT

To get direction from the Board as to how they would like to proceed with developing its next strategic plan.

Options

The following are a number of options the Board could choose as a method for developing its next strategic plan.

1. The Board hire a firm to help develop the strategic plan

Positives: The Board will be guaranteed to have a professionally developed strategic plan.

Negatives: The most expensive option, most firms will be unfamiliar with library operations

2. The Board seek assistance from OLSN to help develop the strategic plan

Positives: Less expensive than hiring a firm.

Negatives: OLSN may not have the time or resources to help the Board develop a strategic plan.

3. The Board have Library Staff find an appropriate strategic planning toolkit and work together with staff to develop the strategic plan independently

Positives: Has a very low impact on the Library budget.

Negatives: Will require substantial staff time which could be used on other projects, final project may appear less professional.

4. The Board build upon the current strategic plan by updating some goals and objectives, and by creating new goals and objectives within the existing framework

Positives: Has a very low impact on the Library budget, requires less staff time than beginning a new strategic plan using a toolkit.

Negatives: Will require staff time which could be used on other projects, final project may appear less professional.

5. Some combination of the above
6. Some other method not considered above

FOR ADDITIONAL CONSIDERATION

When developing its next strategic plan, the Board should take the following into consideration:

1. The City of Sault Ste. Marie's vision and goals from its own strategic plan
2. FutureSSM's **People, Place, Prosperity** document
3. Common goals from other Canadian libraries in cities of comparable size to Sault Ste. Marie

Respectfully submitted,

Matthew MacDonald, Acting CEO/Director of Public Libraries



**Sault Ste. Marie
Public Library**

"One stop....endless possibilities"

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2018 11 20

Katie Huckson
Digital Creator Intern
c/o Sault Ste. Marie Public Library
50 East Street
Sault Ste. Marie, ON P6A 3C3

Dear Katie,

On behalf of the Sault Ste. Marie Public Library Board, I want to extend the Board's sincerest congratulations on being nominated for the 2018 Youth of the Year Award from the Sault Ste. Marie Innovation Centre's SSMART (Sault Ste. Marie Advanced Research Technology) Award.

The Board also extends its congratulations for the Award of Excellence in Innovation and Technology received at the Ontario Library Services North (OLSN) banquet in September.

It is quite an honour and so well-deserved! We are so pleased that you have been recognized for your leadership, commitment and innovation in this area of programming. Because of your hard work and inspiration, the Digital Creator Space at the James L. McIntyre Centennial Library continues to be a success for its users.

Again, congratulations on these wonderful achievements and best wishes in your future endeavours!

Sincerely,

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

cc: Matthew MacDonald
Acting CEO/Director of Public Libraries



Toni Nanne-Little <toni.nannelittle@gmail.com>

Sault Ste. Marie Public Library Board - Legacy Document

1 message

Toni Nanne-Little <toni.nannelittle@gmail.com>

Tue, Nov 20, 2018 at
10:56 AM

To: Malcolm White <m.white@cityssm.on.ca>, Al Horsman
<a.horsman@cityssm.on.ca>, mayor.provenzano@cityssm.on.ca
Cc: Matthew MacDonald <m.macdonald@cityssm.on.ca>

Good morning gentlemen,

As the term for the Sault Ste. Marie Public Library Board comes to an end, and City Council prepares to appoint a new Board for the next four years, I share with you the SSMPL Board Legacy Document. This provides a review of the Board's work over the past term, and serves as a communique to Council and the incoming Board.

Please share as you see fit; this document may be of assistance to you (and the appointing council members) as you consider potential board members. It includes leadership and governance items that the Board has identified as important moving forward.

Thank you for your ongoing support of the Sault Ste. Marie Public Library.

Regards,
Toni

Toni Nanne-Little
Chair - SSMPL Board

 SSMPL Legacy Document FINAL Oct 2018.pdf
545K