




LIBRARY BOARD
Regular Meeting
Monday, October 7, 2024 – 4:30 P.M. BOARD
ROOM & VIA ZOOM
AGENDA

Meetings may be viewed on the Board's Youtube channel
<https://www.youtube.com/@SSMPLLibraryBoard/streams>

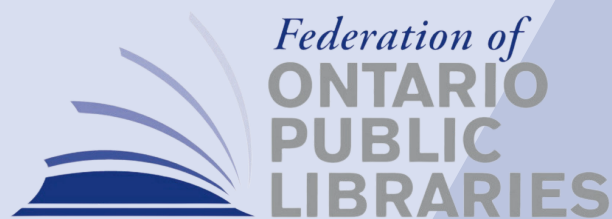
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1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – L. Dobrovnik
 2. Declaration of Conflict of Interest
 3. Approval of Agenda
 4. Delegations – NONE
 5. Chair's Report
 6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 June 24, 2024 Regular Board Meeting Minutes
 - 6.1.2 August 8, 2024 Special Budget Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 September Financial Committee Report
 - 6.3.2 June Monthly Expenditure Report
 - 6.3.3 July Monthly Expenditure Report
 - 6.3.4 August Monthly Expenditure Report
 - 6.3.3 Financial Reports ending July 31 2024
 - 6.3.4 Friends Report – August 2024
 - 6.4 Policy Committee
 - 6.4.1 September Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.3.1 200-01 Purchasing and Procurement Policy
 - 6.4.3.2 400-06 Health Care and Sick Leave Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 300-14 Children Unattended Policy
 - 6.5 2025 Library Closures and Holiday Openings
 - 6.6 Signature Event – Book Tasting Event
 - 6.7 Summary of Motions
 7. Items Removed from Consent
 8. Business Arising from the Minutes
 - 8.1 NONE

9. Information Items
 - 9.1 Membership Drive
 - 9.2 Ontario Public Library Week 2024
 - 9.3 Brazilian Festival
 - 9.4 Save Our School Libraries
 - 9.5 Lifejacket Lending
 - 9.6 Retirement: Sharon Wigney, Manager of Public Services
 - 9.7 Letter of Thank you to Ross Romano, MPP
 - 9.8 Northern Ontario Libraries 2023 Statistics
10. Board Development
 - 10.1 NONE
11. New Policies
 - 11.1 300-14 Children Services Policy
 - 11.2 300-20 Information Services Policy
12. Strategic Plan Update
13. June 27, 2024 Incident
14. 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, R. Verdone
15. Report of the Closed Session
16. New Business
 - 16.1 NONE
17. Board meetings
 - 17.1 Board Development Meeting October 28, 2024, followed by "Every Moment Matters" Volunteer Reception
 - 17.2 Regular Meeting November 25, 2024
18. Adjournment

***All matters listed under "Consent Agenda" are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #7.**

Join FOPL Today!

FOPL represents Ontario's over 310 public library systems. Of these, 280 are already members. Become a member and join the FOPL community!



Visit our website to learn more! <https://fopl.ca/>

Why Join?

Purchasing a membership is primarily a contribution to the collective goal of furthering the interests of Public Libraries across Ontario. These contributions are important to ensure that we can continue to advocate for our Government Relations priorities. Speaking with one voice has improved the governments awareness of our sector's issues and strengthens the legitimacy of our claims.

Our Mandate



Advocacy

As ONE VOICE, FOPL ensures issues facing public libraries are presented in a consistent manner benefiting all public libraries across Ontario.



Marketing

FOPL promotes the services provided by public libraries in Ontario, highlighting the economic and social value public libraries contribute to the development of our communities.



Research and Development

FOPL engages in research that provides insight into issues facing public libraries. This reliable data can be used by public libraries as a base for strategic and operational planning, and to support advocacy efforts and marketing.

Member Benefits

Communications

- Updates on library issues and lobbying progress

Member Service

- Access to Members-Only resources
- Advocacy, training and research on the website
- Free training sessions and seminars
- Flow-through services for grants such as Trillium
- Consultation on local advocacy and library related issues

Annual Reports

- Access to the FOPL Data Report through the FOPL data dashboard

Representation

- Caucus representatives on the FOPL board
- Bi-annual Caucus Meetings
- Impactful Working Groups
- Voting rights at the annual FOPL AGM

Memberships

- Membership to the Canadian Federation of Library Associations

Contact Us



1-647-376-3048



admin@fopl.ca

How FOPL is Working for You

Join FOPL today and experience the benefits of belonging to a community dedicated to your success



Visit our website to learn more! <https://fopl.ca/>

Recent Achievements

FOPL thanks everyone for their advocacy efforts, which collectively allowed the following achievements in 2024

Increased Internet Connectivity Grant

- February 6, 2024: Minister Lumsden announces \$122,000 increase to Internet Connectivity Grant
- New funds will fully reimburse up to 155 rural, northern, and First Nations libraries in Ontario
- Goal: maintain crucial broadband services for these communities
- Positive first step, with hopes for more improvements
- Discussions with the Minister are ongoing

Increased Funding for First Nations Public Libraries

- April 12, 2024: Ministry of Tourism, Culture and Sport to provide additional \$1.25 million per year for First Nations Public Libraries, totaling \$3.75 million over three years
- Increase of nearly 300% from current funding
- Achieved through extensive advocacy, including meetings with 22 Ministers and MPPs, 32 follow-ups, 11 deputations, and 1 presentation to the Minister of Finance

Highlights

Data Dashboard

- FOPL analyzes annual public library data to showcase community benefits.
- Data allows precise measurement of services, revealing regional needs like job creation or digital literacy.
- The report aims to improve support based on community needs


Info Series


- Webinars, free to members, focused on furthering advocacy
 - Service Ontario Partnership
 - Asset Management
 - Understanding AI
 - Furthering Truth and Reconciliation
 - Advocating for Development Charges
 - Building Partnerships with First Nation Public Libraries

Truth and Reconciliation Plan

- The FOPL Truth and Reconciliation Plan considers the 94 Calls to Action from a library service lens, and provides recommendations to our Member Libraries.

Contact Us

 1-647-376-3048

 admin@fopl.ca

Supporting Ontario's Public Libraries to Empower Local Economic Growth

OLA & FOPL Advocacy Priorities July 2024

Public libraries are critical to communities across Ontario and essential to thriving local economies and economic growth.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource. They are engines of innovation, entrepreneurship, and local economic development in communities of all sizes.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.
- Despite this, many individuals and families across the province are unable to access the local public library resources they need.
- In urban centres, rural and Northern communities alike, public library budgets are overstretched – and the situation is getting worse.
- The combined impact of the pandemic, the pressure of inflation on public library and municipal budgets, and growing social and economic challenges in communities across the province have brought public libraries to a critical point.

Building on Ontario's Investment in Public Libraries

Over the past several years, OLA & FOPL have worked successfully with the Ontario Government to secure vital support for Ontario's public libraries.

- Through the 2024 Ontario Budget, enhanced provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.
- \$582,000 investment for up to 155 eligible public libraries in small, rural and First Nation communities to provide internet access.
- \$4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario.

Priorities Overview

Public Libraries

- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through **the creation of an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.
- **Increase provincial operating funding for Ontario's public libraries** to address critical shared priorities and community needs.
- Building upon the enhanced funding committed in the 2024 Ontario Budget, **develop a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully funded and viable.

School Libraries

- **Mandate that school boards must spend funding allocated by the Ministry of Education for school libraries, staffing and resources** on for student success. They should also be made to fully complete the corresponding accountability and planning measures now required under the Grants for Student Needs.

Priorities

Provide critical e-learning support and equitable access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:
 - o in *Building a Digital Ontario*, making a \$4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and
 - o in February 2024, the Ontario Government invested an additional \$122,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.
- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:
 - o in-depth job and career skills training;
 - o language learning;
 - o live tutoring and homework help;
 - o health information; and
 - o resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

A proposed Ontario Digital Public Library would provide a core suite of highly impactful digital resources accessible by every Ontarian through their local public library. While the specific resource set will depend on the outcome of competitive negotiations with vendors, potential resources could include:

- **Live Tutoring;** resources are available that provide a powerful suite of live tutoring, skills development and test preparation tools for learners of all ages, with a focus on K-12.
- **Job Skill Development and Training;** some libraries already subscribe to databases that include an ever-expanding catalogue of virtual courses and learning modules for career, creative, digital skills development and certifications.
- **Language Learning;** these apps have become increasingly popular, providing highly personalized and comprehensive language learning capabilities for dozens of global languages.

- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis – and a diverse set of the highest impact resources is well beyond the means of an individual or family to afford. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

- According to the 2022 Annual Survey of Public Libraries, only 147 of our 363 library systems are able to afford subscriptions to five (5) or more databases.
- Meanwhile, 67 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.
- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario’s vision of an economy where every individual and community can contribute and compete.
- *Projected cost:* \$10 million - \$20 million / annually.¹

¹ See Appendix for provincial investment scenarios based on different funding levels.

How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario’s public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.
- The designated delivery partner – such as the Ontario Library Service or another identified entity – would negotiate to secure province-wide access to a universal set of resources.
- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.
- Ontarians will be able to access the complete resource set either in-person at their local library, from home, or through their personal devices wherever they are.
- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

Increase provincial funding for Ontario's public libraries to address critical shared priorities and community needs.

- Public libraries in Ontario have received no increase in provincial funding support (Provincial Libraries Operating Grant, or PLOG) in over 25 years, during which time the value of the province's investment in public libraries has decreased by over 60%.
- Although over 90% of public library funding is provided by the local municipal government, provincial operating funding provides critical stability to public library budgets.
- Libraries have adapted and maximized the impact of every dollar despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource.
- Across Ontario – in communities of all sizes – these **budget pressures are reaching a tipping point.**
- Public libraries are the focal point of municipalities across Ontario; critical to social cohesion and community building. As a result, they find themselves on the front lines of many of the most critical challenges facing our communities, including homelessness, mental health and addictions, newcomer integration, re-skilling in a changing economy, and overcoming the digital divide.
- Ontario's public libraries are proposing a targeted investment in additional operating funding for public libraries to specifically address critical areas of shared community and provincial priority, including:
 - Supporting economic recovery through job training and skills development;
 - Addressing the community impacts of mental health and addictions;
 - Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members; and
 - Supporting early literacy and K-12 success.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.
- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.
- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.
- *Projected cost: \$25 million / annually.*

Building upon the enhanced funding committed in the 2024 Ontario Budget, develop a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully funded and viable.

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community

and to minimizing social isolation, many of which are remote or face systemic social and economic challenges.

- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities.
- There is little to no funding available for collections, programming and technology resources. Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.
- Many public libraries on reserve operate with only one staff person who is expected to perform many functions. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 39 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.
- In recognition of the significant financial barriers faced by First Nations Public Libraries on reserve, the Ontario Government made a multi-million-dollar enhancement through the 2024 Ontario Budget to both the First Nation Salary Supplement and Public Library Operating Grant funding.
- This investment was a vital first step to restoring stability to First Nations Public Libraries on-reserve.
- There is more important work to be done. Together with the Ministry of Tourism, Culture and Gaming and First Nations Public Library leaders, this recent investment provides an opportunity to work together on a sustainable funding and operating model to preserve the long-term viability of these important local hubs.

Recommended Priority:

- Work alongside First Nations Public Library leaders to work towards the design and implementation of a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.
- Projected cost: N/A; projected funding requirements would be based on the identified model and requirements.

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

ONTARIO DIGITAL PUBLIC LIBRARY – BRIDGING THE DIGITAL DIVIDE

August 2024

Public libraries are critical infrastructure for successful, thriving communities across Ontario.

- Public libraries are Ontario’s farthest-reaching, most cost-effective public resource and vital community infrastructure.
- It’s much more than books: in most communities across the province, public libraries are either the most flexible – or the only – local resource with the capability to adapt and support emerging local needs and priorities.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.

Public libraries are essential for bridging the digital divide.

- With access to many necessary resources, services and learning supports now primarily or entirely accessible online, Ontario’s public libraries are essential to equitable, reliable access to broadband internet and computers.
- They are especially vital for many First Nation, rural and Northern communities where at-home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- Over the past several years, the Ontario Government has recognized the crucial importance of public libraries to bridging the digital divide.
- These infrastructure and connectivity investments have built the necessary foundation to now take the next step to empower all Ontarians with the online resources they need to succeed – no matter where they live in Ontario.

Building the Foundation for the Ontario Digital Public Library

Since 2021, the Ontario Government has made the necessary targeted structural investments to ensure that all Ontarians can benefit from an Ontario Digital Public Library and the valuable learning, job skills and training resources it will provide.

- **Broadband Infrastructure:** \$4.8 million investment to install or upgrade high-speed broadband internet connections at over 100 public libraries across rural, Northern and First Nations communities in Ontario.
- **Connectivity:** \$582,000 annually – including a \$122,000 increase in 2024 – to ensure that up to 155 eligible public libraries in small, rural and First Nation communities receive full funding to cover the ongoing costs of broadband subscriptions.
- **First Nations Public Libraries:** Through the 2024 Ontario Budget, \$1.25 million in additional ongoing funding to help stabilize staffing and operations of First Nations Public Libraries on reserve in Ontario.

Providing equitable access to modern digital resources through public libraries is a logical next step under the *Building a Digital Ontario* plan.

- Digital resources provided through public libraries provide Ontarians with digital and online resources that contribute to student success and life-long learning, entrepreneurship and job readiness. These include:
 - o in-depth job and career skills training;
 - o language learning;
 - o live tutoring and homework help;
 - o health information; and
 - o resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.
- In larger urban and suburban communities, residents can expect 24/7 access to powerful, subscription-based online resources.
- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis.
- For a well-resourced urban or suburban public library, these subscriptions cost many tens – or even hundreds – of thousands of dollars each year.
- Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

Ontarians Living in Small, Rural and Northern Communities Lack Access

Across Ontario, access to powerful digital resources through local public libraries is very uneven. While Ontarians living in cities and major suburban communities may have excellent access, the picture is very different in other part of Ontario.

- According to the 2022 Annual Survey of Public Libraries, only 147 of our 363 library systems can afford subscriptions to five (5) or more resources.
- Meanwhile, 67 public libraries reported having zero (0) database subscriptions; the majority of which are First Nations public libraries on reserve.

The Ontario Digital Public Library: Expanding Access & Cost Savings – Without More Bureaucracy.

- With the infrastructure and operating support in place, there is a logical opportunity to level the playing field.
- Ontario's public libraries are proposing the creation of an **Ontario Digital Public Library (ODPL)**.
- By following the well-established approach used in Alberta and Saskatchewan and leveraging

the province's significant purchasing power, Ontario can give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- The Ontario Digital Public Library, through volume purchasing, can provide digital resources **at a cost savings of up to 40%** when compared to a direct subscription by an average Ontario public library.
- Better still, most Ontarians would be able to access these resources directly through their local public library, whether at a branch, at home or on the go.
- A provincial investment in an Ontario Digital Public Library would **save costs for all public libraries** and help improve consistency of service delivery. This is an investment directly in the quality of supports that libraries can deliver – with the overwhelming majority of the investment going directly into digital resources.
- This is a red tape reduction-friendly approach that modernizes access to digital resources by making them available to all Ontario municipalities – and millions of Ontarians – for the first time.
- The Ontario Digital Public Library will **seamlessly integrate with existing public library infrastructure and operations**, without the need to significantly expand provincial bureaucracy to deliver it.
- **Recommended Annual Investment:** \$10 – 20 million annually

How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario's public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.
- The designated delivery partner - such as the Ontario Library Service or another identified entity - would negotiate to secure province-wide access to a universal set of resources.
- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.
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- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

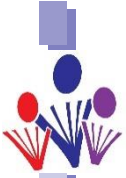
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The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, June 24, 2024 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Paolo Bruni	Kevin Harrison
Wayne Greco	Steve Murray	
Lisa Dobrovnik	Mike Olejnik	

Absent: Hannah Caicco and Erin Ferlaino

Library: Matthew MacDonald, Rebekah Verdone

1. Call to Order

W. Greco called the meeting to order at 4:31 p.m.

1.1 Excused Absence

MOTION:

The Sault Ste. Marie Public Library Board resolves that the following Board Members be excused from the regular meeting: Hannah Caicco and Erin Ferlaino

Moved: M. Olejnik Seconded: K. Harrison **CARRIED**

1.2 Land Recognition

J. van Haaften read the land acknowledgement statement.

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 the June 24, 2024 meeting as presented.

Moved: P. Bruni Seconded: L. Dobrovnik **CARRIED**

4. Delegations

NONE

5. Chair's Report

The Board Chair presented a report on his activities as Chair over the previous month. He wanted to highlight that we are still post covid in some sense and have done a good job getting us back on track. Matthew has a full staff again.

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 May 27, 2024 Regular Board Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: NONE

6.2.2 Out-going: NONE

6.3 Financials

6.3.1 June Financial Committee Report

6.3.2 May Monthly Expenditure Report

6.3.3 Financial Reports ending May, 2024

6.3.4 Friends Report – May 2024

6.3.5 2023 Audited Statements

6.4 Policy Committee

6.4.1 June Policy Committee Report

6.4.2 Revised Policies

6.4.2.1 300-01 Archives Acquisitions Policy

6.4.2.2 300-22 Website Policy

6.4.3.3 400-10 Electronic Monitoring Policy

6.4.3 Business Continuity Plan

6.4.4 Policies to be Rescinded

6.4.4.1 NONE

6.5 Summary of Motions

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the June 24, 2024, meeting as presented.

Moved: S. Murray

Seconded: J. van Haaften

CARRIED

7. Items Removed from Consent

NONE

8. Business Arising from the Minutes

8.1 Board Fund Raising

The Board agreed to defer this discussion until the Fall or possibly use our Board Development meeting in October to discuss this topic and bring ideas to the table.

9. Every Breakfast Counts

A program run through the Mayor's office and Social Services. This is a great program run through the schools during the school term. They are trying to bridge the gap of the summer months. The Library will be a pick up site 3 days a week for lunches because we are a public location.

10. Board Development

10.1 NONE

11. New Policies

11.1 NONE

12. Strategic Plan Update

Matthew used different charts to give a different visualization of the progress we have made. Looking at the progress you can see that we have about a quarter of each category. Overall we are a third of the way complete.

13. Chiller Repairs

Matthew informed the Board that we do not need to bring a Motion at City council because of the low dollar amount. We are able to go forward because it has already been approved with

the capital asset amount. Nor-Therm has been working with us and will be completing the repairs.

14. 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: Labour Relations or relations or employee negotiations. 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, K. Aaltonen and R. Verdone.

Moved: S. Murray

Seconded: M. Olejnik

CARRIED

15. Report of the Closed Session

Be it resolved that Management not be required to use the Request for Proposal process to engage a consultant for job evaluation and pay equity planning. Further, that the Library engage the City of Sault Ste. Marie consultant, ML Consulting, for said job evaluations and pay equity planning.

16. New Business

J. Van Haaften gave a report on her final Ontario Library Service board meeting and what occurred during her four-year term on that Board and the recommendations to the new board.

17. Board meetings

Board discussed having a special July or August Board meeting to review the budget to meet the City timelines for budgets.

18. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the June 24, 2024, meeting at 5:11 p.m.

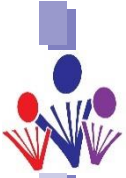
Moved: M. Olejnik

Seconded: S. Murray

CARRIED

Chairperson, Library Board

**Sault Ste. Marie Public Library
Library Board
SPECIAL MEETING
Thursday, August 8, 2024 – 5:00 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Paolo Bruni	Kevin Harrison
Wayne Greco	Steve Murray	
Lisa Dobrovnik	Mike Olejnik	

Absent: Hannah Caicco and Erin Ferlaino

Library: Matthew MacDonald, Kaitrin Aaltonen

1. Call to Order

W. Greco called the meeting to order at 5:03 p.m.

1.1 Excused Absence

MOTION:

The Sault Ste. Marie Public Library Board resolves that the following Board Members be excused from the special Board meeting of August 8, 2024:

Hannah Caicco and Erin Ferlaino

Moved: S. Murray Seconded: M. Olejnik **CARRIED**

1.2 Land Recognition

J. van Haaften read the land acknowledgement statement.

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 the August 8, 2024 meeting as amended.

Added 4.2 Supplemental Budget Request - Security

Moved: M. Olejnik Seconded: S. Murray **CARRIED**

**4. Operations Budget
4.1 2025 Operations Budget**

MOTION:

Be it resolved that the Sault Ste. Marie Public Library Board approve the Library's 2025 Operations Budget as presented.

Further, that the 2025 Operations Budget be submitted to City Finance to be included in City Council's 2025 budget deliberations.

Moved: J. van Haaften Seconded: M. Olejnik **CARRIED**

4.2 2025 Supplemental Budget Request – Security

MOTION:

Be it resolved that the CEO prepare a supplementary budget request for additional funding for a security presence during non-Management hours at the James L. McIntyre Centennial Library, to be presented to City Council during the 2025 budget deliberations.

Moved: M. Olejnik Seconded: L. Dobrovnik

CARRIED

5. 2024 Collection Budget Amendments

MOTION

Be it resolved that the Sault Ste. Marie Public Library Board reallocate from the 2024 Operations budget \$2,477 from the MAAV budget, \$1,000 from the MAJDVD budget, \$500 from the NOBCD budget, \$1,000 from the NOJAV budget and \$500 from the NOJBCD budget, for a total of \$5,477, to the ERES (Electronic databases) budget to HOOPLA, providing a \$1,800 per month budget for the service for the remainder of 2024.

Moved: J. van Haaften

Seconded: M. Olejnik

CARRIED

6. Board meetings

6.1 Regular Board Meeting September 30, 2024

7. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the August 8, 2024, meeting at 6:06 p.m.

Moved: M. Olejnik

Seconded: S. Murray

CARRIED

Chairperson, Library Board



**Sault Ste. Marie Public Library
Finance Committee
REGULAR MEETING
Tuesday, September 26th, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom**

Minutes

Attending: Jami van Haaften (Secretary), Steve Murray (Chair), Wayne Greco, Lisa Dobrovnik, Matthew MacDonald, and Kaitrin Aaltonen,

Regrets: Mike Olejnik and Hannah Caicco

1. The meeting was called to order at 4:32 p.m.
2. There was no declaration of conflict of interest
3. The agenda was approved, as revised

4.2.1 Lease liabilities

4.2.2 Management letter

** later secretary changed date to Sept. 26, renumbered 9.2.2. and 9.2.3 and replaced Information Item section of agenda

4. Review of the Minutes

4.1 June 18th, 2024 Finance Committee Meeting Minutes

The June 18th, 2024 Finance Committee report was included in the Consent Agenda of the June 24th Board meeting.

4.2 Matters arising from June 18th, 2024 Meeting Minutes

4.2.1 Lease liabilities – Kaitrin provided a copy of the auditor’s projection of the lease agreement for the North Branch, with projected numbers to 2044, and answered questions.

4.2.2 Management letter question – see 10.6



5. Monthly Expenditure Reports

5.1 June 2024

Recommendation: The expenditures for the month of June 2024, which include wages, benefits and RBC Visa in the amount of \$284,059.96 be confirmed paid.

5.2 July 2024

Recommendation: The expenditures for the month of July 2024, which include wages, benefits and RBC Visa in the amount of \$269,994.83 be confirmed paid.

5.3 August 2024

Recommendation: The expenditures for the month of August 2024, which include wages, benefits and RBC Visa in the amount of \$331,860.05 be confirmed paid.

6. Financial Results as of July 31st, 2024

Recommendation: The Financial Results as of July 31st, 2024, be approved.

7. Monthly Departmental Hours Report

There was general agreement this is a document for operational use and can be removed from future Finance Committee agenda packages.

8. Account Changes

Accounts are being updated, adding, changing and renaming Revenue and Expense Accounts to reflect their actual use.

9. Capital Projects

9.1 New Projects

9.1.1 Pneumatic Control Engineering Study

Management asked the city for funding for a Pneumatic Control Engineering Study (\$5,600), in order to learn the cost to replace a system that has outgrown its life expectancy. Once the cost has been identified, additional city funding will be requested.



9.2 Project Updates

9.2.1 Exterior Cladding Progress Update

Project is on schedule and expected to be completed October 30, 2024.

9.2.3 Back Door and Staff Door Update

Back door and frame have been replaced.

Staff doors in a number of locations at the JLM Centennial Library will be replaced and/or repaired, in order to provide an accessible pathway for staff.

9.2.4 Server Upgrade Progress Update

The hardware has been installed, web server has migrated, and work on the phone tree and other migration work is ongoing.

9.3 Completed Projects

9.3.1 Asbestos Encapsulation Update

Asbestos work is mostly done effect for some deficiencies.

10. Information Items:

10.1 New Payment Terminal and Options

A new payment terminal, Square, has been implemented, allowing debit, credit, and cash payments. The new system offers vastly improved reporting and ease of use for staff, with the ability to access transaction details online.

10.2 Scotiabank Update

Cheques and payroll are now being processed through the new Scotiabank account. The transition from RBC to Scotiabank is nearly complete.

10.3 Summer Experience Grant

The Summer Experience placement has successfully concluded. The placement was completed without issue, and the grant funding has been received.



10.4 NOHFC Internship

The NOHFC internship is progressing well, and the first reimbursement submission is scheduled for October 7th.

10.5 PLOG Opens

The PLOG has opened and will close on October 24th. No issues are anticipated.

10.6 KPMG 2023 Audited Statements

There have been no updates received regarding the 2023 audited statements or the management letter. Kaitrin is hoping to have the final statements for the PLOG submission, or they will need to be submitted separately.

10.7 City of Sault Ste. Marie Facility Asset Management Plan

Sept. 9 Council meeting - [Page 157 of Council agenda package](#)

The committee reviewed a number of line items relating to the library in the plan:
Total replacement value of JLM Centennial Library \$12,438,000
Age 31 and remaining service life 1
Average annual reinvestment costs \$87,000
Average annual investment need \$115,000

This item will come back to the Board agenda, and a report will summarize library factors.

Discussion - Finance Committee meetings will occur on the third Tuesday of every month, so that the report can be included in the upcoming Library Board agenda package.

11. Adjournment at 6:07

Recommended motions

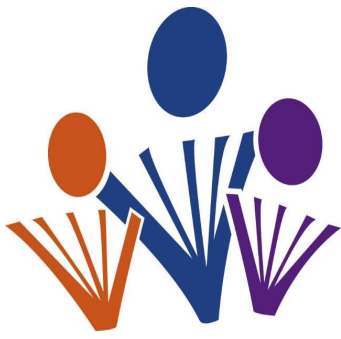
Resolved that the expenditures for the month of June 2024, which include wages, benefits and RBC Visa in the amount of \$284,059.96 be confirmed paid.

Resolved that the expenditures for the month of July 2024, which include wages, benefits and RBC Visa in the amount of \$269,994.83 be confirmed paid.



Resolved that the expenditures for the month of August 2024, which include wages, benefits and RBC Visa in the amount of \$331,860.05 be confirmed paid.

Resolved that Financial Results as of July 31st, 2024 be approved.



Sault Ste. Marie Public Library

Monthly Expenditure Report for June 2024

Cheque Register

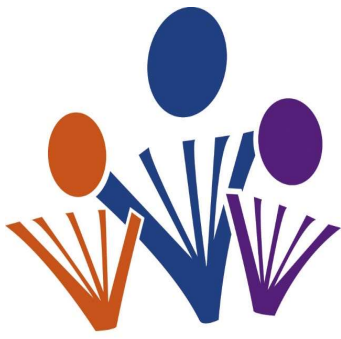
June 10, 2024	20,929.52
June 20, 2024	35,013.96
June 24, 2024	94,651.09
June 27, 2024	10,312.88
Subtotal	<u>\$160,907.45</u>

EFT from Bank Statements

Wages	118,713.08
RBC Visa	4,353.99
Service Fees	85.44
Subtotal	<u>\$123,152.51</u>
Total	<u>\$284,059.96</u>

Recommendation:

The expenditures for the month of June 2024, which include wages, benefits and RBC Visa in the amount of \$284,059.96 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for July 2024

Cheque Register

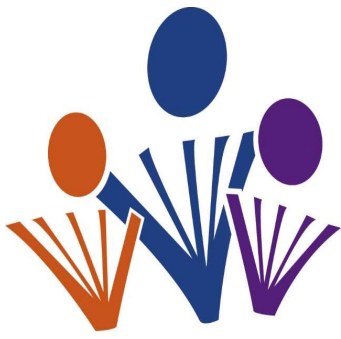
July 4, 2024	3,524.37
July 11, 2024	133,555.95
July 18, 2024	5,091.23
July 25, 2024	4,047.66
Subtotal	<u>\$146,219.21</u>

EFT from Bank Statements

Wages	115,073.03
RBC Visa	8,298.95
Service Fees	402.24
Subtotal	<u>\$123,774.22</u>
Total	<u>\$269,993.43</u>

Recommendation:

The expenditures for the month of July 2024, which include wages, benefits and RBC Visa in the amount of \$269,993.43 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for August 2024

Cheque Register

August 1, 2024	41,146.19
August 8, 2024	103,076.61
August 15, 2024	37,213.28
August 22, 2024	17,637.81
August 29, 2024	12,877.66
Subtotal	<u>\$211,951.55</u>

EFT from Bank Statements

Wages	115,341.52
RBC Visa	4,500.49
Service Fees	66.49
Subtotal	<u>\$119,908.50</u>
Total	<u>\$331,860.05</u>

Recommendation:

The expenditures for the month of May 2024, which include wages, benefits and RBC Visa in the amount of \$331,860.05 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,401,242.25)	(\$3,620,953.12)	66%
Fines	(5,477.33)	(\$4,250.00)	129%
Concessions	(970.20)	(\$1,000.00)	97%
Sales	(33,919.89)	(\$58,900.00)	58%
Donations	(72,769.17)	(\$52,976.53)	137%
Other income	(58,006.69)	(\$23,300.00)	249%
Change in future employee benefits			0%
Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	<u>(2,582,508.73)</u>	<u>(\$3,801,700.76)</u>	<u>68%</u>
EXPENDITURES			
Salaries and benefits	1,536,557.73	\$2,799,807.42	55%
Future employee benefits			0%
Books and periodicals	122,749.50	\$218,835.01	56%
Utilities	51,499.90	\$102,000.00	50%
Office expenditures	102,730.23	\$156,443.47	66%
Operating expenditures	256,434.89	\$433,850.00	59%
Equipment purchases	62,324.99	\$89,486.11	70%
Depreciation			0%
Default			0%
	<u>2,132,297.24</u>	<u>\$3,800,422.01</u>	<u>56%</u>
(Surplus)/Deficit	(450,211.49)	(\$1,278.75)	35,207%

SSM LIBRARY
Summary of All Units
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(2,401,242.25)	(\$3,620,953.12)	66%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
Total Grants	(2,401,242.25)	(\$3,620,953.12)	66%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(4,777.12)	(\$3,500.00)	136%
LIBRARY NORTH BRANCH - Fines	(700.21)	(\$750.00)	93%
Total Fines	(5,477.33)	(\$4,250.00)	129%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
Total Concessions	(970.20)	(\$1,000.00)	97%
Sales:			
LIBRARY ADMINISTRATION - Sales	(25,364.74)	(\$40,000.00)	63%
LIBRARY MAIN BRANCH - Sales	(6,566.54)	(\$16,750.00)	39%
LIBRARY NORTH BRANCH - Sales	(1,988.61)	(\$2,150.00)	92%
Total Sales	(33,919.89)	(\$58,900.00)	58%
Donations:			
LIBRARY ADMINISTRATION - Donations	(58,259.27)	(\$38,466.63)	151%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(14,509.90)	(\$14,509.90)	100%
Total Donations	(72,769.17)	(\$52,976.53)	137%
Other income:			
LIBRARY ADMINISTRATION - Other income	(51,227.10)	(\$16,000.00)	320%
LIBRARY MAIN BRANCH - Other income	(2,372.41)	(\$4,500.00)	53%
LIBRARY NORTH BRANCH - Other income	(4,407.18)	(\$2,800.00)	157%
Total Other income	(58,006.69)	(\$23,300.00)	249%
Change in future employee benefits			0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
Total Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	(2,546,216.56)	(\$3,755,740.86)	68%
	(13,716.07)	(\$24,750.00)	55%
	(21,605.90)	(\$20,209.90)	107%
	(2,582,508.73)	(\$3,801,700.76)	68%

EXPENDITURES

SSM LIBRARY
Summary of All Units
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	446,886.81	\$861,904.76	52%
LIBRARY MAIN BRANCH - Salaries and benefits	878,981.97	\$1,616,465.97	54%
LIBRARY NORTH BRANCH - Salaries and benefits	210,688.95	\$321,436.69	66%
Total Salaries and benefits	1,536,557.73	\$2,799,807.42	55%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	2,563.32	\$6,183.46	41%
LIBRARY MAIN BRANCH - Books and periodicals	106,165.55	\$154,367.55	69%
LIBRARY NORTH BRANCH - Books and periodicals	14,020.63	\$58,284.00	24%
Total Books and periodicals	122,749.50	\$218,835.01	56%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	51,499.90	\$102,000.00	50%
LIBRARY NORTH BRANCH - Utilities			
Total Utilities	51,499.90	\$102,000.00	50%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	61,597.10	\$77,435.30	80%
LIBRARY MAIN BRANCH - Office expenditures	34,125.95	\$66,508.17	51%
LIBRARY NORTH BRANCH - Office expenditures	7,007.18	\$12,500.00	56%
Total Office expenditures	102,730.23	\$156,443.47	66%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	5,106.49	\$31,000.00	16%
LIBRARY MAIN BRANCH - Operating expenditures	103,681.84	\$189,836.00	55%
LIBRARY NORTH BRANCH - Operating expenditures	140,703.74	\$212,014.00	66%
Total Operating expenditures	256,434.89	\$433,850.00	59%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	58,676.92	\$77,986.11	75%
LIBRARY MAIN BRANCH - Equipment purchases	3,648.07	\$10,000.00	36%
LIBRARY NORTH BRANCH - Equipment purchases		\$1,500.00	0%
Total Equipment purchases	62,324.99	\$89,486.11	70%
Depreciation			0%
Default			0%
	574,830.64	\$1,054,509.63	55%
	1,178,103.28	\$2,139,177.69	55%
	372,420.50	\$605,734.69	61%
	2,132,297.24	\$3,800,422.01	56%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,971,385.92)	(\$2,701,231.23)	73%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,164,387.21	\$2,114,427.69	55%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	350,814.60	\$585,524.79	60%

SSM LIBRARY
Summary of All Units
For the Seven Months Ending Wednesday, July 31, 2024

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
Total (Surplus)/Deficit	(450,211.49)	(\$1,278.75)	35,207%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,401,242.25)	(\$3,620,953.12)	66%
Fines			
Concessions			
Sales	(25,364.74)	(\$40,000.00)	63%
Donations	(58,259.27)	(\$38,466.63)	151%
Other income	(51,227.10)	(\$16,000.00)	320%
Change in future employee benefits			
Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	<u>(2,546,216.56)</u>	<u>(\$3,755,740.86)</u>	<u>68%</u>
EXPENDITURES			
Salaries and benefits	446,886.81	\$861,904.76	52%
Future employee benefits			
Books and periodicals	2,563.32	\$6,183.46	41%
Utilities			
Office expenditures	61,597.10	\$77,435.30	80%
Operating expenditures	5,106.49	\$31,000.00	16%
Equipment purchases	58,676.92	\$77,986.11	75%
Depreciation			
Default			
	<u>574,830.64</u>	<u>\$1,054,509.63</u>	<u>55%</u>
(Surplus)/Deficit	(1,971,385.92)	(\$2,701,231.23)	73%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV	(3,816.00)	(\$3,938.90)	97%
30-720-7201-5212 ONT SPEC GRANT OTHER	(1,842.00)	(\$9,726.00)	19%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(5,482.00)	(\$21,687.00)	25%
30-720-7201-5294 GRANTS MUNICIPAL	(2,390,102.25)	(\$3,186,803.00)	75%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5311 CAN SPEC GRANT		(\$30,729.22)	0%
Total Grants	(2,401,242.25)	(\$3,620,953.12)	66%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(25,364.74)	(\$40,000.00)	63%
Total Sales	(25,364.74)	(\$40,000.00)	63%
Donations:			
30-720-7201-5861 DONATIONS	(2,222.06)	(\$10,000.00)	22%
30-720-7201-5866 RESTRICTED DONATIONS	(33,845.58)	(\$6,000.00)	564%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR	(22,191.63)	(\$22,191.63)	100%
30-720-7201-5869 DONATIONS IN KIND		(\$275.00)	0%
Total Donations	(58,259.27)	(\$38,466.63)	151%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(51,227.10)	(\$16,000.00)	320%
Total Other income	(51,227.10)	(\$16,000.00)	320%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR	(10,123.20)	(\$40,321.11)	25%
Total Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	(2,546,216.56)	(\$3,755,740.86)	68%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	338,055.51	\$649,115.40	52%
30-720-7201-6015 SALARIES SUMMER STUDENTS	1,557.70		0%
30-720-7201-6031 CANADA PENSION PLAN	18,664.94	\$30,436.71	61%
30-720-7201-6032 EMPLOYMENT INSURANCE	7,038.23	\$9,487.22	74%
30-720-7201-6033 EMPLOYER HEALTH TAX	6,862.27	\$12,734.56	54%
30-720-7201-6041 OMERS	31,249.65	\$58,051.06	54%
30-720-7201-6042 HEALTH CARE	12,933.95	\$29,903.16	43%
30-720-7201-6043 DENTAL	4,400.64	\$13,320.72	33%
30-720-7201-6044 GROUP INSURANCE	2,927.79	\$6,140.89	48%
30-720-7201-6045 LONG TERM DISABILITY	5,924.35	\$13,026.14	45%
30-720-7201-6052 RETIRED HEALTH CARE	17,271.78	\$31,000.00	56%
30-720-7201-6011 SALARIES PART TIME		\$3,938.90	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7201-6046 WSIB		\$4,750.00	0%
Total Salaries and benefits	446,886.81	\$861,904.76	52%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	2,563.32	\$6,183.46	41%
Total Books and periodicals	2,563.32	\$6,183.46	41%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	6,908.18	\$6,750.00	102%
30-720-7201-6182 TRAVEL	1,530.08	\$5,300.00	29%
30-720-7201-6185 TRAINING	16,153.34	\$12,250.00	132%
30-720-7201-6200 MILEAGE	94.94	\$1,800.00	5%
30-720-7201-6470 POSTAL SERVICE	121.69	\$100.00	122%
30-720-7201-6474 CARTAGE	2,391.00	\$6,000.00	40%
30-720-7201-6480 TELECOMMUNICATIONS	37.81	\$200.00	19%
30-720-7201-6500 AUDIT FEES	7,326.72	\$14,000.00	52%
30-720-7201-6506 BOOKKEEPING SERVICE	13,480.30	\$13,480.30	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	8,545.80	\$5,130.00	167%
30-720-7201-6542 PUBLIC RELATIONS	2,898.08	\$9,540.00	30%
30-720-7201-6720 BANK CHARGES	2,109.16	\$2,800.00	75%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	61,597.10	\$77,435.30	80%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	1,356.28	\$1,000.00	136%
30-720-7201-6462 INSURANCE	3,750.21	\$30,000.00	13%
Total Operating expenditures	5,106.49	\$31,000.00	16%
Equipment purchases:			
30-720-7201-8201 FURNITURE & FIXTURES	503.71		0%
30-720-7201-8202 COMPUTER EQUIPMENT	9,712.54	\$32,986.11	29%
30-720-7201-8300 SOFTWARE	48,460.67	\$45,000.00	108%
Total Equipment purchases	58,676.92	\$77,986.11	75%
Depreciation			
Default	574,830.64	\$1,054,509.63	55%
(Surplus)/Deficit	(1,971,385.92)	(\$2,701,231.23)	73%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(4,777.12)	(\$3,500.00)	136%
Concessions			
Sales	(6,566.54)	(\$16,750.00)	39%
Donations			
Other income	(2,372.41)	(\$4,500.00)	53%
Change in future employee benefits			
Surplus, prior year			
	<u>(13,716.07)</u>	<u>(\$24,750.00)</u>	<u>55%</u>
EXPENDITURES			
Salaries and benefits	878,981.97	\$1,616,465.97	54%
Future employee benefits			
Books and periodicals	106,165.55	\$154,367.55	69%
Utilities	51,499.90	\$102,000.00	50%
Office expenditures	34,125.95	\$66,508.17	51%
Operating expenditures	103,681.84	\$189,836.00	55%
Equipment purchases	3,648.07	\$10,000.00	36%
Depreciation			
Default			
	<u>1,178,103.28</u>	<u>\$2,139,177.69</u>	<u>55%</u>
(Surplus)/Deficit	1,164,387.21	\$2,114,427.69	55%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(4,777.12)	(\$3,500.00)	136%
Total Fines	(4,777.12)	(\$3,500.00)	136%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(484.96)	(\$4,450.00)	11%
30-720-7202-5892 MEMBERSHIP FEES	(711.00)	(\$1,500.00)	47%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(5,020.58)	(\$9,000.00)	56%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(350.00)	(\$1,800.00)	19%
Total Sales	(6,566.54)	(\$16,750.00)	39%
Donations			
Other income:			
30-720-7202-5860 SUNDRY REVENUE	(26.54)		0%
30-720-7202-5751 RENT PROGRAM ROOM A	(1,485.70)	(\$3,500.00)	42%
30-720-7202-5752 RENT PROGRAM ROOM B	(860.17)	(\$1,000.00)	86%
Total Other income	(2,372.41)	(\$4,500.00)	53%
Change in future employee benefits Surplus, prior year	(13,716.07)	(\$24,750.00)	55%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	524,160.90	\$917,795.68	57%
30-720-7202-6011 SALARIES PART TIME	188,029.88	\$374,647.77	50%
30-720-7202-6031 CANADA PENSION PLAN	37,902.62	\$68,005.26	56%
30-720-7202-6032 EMPLOYMENT INSURANCE	15,493.57	\$26,934.08	58%
30-720-7202-6033 EMPLOYER HEALTH TAX	13,762.95	\$24,880.94	55%
30-720-7202-6041 OMERS	54,525.54	\$109,570.97	50%
30-720-7202-6042 HEALTH CARE	24,017.49	\$49,980.60	48%
30-720-7202-6043 DENTAL	15,173.43	\$32,796.00	46%
30-720-7202-6044 GROUP INSURANCE	1,848.91	\$3,799.67	49%
30-720-7202-6045 LONG TERM DISABILITY	4,066.68	\$8,055.00	50%
Total Salaries and benefits	878,981.97	\$1,616,465.97	54%
Future employee benefits			
Books and periodicals:			
30-720-7202-6133 BOOKS PROFESSIONAL	47.72	\$250.00	19%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	432.42	\$497.14	87%
30-720-7202-6135 BOOKS REFERENCE ADULT	82.90	\$3,369.20	2%
30-720-7202-6136 BOOKS ADULT	25,319.49	\$30,914.22	82%
30-720-7202-6137 BOOKS JUVENILE	8,971.70	\$14,314.67	63%
30-720-7202-6138 BOOKS FRENCH	364.65	\$1,437.88	25%
30-720-7202-6141 PERIODICALS	13,451.94	\$10,744.79	125%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	4,817.08	\$10,298.66	47%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	166.50	\$615.10	27%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	7,727.65	\$9,060.59	85%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	673.64	\$649.24	104%
30-720-7202-6155 GAMES ADULT & JUVENILE	356.13	\$956.13	37%
30-720-7202-6158 ELECTRONIC DATABASES	30,989.42	\$48,655.10	64%
30-720-7202-6159 AUDIO BOOKS ADULT	228.04	\$975.47	23%
30-720-7202-6160 AUDIO BOOKS JUVENILE	421.75	\$1,029.36	41%
30-720-7202-6165 MATERIALS PROCESSING	12,114.52	\$19,500.00	62%
30-720-7202-6156 CD MUSIC ADULT		\$825.00	0%
30-720-7202-6161 IN KIND DONATIONS		\$275.00	0%
Total Books and periodicals	106,165.55	\$154,367.55	69%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	41,378.64	\$80,000.00	52%
30-720-7202-6254 NATURAL GAS	10,121.26	\$22,000.00	46%
Total Utilities	51,499.90	\$102,000.00	50%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	13,995.56	\$25,000.00	56%
30-720-7202-6200 MILEAGE	515.83		0%
30-720-7202-6470 POSTAL SERVICE	3,927.82	\$7,000.00	56%
30-720-7202-6480 TELECOMMUNICATIONS	9,453.98	\$18,500.00	51%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	6,230.28	\$16,008.17	39%
30-720-7202-6726 US \$ EXCHANGE	2.48		0%
Total Office expenditures	34,125.95	\$66,508.17	51%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	(31.50)	\$100.00	(32%)
30-720-7202-6395 JANITORIAL SUPPLY	3,365.97	\$10,000.00	34%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	42,648.23	\$81,000.00	53%
30-720-7202-6496 JANITORIAL SERVICE	24,633.59	\$49,320.00	50%
30-720-7202-6620 SECURITY	28,618.28	\$42,416.00	67%
30-720-7202-6704 MACHINE RENTAL	4,447.27	\$5,100.00	87%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$1,900.00	0%
Total Operating expenditures	103,681.84	\$189,836.00	55%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	3,648.07	\$7,000.00	52%
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,000.00	0%
Total Equipment purchases	3,648.07	\$10,000.00	36%
Depreciation Default	1,178,103.28	\$2,139,177.69	55%
(Surplus)/Deficit	1,164,387.21	\$2,114,427.69	55%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
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SSM LIBRARY
LIBRARY NORTH BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(700.21)	(\$750.00)	93%
Concessions			
Sales	(1,988.61)	(\$2,150.00)	92%
Donations	(14,509.90)	(\$14,509.90)	100%
Other income	(4,407.18)	(\$2,800.00)	157%
Change in future employee benefits			
Surplus, prior year			
	<u>(21,605.90)</u>	<u>(\$20,209.90)</u>	<u>107%</u>
EXPENDITURES			
Salaries and benefits	210,688.95	\$321,436.69	66%
Future employee benefits			
Books and periodicals	14,020.63	\$58,284.00	24%
Utilities			
Office expenditures	7,007.18	\$12,500.00	56%
Operating expenditures	140,703.74	\$212,014.00	66%
Equipment purchases		\$1,500.00	0%
Depreciation			
Default			
	<u>372,420.50</u>	<u>\$605,734.69</u>	<u>61%</u>
(Surplus)/Deficit	350,814.60	\$585,524.79	60%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(700.21)	(\$750.00)	93%
Total Fines	(700.21)	(\$750.00)	93%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(56.37)	(\$100.00)	56%
30-720-7204-5892 MEMBERSHIP FEES	(243.00)	(\$150.00)	162%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,509.24)	(\$1,750.00)	86%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY	(180.00)		0%
30-720-7204-5895 PROGRAM REGISTRATION FEES		(\$150.00)	0%
Total Sales	(1,988.61)	(\$2,150.00)	92%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR	(14,509.90)	(\$14,509.90)	100%
Total Donations	(14,509.90)	(\$14,509.90)	100%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(2,299.40)	(\$2,000.00)	115%
30-720-7204-5752 RENT PROGRAM ROOM B	(2,107.78)	(\$800.00)	263%
Total Other income	(4,407.18)	(\$2,800.00)	157%
Change in future employee benefits			
Surplus, prior year	(21,605.90)	(\$20,209.90)	107%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	112,175.96	\$177,097.65	63%
30-720-7204-6011 SALARIES PART TIME	59,252.36	\$79,299.21	75%
30-720-7204-6031 CANADA PENSION PLAN	8,906.48	\$13,147.28	68%
30-720-7204-6032 EMPLOYMENT INSURANCE	3,683.48	\$5,348.40	69%
30-720-7204-6033 EMPLOYER HEALTH TAX	3,311.53	\$4,923.02	67%
30-720-7204-6041 OMERS	13,030.00	\$22,721.63	57%
30-720-7204-6042 HEALTH CARE	5,558.28	\$9,996.12	56%
30-720-7204-6043 DENTAL	3,518.68	\$6,559.20	54%
30-720-7204-6044 GROUP INSURANCE	380.84	\$733.18	52%
30-720-7204-6045 LONG TERM DISABILITY	871.34	\$1,611.00	54%
Total Salaries and benefits	210,688.95	\$321,436.69	66%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	4,235.05	\$18,703.19	23%
30-720-7204-6137 BOOKS JUVENILE	6,431.96	\$11,090.05	58%
30-720-7204-6138 BOOKS FRENCH	1,084.65	\$1,637.60	66%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,052.13	\$4,749.77	22%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	196.07	\$525.19	37%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Seven Months Ending Wednesday, July 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7204-6155 GAMES ADULT & JUVENILE	388.53	\$684.28	57%
30-720-7204-6159 AUDIO BOOKS ADULT	322.24	\$1,344.08	24%
30-720-7204-6160 AUDIO BOOKS JUVENILE	310.00	\$1,103.25	28%
30-720-7204-6132 ARCHIVES		\$14,509.90	0%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$837.18	0%
30-720-7204-6141 PERIODICALS		\$3,099.51	0%
Total Books and periodicals	14,020.63	\$58,284.00	24%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	765.56	\$2,500.00	31%
30-720-7204-6200 MILEAGE	2.80		0%
30-720-7204-6480 TELECOMMUNICATIONS	6,238.82	\$10,000.00	62%
Total Office expenditures	7,007.18	\$12,500.00	56%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	35.00	\$20.00	175%
30-720-7204-6410 MAINTENANCE & ALTERATIONS	256.44	\$1,000.00	26%
30-720-7204-6620 SECURITY	497.84	\$300.00	166%
30-720-7204-6700 RENT	139,379.46	\$209,394.00	67%
30-720-7204-6704 MACHINE RENTAL	535.00	\$1,200.00	45%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT		\$100.00	0%
Total Operating expenditures	140,703.74	\$212,014.00	66%
Equipment purchases:			
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,500.00	0%
Total Equipment purchases		\$1,500.00	0%
Depreciation			
Default			
	<u>372,420.50</u>	<u>\$605,734.69</u>	<u>61%</u>
(Surplus)/Deficit	350,814.60	\$585,524.79	60%

2024 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 101.50	\$ 3,199.85	-	\$ 3,301.35
FEBRUARY	\$ 114.00	\$ 3,011.21	-	\$ 3,125.21
MARCH	\$ 186.50	\$ 2,980.70	-	\$ 3,167.20
1st Quarter Totals	\$ 402.00	\$ 9,191.76	\$ -	\$ 9,593.76
APRIL	\$ 113.00	\$ 3,496.81	-	\$ 3,609.81
MAY	\$ 150.00	\$ 3,089.00	-	\$ 3,239.00
JUNE	\$ 229.00	\$ 3,072.50	\$ 643.06	\$ 3,944.56
2nd Quarter Totals	\$ 492.00	\$ 9,658.31	\$ 643.06	\$ 10,793.37
JULY	\$ 366.00	\$ 4,254.10	-	\$ 4,620.10
AUGUST	\$ 135.00	\$ 3,757.30	-	\$ 3,892.30
SEPTEMBER	\$ 41.00	\$ 125.00	-	\$ 166.00
3rd Quarter Totals	\$ 542.00	\$ 8,136.40	\$ -	\$ 8,678.40
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 1,436.00	\$ 26,986.47	\$ 643.06	\$ 29,065.53
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 402.00	\$ 9,191.76	\$ 9,593.76
2nd Quarter Totals	APR-JUN	\$ 492.00	\$ 9,658.31	\$ 10,793.37
3rd Quarter Totals	JUL-SEP	\$ 542.00	\$ 8,136.40	\$ 8,678.40
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 1,436.00	\$ 26,986.47	\$ 29,065.53
				\$ -
Grand Total		\$ 29,065.53	\$ -	\$ 29,065.53



Sault Ste. Marie Public Library

**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, September 10, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

Attending: Jami van Haften, Paolo Bruni, Lisa Dobrovnik, Steve Murray, Matthew MacDonald

Regrets: Wayne Greco, Erin Ferlaino

1. Meeting was called to order at 4:38 p.m.
2. There were no Declarations of Conflict of Interest
3. The agenda was approved
4. The Minutes of the June 24, 2024 Policy Committee Meeting were approved
5. Policies Reviewed
 - 5.1 200-01 Purchasing and Procurement Policy
 - 5.2 400-06 Healthcare Leave and Sick Leave Policy
6. Policies Rescinded
 - 6.1 300-14 Children Unattended Policy
7. New Policies
 - 7.1 300-14 Children Services Policy
 - 7.2 300-20 Information Services Policy
 - 7.3 300-21 Programming Policy – deferred to next Policy Committee Meeting to account for inclusion of information about Accessibility and Programming Communication
8. Policy Follow up
 - 8.1 100-12 Board member Recognition Policy - Board Legacy Document
9. New Business
 - None
10. The meeting was adjourned at 6:30 p.m.

Title:	Purchasing and Procurement Policy	Policy Number: 200-01
Policy Type:	Business/Financial	
Approval By:	Resolution Number RB 2008-11-17	
Approval Date:	November 17, 2008	
Revised Dates:	December 19, 2016; September 27, 2021; October 7, 2024	
Review Date:	November 2027	

POLICY STATEMENT

This Policy establishes the authority and sets out the methods by which Goods, Services or Construction will be purchased and disposed of for the purposes of the Sault Ste. Marie Public Library Board subject to certain exceptions where indicated.

PURPOSE

The purpose of this Policy are:

- a) To encourage fair and open competition among suppliers;
- b) To maximize savings;
- c) To ensure service and product delivery, quality, efficiency and effectiveness;
- d) To ensure fairness and objectivity to all bidders;
- e) To ensure openness, accountability and transparency while protecting the financial best interests of the Sault Ste. Marie Public Library Board;
- f) To have regard to the accessibility for persons with disabilities to the Goods, Services and Construction purchased by the Sault Ste. Marie Public Library Board in compliance with the Ontarians with Disabilities Act, 2001, S.O. 2001, c.32; and the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11;
- g) To dispose of surplus and obsolete goods in the most cost effective and environmentally responsible manner.

DEFINITIONS

AWARD/AWARDED/AWARDING - authorization to proceed with the purchase of Goods, Services or Construction from a chosen supplier.

BID - an offer or submission from a supplier in response to a Bid Solicitation.

BID BOND - the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee that the successful bidder enters into a Contract with the Sault Ste. Marie Public Library Board, as required by this policy.

BID SOLICITATION - a formal request for Bids that may be in the form of a Request for Tender or Request for Proposal.

BOARD - The Sault Ste. Marie Public Library Board.

CONSTRUCTION - a construction, reconstruction, demolitions, repair or renovation of a building, structure or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications for the procurement.

CONSULTANT/CONSULTING SERVICES -a person or entity that under agreement, other than an employment agreement, provides expert or strategic advice and related services. Consulting Services do not include "Professional Services" provided by licensed professionals.

CONTRACT - any agreement, regardless of form or title, for the lease, purchase or disposal of Goods, Services or Construction authorized in accordance with this Policy.

CORPORATE CREDIT CARD - a card issued in the name of the Sault Ste. Marie Public Library for the purpose of purchasing Goods and Services: for example, corporate VISA cards.

EMERGENCY - a situation, or an impending situation, caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger to life or property or disruption of services or operations.

FAIR MARKET VALUE - the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length who are fully informed and not under any compulsion to transact.

GOODS - means moveable property and includes,

- (a) the cost of installing, operating, maintaining or manufacturing such moveable property;
- (b) raw materials, products, equipment and other physical objects of every kind and description.

LOWEST COMPLIANT BID - the Bid that would provide the Library with the desired Goods, Services or Construction at the lowest Total Acquisition Cost, meets all the specifications and contains no irregularities requiring automatic rejection

PROFESSIONAL SERVICES - services that by legislation or regulation are to be provided only by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries.

PROPOSAL - an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation.

PURCHASE ORDER - a Contract between the Library and a supplier for a specific quantity of Goods, or specific set of Services or type of Construction defined by such things as time period, location(s) and price.

REQUEST FOR PROPOSAL - a Bid Solicitation used to acquire Goods, Services or Construction, the suitability of which is dependent upon non-price factors and which may result in further negotiation between the parties.

SCOPE OF WORK - means specifications as outlined within original project's approved Goods and Services.

SINGLE SOURCE - a selection of a specific Supplier even though there may be more than one supplier capable of delivery of the Goods and Services.

SOLE SOURCE - there is only one Supplier capable of delivery of the Goods and Services that meet the requirements of the Library.

STANDING PURCHASE ORDER - a Contract between the Library and a supplier for the supply of frequently ordered Goods or Services at specified unit prices where possible, maximum dollar limits, or discounts; but not specified quantities.

SERVICES - includes all professional and consulting services, all services in relation to real property or personal property including without limiting the foregoing the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by Library staff in accordance with terms of employment.

TENDER - a publicly advertised Bid Solicitation.

TOTAL ACQUISITION COST - an evaluation of quality and services in the assessment of a Bid and the sum of all costs including, but not necessarily restricted to, purchase price, taxes, warranties local service cost, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the Lowest Compliant Bid;

GENERAL PROCUREMENT

APPLICATION

- (1) These procedures are to be followed to Award a Contract or to recommend to the Board that a Contract be Awarded.
- (2) The CEO may purchase or contract for the Goods and Services listed in Appendix "A" without following the procedures set out here. The CEO may delegate this responsibility as appropriate.
- (3) The procurement of legal services shall be contracted for by the CEO.
- (4) The purchase of Goods and Services listed in Appendix "A" may be made provided that sufficient funds are available and identified in appropriate accounts within the Board's approved budget.
- (5) Some purchases and/or capital building projects may be coordinated through the City of Sault Ste. Marie, in which case the City of Sault Ste. Marie's Procurement Policy may be utilized.

RESTRICTIONS

- (1) No Contract for Goods, Services or Construction may be divided into two or more parts to avoid the application of the provisions of this policy.
- (2) No Contract for Services shall be awarded where the services would result in the establishment of an employee - employer relationship.
- (3) No employee shall purchase, on behalf of the Library, any Goods, Services or Constructions, except in accordance with this policy.
- (4) An Employee involved in the Awarding of any Contract must not have any direct or indirect pecuniary interest in the Contract.
The Employee:
 - (a) Shall immediately disclose the interest to the CEO and shall describe the general nature thereof;
 - (b) Shall not take part in the Award of the Contract.
 - (c) shall not attempt in any way to influence the Award of the Contract.
- (5) Board members must declare if they have any pecuniary conflict of interest before awarding a contract. If they have a conflict, they shall abstain from voting to award the Contract.
- (6) An employee has an indirect pecuniary interest in any Contract in which the Library is concerned, if,
 - (a) The employee or their spouse or partner
 - (i) is a shareholder in, or a director or senior officer of a corporation that does not offer its securities to the public that has a pecuniary interest in the Contract,
 - (ii) has a controlling interest in or is a director or senior officer of a corporation that offers its securities to the public that has a pecuniary interest in the Contract, or
 - (iii) is a member of an unincorporated association or partnership that has a pecuniary interest in the Contract.

An employee found to be in conflict as per this policy may be subject to disciplinary action.

(7) There will be no local preference for purchases in compliance with the Discriminatory Business Practices Act, Revised Statutes of Ontario, 1990 Chapter D.12 and the Ontario Free Trade Agreement that does not allow for geographical preference as well in accordance with the updated Municipal Act requiring that a competitive bid process be open, fair and transparent.

TOTAL ACQUISITION COST

Where this policy prescribes dollar limits, the Contract amount shall be the estimated Total Acquisition Cost less any rebates; not including sales tax.

PRESCRIBED BOARD APPROVAL

(1) Despite any other provisions of this policy the following Contracts are subject to Board approval:

- (a) Any Contract where the Total Acquisition Cost is greater than the Board's Approved Budget;
- (b) Any Contract where Goods, Service or Construction is available from only one source of supply and the Total Acquisition Cost of such Goods, Service or Construction exceeds \$15,000;
- (c) Where Goods, Service or Construction has been restricted to a single source of supply because standardization, compatibility, cost effectiveness or similar justification is the overriding consideration and on any anniversary of the renewal of that restriction;
- (d) Any Contract where the Request for Proposal method of purchase of Goods, Services or Construction is being used and the estimated value of the Goods, Services or Construction exceeds \$35,000;

(2) Despite any other provisions of this policy, the following Contracts are subject to Board approval:

- (a) any Contract requiring approval from the City Council in accordance with the Public Libraries Act; R.S.O. 1990, c. P.44
- (b) any Contract where an irregularity precludes the Award of a Contract to the supplier submitting the lowest compliant bid.

(3) The following approvals must be secured for Change Orders to approved Contracts:

- (a) Non-Scope of Work Change Orders, a tolerance of 20% of the approved Project Cost in total for all Change Orders applies. Approval is subject to identified funding and may be secured from the CEO up to their Approval Limit.
- (b) Scope of Work Change Orders are subject to identified available funding and require approval from originating approver.

RESPONSIBILITIES AND AUTHORITIES

Expenditure Authorization

(1) The Library Board has ultimate authority for all expenditures. The Board delegates this authority to the CEO by the authorization of budgets or by specific resolution. Library employees cannot purchase any item that has not been authorized by the Board and/or the CEO.

(2) Department Managers and the Business Administrator shall be responsible for and shall have authority over all procurement activity and decisions within their departments as are delegated to them by the CEO and are accountable for achieving the specific objectives of the procurement project.

(3) The CEO is responsible for:
(a) Monitoring compliance with this policy;
(b) Informing the Board

(4) The CEO has the authority to instruct Department Managers, the Business Administrator and Administrative Clerk to decline the purchase of any specific items in the best interest of the Board.

(5) The CEO has the authority to instruct Department Managers, the Business Administrator and Administrative Clerk not to award contracts and to submit recommendations to the Board for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the Library.

Spending Authority

Title or Responsibility	Spending Authority	Budget Department
Chief Executive Officer	\$15,000	All
Business Administrator & Managers	Budget Amounts as Assigned	Budget Codes as Assigned

NOTIFICATION OF PROCUREMENT OPPORTUNITIES

(1) Notification of procurement opportunities for Goods, Services or Construction exceeding a Total Acquisition Cost of up to \$35,000 shall be made by Public Advertising which advertising may include newspaper, web site listings and other forms of electronic advertising, and may be used for any other purchase.

(2) Notification of procurement opportunities for Goods, Services or Construction may be supplemented by other means of notification where appropriate.

ACCESSIBILITY

All Bidders, Suppliers and Contractors who provide Goods, Services or Construction to the Library shall comply with the Accessibility for Ontarians Act, 2005, and all Regulations emanating therefrom.

PURCHASING PROCEDURES

(1) The Business Administrator, with approval of the CEO, shall establish purchasing procedures consistent with the Purposes, Goals and Objectives set out in this policy.

(2) Where, in the opinion of the Business Administrator, adherence or non-adherence to this policy cannot be resolved, the CEO shall advise the Library Board Chairperson who shall have the authority to determine the appropriate action.

STANDING PURCHASE ORDERS

(1) A Standing Purchase Order may be used where:

- (a) Items or materials that are required to be updated or replenished on a regular basis; or
- (b) a need is anticipated for a range of Goods, Services or Construction for a specific purpose and for which convenience and location are major factors but the actual demand is not known at the outset.

(2) The Business Administrator shall establish and maintain Standing Purchase Orders.

(3) The Collections Librarian shall establish and maintain Standing Purchase Orders for collections as permitted by the Chief Executive Officer or Department Manager.

REQUEST FOR EXPRESSIONS OF INTEREST

The CEO may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any Goods, Services or Construction for the purposes of keeping a list of available suppliers.

ENGAGEMENT OF CONSULTANTS

Consultant procurement shall follow the regular procurement policies outlined within this policy.

PROCUREMENT METHODS

The procurement methods for the purchase of Goods, Services or Construction are listed in Appendix "B".

**LOW DOLLAR VALUE PURCHASES
(Acquisition not exceeding \$5,000)**

Department requirements for Goods, Services or Construction having a low dollar value, not exceeding \$2,500.00 may be purchased from the competitive marketplace: Refer to Appendix B.

**REQUEST FOR QUOTATION
(Acquisition costs between \$5,000 and \$30,000)**

- (1) Purchasing requirements for Goods, Services or Construction having an estimated Total Acquisition Cost between:
 - (a) \$5,000 and \$15,000 may be made by an informal Request for Quotation where written specifications are presented to the vendors by an authorized person and a written quotation is returned.
 - (b) \$15,000 and \$35,000 may be made by formal Request for Quotation where the authorized person will distribute a full written Quotation to be signed and sealed and returned by the vendor.

- (2) In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for the purchase of Goods, Services or Construction in this Total Acquisition Cost range.

- (3) The competitive method of purchase used to purchase the Goods, Services or Construction in this Total Acquisition Cost range shall demonstrate that Fair Market Value was achieved. The specifications for the Goods and Services and terms of purchase will be established with sufficient particularity to permit comparable quotations to be made by suppliers. A sufficient number of suppliers shall be requested to submit quotations on the specifications and terms of purchase so that at least three responsive quotations are received, where practical.

**REQUEST FOR TENDER
(Acquisitions exceeding \$35,000)**

- (1) A Request for Tender shall be used for purchases exceeding \$35,000.
 - (a) Two or more sources are considered capable of supplying the requirement;
 - (b) The requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria; and
 - (c) It is intended that the Lowest Compliant Bid will be accepted without negotiations.

- (2) The CEO may Award Contracts emanating from a Request for Tender provided that:
 - (a) The Award is to the Lowest Compliant Bidder;
 - (b) Sufficient funds are available and identified in appropriate accounts within the Board's Approved Budgets; and
 - (c) The provisions of this policy are complied with.

(3) The CEO shall follow the provisions regarding the form of contract required to complete the purchase.

(4) This is a competitive method of purchase. The tender process follows the general procedures set out below:

- (a) Contractor and Supplier Qualification (if applicable);
- (b) Development of Specifications and Contract Terms;
- (c) Publication and Solicitation of Tenders;
- (d) Receiving and Opening of Bids;
- (e) Bid Evaluation and Selection.

The specifications and contract terms are detailed within the tender documents in such a degree that there is no prospect of negotiations between the parties. It is intended to accept the lowest priced compliant bid, as the bidders must meet all the terms, conditions and specifications.

REQUEST FOR PROPOSAL

(1) A Request for Proposal shall be used where:

- (a) the requirement is best described in general performance specification. In this competitive method of purchase, some or all of the specifications and contract terms may not be finally determined with sufficient certainty to form the basis of a final contract before proposals are solicited and submitted. It may be expected that there will be some variation in the final specification and contract terms among and between responsive proponent;
- (b) owing to the nature of the requirement, suppliers are invited to propose innovative solutions to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone; or
- (c) to achieve best value, the Award selection will be made on an evaluated point per criterion or other method involving a combination of mandatory and desirable requirements or it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.

(2) Where the Contract price is anticipated to be \$15,000 or greater and the Request for Proposal method is utilized, the Board Chairperson or designate may be a member of the committee evaluating the response to the Request for Proposal.

(3) The CEO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation grid, which criteria may include, but are not limited to, factors such as approach, equipment and facilities, experience and qualifications, methodology, past performance and scheduling, price and strategy.

(4) The CEO may Award Contracts emanating from a Request for Proposal provided that:

- (a) The estimated Total Acquisition Cost of the Goods, Services or Construction does not exceed \$35,000;
- (b) The Award is made to the supplier meeting all mandatory requirements and determined, by reference to an evaluation grid, as providing best value;
- (c) Sufficient funds are available and identified in appropriate accounts within Board Approved Budgets; and
- (d) The provisions comply with this policy.

(5) The CEO shall follow the provision regarding the form of contract required to complete the purchase.

NON-COMPETITIVE METHOD

(1) The Non-Competitive Method is a negotiated agreement for the purchase of Goods, Services and Construction from a Supplier where there is no open competition. Defined as the use of a Sole or Single Source as appropriate.

(2) Non Competitive purchasing must be authorized by:

- (a) A Manager for Purchases up to \$5,000.
- (b) The CEO for purchases between \$5,000 and \$15,000.
- (c) The Library Board for purchases more than \$15,000.

(3) Authorization of the use of the Non-Competitive Method may be considered upon receipt of written details and reasons by the requesting party; where one or more of the following factors are present:

- (a) to ensure compatibility with existing products or service, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- (b) a Good or Service is purchased for testing or trial use;
- (c) there is an absence of competition for technical reasons and the Goods, Services and/or Construction can only be supplied by a particular Supplier;
- (d) the Library has a rental contract with a purchase option and such purchase option is beneficial to the Library;
- (e) no bids were received in response to a Bid Solicitation or Quotation Procedure;
- (f) a good or service where the supply is controlled by a supplier that is a statutory monopoly;
- (g) a Good or Service is a matter of a confidential or privileged nature and disclosure could reasonably be expected to cause vulnerability to the Library; or,
- (h) a business case can be made to establish that the purchase is in the best interests of the Library.

GUARANTEE OF CONTRACT EXECUTION AND PERFORMANCE

(1) The CEO may require that a Bid be accompanied by a Bid Bond or other similar security to guarantee entry into a Contract. Unless otherwise specified, in circumstances where a Bid Deposit is required, the refundable deposit requirements for Request for Tenders and Requests for Proposals shall be as follows:

ESTIMATED TOTAL ACQUISITION COST	TYPE OF SECURITY	MINIMUM DEPOSIT REQUIRED
Less than \$35,000	Certified Cheque or Irrevocable Letter of Credit	5%
Greater than \$35,000	Bid Bond, Certified Cheque or Irrevocable Letter of Credit	10%

(2) Prior to the commencement of the work, the successful bidder may be required to provide the additional following security:

- (a) a Performance Bond to guarantee the performance of a Contract.
- (b) a Labour & Material Payment Bond to guarantee the payment of labour and materials supplied in connection with a Contract.
- (c) an Irrevocable Letter of Credit

(3) The CEO shall establish the appropriate means to guarantee execution and performance of the Contract. Means may include one or more of, but are not limited to, surety bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.

(4) Prior to commencement of work, evidence of insurance coverage satisfactory to the CEO must be obtained, ensuring indemnification of the Sault Ste. Marie Public Library Board and, if requested, the City of Sault Ste. Marie, from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder’s obligations under the Contract and from any other risk determined by the CEO as requiring coverage.

(5) Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board shall be obtained ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

CONTRACT WITHOUT BUDGETARY APPROPRIATION

Where a requirement exists to initiate a project for which Goods, Services or Construction are required and funds are not contained within the Board’s Approved Budget to meet the proposed expenditure, the CEO shall, prior to commencement of the purchasing process, submit a report to the Board containing:

- (a) Information surrounding the requirement to contract;
- (b) The terms of reference to be provided in the Contract;
- (c) Information on the availability of the funds within existing estimates, which were originally approved by the Board for other purposes, or on the requirement of additional funds.

BIDS IN EXCESS OF PROJECT ESTIMATES

(1) Where Bids are received in response to a Bid Solicitation but exceed project estimates, the CEO or designate may enter negotiations with the Lowest Compliant Bidder to achieve an acceptable Bid within the project estimate.

(2) Negotiations shall be conducted in accordance with the guidelines established by the Canadian Construction Documents Committee (<http://www.ccdc.org/>).

EMERGENCY PURCHASES

(1) Where an Emergency exists requiring the immediate procurement of Goods, Services or Construction, the CEO may purchase the required Goods, Services or Construction by the most expedient and economical means, notwithstanding any other provision of this policy. As soon as practicable thereafter, staff will comply with the Contractual Agreement section of this policy.

(2) For all Emergency purchases made by a CEO, they shall as soon after the purchase as reasonably possible, notify the Board with a written report detailing the circumstances of the Emergency.

COOPERATIVE PURCHASES

(1) The Library may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interest of the Board to do so and where the purposes, goals and objectives of this policy are complied with by such government agencies and public authorities.

(2) The policies of the government agencies or public authorities calling the cooperative Bid Solicitation are to be accepted policy for that particular purchase.

(3) The Sault Ste. Marie Public Library Board may purchase products through various consortiums arranged by Ontario Library Services (OLS) or other libraries or library agencies. These agencies negotiate prices through consortia purchasing agreements based on competitive selection and negotiation by sourcing agencies.

IDENTICAL TENDERS

(1) If the Lowest Compliant Bids from two or more bidders are identical in Total Acquisition Cost or unit price, the CEO is authorized to enter into negotiations

with the bidders who have submitted the identical prices in an attempt to obtain a lesser price and shall maintain a record in respect of such negotiations.

(2) The CEO shall not reveal information pertaining to such negotiations or the manner in which the final price was determined to any of the bidders concerned. The CEO shall include as part of the record, a report concerning the results of such negotiations.

(3) When negotiations are not successful in breaking the identical tenders, then the bidders involved will be so informed and advised that the tender to be accepted will be determined by means of a draw. The names of the tied bidders shall be placed in a container and the tender to be accepted shall be drawn by a Designated Official. The time and location of the draw shall be set by the Designated Official and the bidders shall be so advised in order that they may be present. The following shall be present:

- (a) Designated Official
- (b) The CEO
- (c) Any of the bidders, or their authorized representative.

Should any bidder elect not to be represented at the draw, the draw will proceed regardless.

BID IRREGULARITIES

Extreme care shall be exercised to ensure that Irregular Bids are handled in a manner which is fair to other bidders as well as the public.

The decision as to whether an improper bid shall be accepted or rejected, shall be based upon the following general considerations;

1. Is the intention of the bidder clear?
2. Has the bidder made a conscientious attempt to comply with the submission requirements?

Irregularities in bids may result in automatic rejection of bids, bids rejected as informal, or bids sent back for correction.

CONTRACTUAL AGREEMENT

(1) The Award of a Contract over \$5,000.00 shall be made by way of an agreement, or as a Purchase Order.

(2) A Purchase Order shall be used when a Contract requires on the Sault Ste. Marie Public Library Board's appropriate contractual terms and conditions.

(3) A formal agreement shall be used when the Contract is complex and will contain terms and conditions other than the Library's standard terms and conditions.

(4) The CEO shall determine if it is in the best interests of the Sault Ste. Marie Public Library Board to establish a formal agreement with the supplier.

(5) Where it is determined that a formal agreement is required, the Sault Ste. Marie Public Library Board may require that the formal agreement shall be reviewed by the City Solicitor or legal counsel.

(6) Where a formal agreement is required, the Board Chair and/or the CEO shall execute the agreement in the name of the Sault Ste. Marie Public Library Board.

(7) Where a formal agreement is issued, a Signing Authority may issue a Purchase Order incorporating the formal agreement.

(8) Where a formal agreement is not required, a Signing Authority shall issue and execute a Purchase Order incorporating the relevant terms and conditions.

SURPLUS AND OBSOLETE GOODS

(1) The CEO may dispose all Goods for which the library no longer has use and may use any method for disposal in the Board's best interests, including without limitation, transfer to a City Department, Friends of the Library, public auction, public tender, trade, negotiated sale, gift, or by refuse collection or at the landfill.

(2) An employee who has the responsibility of declaring Goods surplus or obsolete, or for sending items to a public auction shall not bid on or personally obtain any Goods that the employee has declared as surplus.

(3) No one shall be permitted to receive surplus or obsolete Goods except by purchase at public auction, public tender, trade or negotiated sale.

(4) If it is determined that the goods have no residual value, the CEO may dispose of them in an accredited landfill site or other environmentally responsible manner.

CREDIT CARDS

The Business Administrator is responsible for the Library Credit Card program. The Credit Card program shall adhere to this policy.

ACCESS TO INFORMATION

The disclosure of information received relevant to the issue of Bid Solicitations of the Award of Contracts emanating from Bid Solicitations shall be made by the

appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, as amended.

NOTWITHSTANDING

No provision of policy precludes the CEO from recommending an award to the Board where in the opinion of the CEO, it is in the best interest of the Library to do so.

RELATED POLICIES

100-01 Governance Processes Policy

100-04 Executive Limitations Policy

100-08 Signing Authority Policy

200-02 Tangible Capital Assets Policy

200-03 Donor and Sponsorship Policy

300-02 Records Management and Protection of Privacy Policy

300-10 Business Continuity Plan Policy

Appendix A

EXCLUSIONS

The purchasing methods described in this policy do not apply to the following Goods and Services:

1. Employer's General Expenses including:
 - (a) Statutory Remittances
 - (b) Licenses, certificates & other approvals required (Vehicle, etc.)
 - (c) Debt Payments
 - (d) Damage Claims
 - (e) Petty Cash Replenishment
2. Utilities/Communication
3. Training and Education including:
 - (a) Registration and Tuition fees for conferences, conventions, courses and seminars
 - (b) Memberships
 - (c) Staff Development, Workshops, and Staff Relations
4. Reimbursement for Employee/Board Expenses according to Policy 200-08
5. Professional and Special Services
 - (a) Professional and skilled services provided to individuals as part of approved programs within Board Services including but not limited to medical services and counseling services.
 - (b) Group Benefits
 - (c) Professional Services related to litigation or legal matters
 - (d) Professional Services related finances including accounting and auditing services
6. Media advertising services required by the Board.

Appendix B PROCUREMENT METHODS

Acquisition Method	Guidelines	Rationale/Examples
Petty Cash \$100 or less	<ul style="list-style-type: none"> • Any employee authorized by the CEO may purchase 	<ul style="list-style-type: none"> • Examples: coffee for meetings, single one-time purchase of a magazine or book
Low Dollar Value Purchases Goods and Services under \$5,000	<ul style="list-style-type: none"> • No formal quotes are required • Any employee authorized by the CEO • Spending authority gives verbal approval 	<ul style="list-style-type: none"> • Lower cost goods and services require too much time and effort to get competitive quotes • Vendors tend to avoid quoting on such small items • Examples: book purchases, magazines, and other library materials intended for use by the public; minor office supplies
Informal Quotation Process Goods and Services \$5,000 to \$15,000	<ul style="list-style-type: none"> • 3 written quotes required; or • Direct Negotiation as result of Single or Sole Source • Business Administrator or Manager exercising authority delegated by the CEO 	<ul style="list-style-type: none"> • Amount and formality should reflect the dollar value • Quotes are collected to get the best value for the dollar • Examples: computer purchase or electronic database, winter maintenance contract
Request for Formal Quotation Process Goods and Services \$15,000 to \$35,000	<ul style="list-style-type: none"> • Minimum of 3 written quotes required, or • Direct Negotiation as a result of Single or Sold Source • Requirement can be fully defined 	<ul style="list-style-type: none"> • The more money you spend, the greater the risk involved • Best value for the Library can be achieved by an award selection made on the basis of the Lowest Compliant Bid
Request for Tender Process Goods and Services over \$35,000	<ul style="list-style-type: none"> • Minimum of 3 sealed bids must be obtained whenever possible • Tenders require special processes and 	<ul style="list-style-type: none"> • The most formal process • Work involved reflects expenditures • Examples: janitorial contract,

	<p>formats for developing, opening and evaluating the bids, bid irregularities and settling disputes</p> <ul style="list-style-type: none"> • High dollar-value tender require compliance with Inter-Provincial Trade Agreements 	<p>Integrated Library System, major renovations</p>
<p>Direct Purchase or Information Quotation Process</p> <p>Consultative and/or Creative Services under \$10,000</p>	<ul style="list-style-type: none"> • The requirement is best described in a general performance specification using Terms of Reference for the project • Innovative solutions are sought • Written quote is obtained from one or more vendors 	<ul style="list-style-type: none"> • Examples: determining the scope of a strategic planning exercise or library space analysis to determine requirements
<p>Request for Proposal</p> <p>Consulting and/or Creative Services \$10,000 or more</p>	<ul style="list-style-type: none"> • The requirement is best described in a general performance specification using Terms of Reference for the project • Innovative solutions are sought • To achieve best value, the award will be made on an evaluation involving a combination of mandatory and desirable requirements 	<ul style="list-style-type: none"> • Similar to the above, but a more formal process • There may be more difficulty specifying requirements because the final solution is not clear • Examples: Branding and marketing; Capital Fundraising Campaign; assistance with strategic planning; architectural study for a new facility

Note: Sales taxes, excise taxes, goods and service taxes and duties shall be included in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the procurement method utilized.

In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract.

Title:	Health Care and Sick Leave Policy	Policy Number: 400-06
Policy Type:	Human Resources	
Approval By:		
Approval Date:	November 27, 2023	
Revised Dates:	October 7, 2024	
Review Date:	October 2027	

PURPOSE

This policy ensures the responsible use of sick leave and time off required for health care appointments.

SCOPE

This policy applies to all employees of the Library with exceptions of injuries or illnesses covered by the Workers' Compensation Board.

DEFINITIONS

DIAP - a Documented Individualized Accommodation Plan

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

Sick Leave - credits accumulated over the course of an employee's employment.

Unpaid Sick Leave - When an employee is ill and has no sick leave credit, either because they have not started to accumulate sick leave or because they have exhausted it, the employee will be placed on unpaid leave.

Work Accommodation - a change in the work environment or the terms and conditions of employment that allows a person with limitations in their abilities, or who faces barriers from the standard rules and conditions of work, to perform their job.

POLICY STATEMENT

The Board recognizes the importance of its staff's health and well-being. To that end, the Library offers some benefits to meet its employees' healthcare and accommodation needs.

SICK LEAVE

Employees are expected to use sick leave responsibly and fulfill their scheduled hours.

Unionized employees will receive sick leave benefits in accordance to their collective agreements.

Administrative employees and Managers will receive sick leave benefits in accordance with the City's Non-Union/Management compensation package.



An employee who takes other gainful employment during absence from work due to illness or injury shall be deemed to have voluntarily quit their employment unless the employee has prior written permission from the CEO to take other employment.

NO MONETARY VALUE

Sick leave is provided as a form of "insurance" should an employee qualify for sick pay. Therefore, it is not subject to any monetary payout at the completion of an employee's service with the Library.

WORK ACCOMMODATIONS

Any employee requiring a work accommodation needs to notify their manager. An adjudicator will provide the manager with information about an employee's scheduled return to work and a list of limitations, whichever is applicable. Employees shall comply with the third party adjudication process.

The Manager will provide the employee with DIAP, which will include a safety plan if needed.

HEALTH CARE

The Library will make reasonable attempts to permit staff the time off they require for medical appointments and/or approved tests or examinations, including those requiring additional accommodations.

Health care shall be used according to the following for Full-time Staff:

- Sick leave shall not be used for health care appointments except for all-day appointments, including medical appointments outside the city.
- All-day appointments shall be charged to Sick Leave.
- The Library will compensate employees for up to two (2) hours for each of their medical appointments for a maximum of two appointments per week. The balance of time for appointments that exceed two (2) hours will be required to be made up within the pay period or be marked as unpaid hours.
- Whenever possible, health care appointments shall be made outside working hours or at the beginning or end of a lunch or work period. Adjustments to work periods so staff can attend appointments can be made with prior approval from a Manager.
- Time taken for appointments scheduled for family members shall be made up within the pay period.
- Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.
- Leave for health care appointments can be denied due to operational requirements.
- Proof of appointments may be required.



Part-time staff are asked to make health care appointments outside of their scheduled work hours. Shifts may be canceled by a Manager so that a Part-time staff member may attend a specialist appointment.

RIGHT TO PRIVACY

To protect the privacy of an employee, a third-party adjudicator will verify all medical information. No employee is obliged to tell their immediate supervisor or Management of a diagnosis nor provide other information relative to their ability to work beyond what appears on the medical certificate.

Related Policies

- 400-02 Management and Non-Union Human Resources Policy
- 400-03 Health and Safety Commitment Policy
- 400-05 Workplace Code of Conduct
- 400-08 Right to Disconnect Policy
- 400-09 Human Rights Policy; Anti-harassment, violence and discrimination policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.5

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: 2025 LIBRARY CLOSURES AND HOLIDAY OPENINGS
DATE: October 7, 2024

PURPOSE

For the Board set the Library's closures for 2025.

2025 CLOSURES

The following are the recommended Library closures for 2025 based on City closures and past practice.

New Year's Day:	Wednesday, January 1
Family Day:	Monday February 17 (North Branch only)
Good Friday:	Friday, April 18
Easter:	Sunday, April 20
Easter Monday:	Monday, April 21
Victoria Day:	Monday, May 19
Canada Day:	Tuesday, July 1
Sir William Hearst Day:	Monday, August 4
Labour Day:	Monday, September 1
Thanksgiving:	Monday, October 13
Remembrance Day:	Tuesday, November 11
Staff Development Day:	Monday, November 17

Christmas: Thursday, December 25

Boxing Day: Friday, December 26

The following are the recommended early Library closures for 2025 based on past practice.

Christmas Eve: Wednesday, December 24 Closed at 12:30 PM

New Year's Eve: Wednesday, December 31 Closed at 4:30 PM

The following is a recommended holiday opening for 2025.

Family Day: Monday February 17, 2025 Open at 12:00 pm, Closed at 4:00 pm
(Centennial Library only)

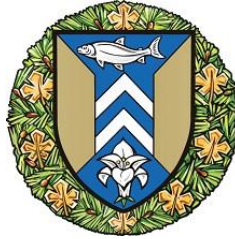
MOTION

Resolved that the Sault Ste. Marie Public Library Board approve the Library closures and holiday opening for the year 2025 as presented.

MOVED:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



July 8, 2024

MEMO TO: Senior Management Team

RE: 2025 Public Holidays

Below is a list of public holidays that will be observed in 2025 and the days designated for municipal offices to remain closed.

**Actual Day of
Public Holiday - 2025**

**Designated Day that
Municipal Offices Closed**

New Year's Day: Wednesday, January 1

Wednesday, January 1

Family Day: Monday, February 17

Monday, February 17

Good Friday: Friday, April 18

Friday, April 18

Easter Monday: Monday, April 21

Monday, April 21

Victoria Day: Monday, May 19

Monday, May 19

Canada Day: Tuesday, July 1

Tuesday, July 1

Sir William Hearst Day: Monday, August 4

Monday, August 4

Labour Day: Monday, September 1

Monday, September 1

National Day for Truth and Reconciliation
Tuesday, September 30 (for certain operations only)

Tuesday, September 30

Thanksgiving: Monday, October 13

Monday, October 13

Remembrance Day: Tuesday, November 11

Tuesday, November 11

Christmas: Thursday, December 25

Thursday, December 25

Boxing Day: Friday, December 26

Friday, December 26

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Vair".

Tom Vair
CAO

TV/kv



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 6.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SIGNATURE EVENT – BOOK TASTING EVENT
DATE: October 7, 2024

PURPOSE

To get approval to open the North Branch outside of normal operational hours for a Signature Event.

STRATEGIC PRIORITY

Heritage and Culture

STRATEGIC GOAL

Develop programs, collections, and services to celebrate and recognize local heritage and culture.

EVENT

The Library in partnership with Feeding Your Soul, would like to offer a special event at the North Branch on the evening of Friday November 8, 2024. This ticketed event, titled Book Tasting Night, will be an evening of literary exploration. Attendees will be invited to discover a delightful array of books across various genres and styles as they wander through specially curated stations with delicious food and drink pairings provided by Feeding Your Soul Café.

This program will be restricted to those of 19 years of age or older.

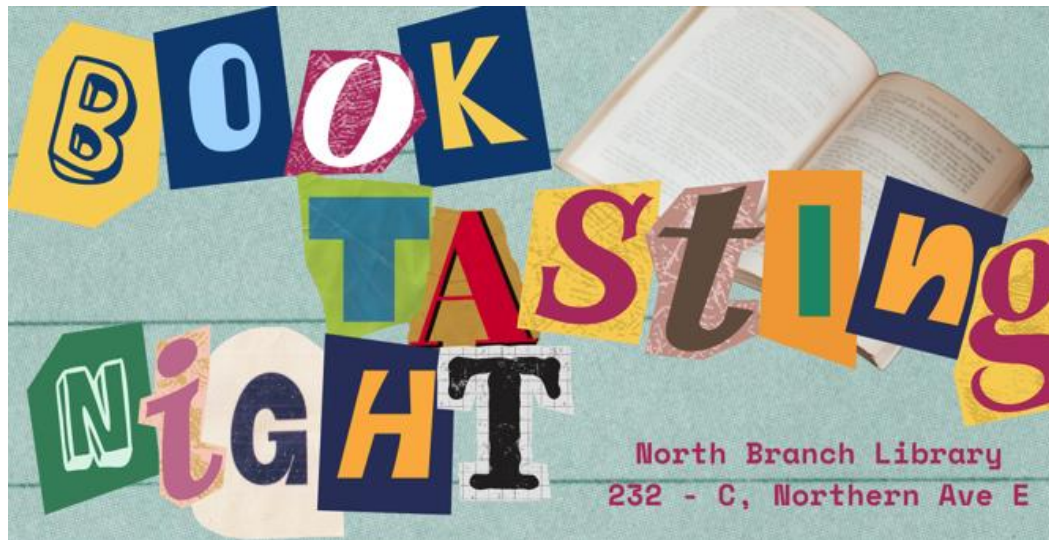
RECOMMENDED MOTION

MOTION

Resolved that the Sault Ste. Marie Public Library Board approves a late opening, 6:30 PM to 8:30 PM, of the North Branch on Friday November 8, 2024, for a Signature event.

MOVED BY:

SECONDED:



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 6.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: October 7, 2024

The following is a summary of motions found in the consent agenda.

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the June 24, 2024, meeting as presented.
 REMOVED FROM CONSENT

2. The Sault Ste. Marie Public Library Board approves the minutes of the August 8, 2024, Special meeting as presented.
 REMOVED FROM CONSENT

3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the September 19, 2024, meeting as presented.
 REMOVED FROM CONSENT

4. The expenditures for the month of June 2024, which include wages, benefits and RBC Visa in the amount of \$284,059.96 be confirmed paid.
 REMOVED FROM CONSENT

5. The expenditures for the month of July 2024, which include wages, benefits and RBC Visa in the amount of \$269,993.43 be confirmed paid.
 REMOVED FROM CONSENT

6. The expenditures for the month of August 2024, which include wages, benefits and RBC Visa in the amount of \$331,860.05 be confirmed paid.

REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board approve the Financial Reports ending August 31, 2024, as presented.

REMOVED FROM CONSENT

8. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the September 10, 2024, meeting as presented.

REMOVED FROM CONSENT

9. The following revised policies be approved as presented:
200-01 Purchasing and Procurement Policy
400-06 Health care and Sick Leave Policy

REMOVED FROM CONSENT

10. The 300-01 Children Unattended Policy be rescinded.

REMOVED FROM CONSENT

11. The Sault Ste. Marie Public Library Board approves the 2025 Library Closures and Holiday openings as presented.

REMOVED FROM CONSENT

12. The Sault Ste. Marie Public Library Board approves a late opening, 6:30 PM to 8:30 PM, of the North Branch on Friday November 8, 2024 for a Signature event.

REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the October 7, 2024, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: October 7, 2024

9.1 MEMBERSHIP DRIVE

Library has been hosting a membership drive the entire month of September. To encourage people to register for a card, each person who registers during the month will receive a ballot. One lucky winner will receive a \$200 Gift Card to Station Mall. To be entered to win, a person needs to sign up for a free library card in person or online, or refer a friend for a new library card and if they sign up and provide that person's contact information, both will be entered into the draw.

9.2 ONTARIO PUBLIC LIBRARY WEEK

"Libraries For Life / Biblios pour la vie" is a celebration of libraries as a lifelong institution. There is a library for everyone at every stage of their life. Whether you're a young reader discovering the joy of reading, a student preparing for an exam, a new grad applying for jobs, or a senior attending a community group, the library is there for you!



9.3 BRAZILIAN FESTIVAL

The Northern Ontario Latin Hispanic Association (NOLHA) has partnered with the Library to bring the community a Brazilian Festival! In celebration of Latin Hispanic Month, we are thrilled to represent Brazil and celebrate with the whole community. Everyone is invited to enjoy games, activities, music, dancing, and food at the Downtown Plaza.

Date: Saturday, October 19 @ 11:00am – 3:00 p.m.

Location: Sault Ste. Marie Downtown Plaza

Tickets: Free for all



9.4 SAVE OUR SCHOOL LIBRARIES

The Ontario School Library Association, a segment of the Ontario Library Association, launched a “Save Our School Libraries” Campaign earlier this year. The campaign was in response to recent changes in government funding which have put school libraries, precarious resource, at an even greater risk. Our Library supported the campaign by making petitions available to the public which they could sign. We have now forwarded the signed petitions and joined a multitude of voices asking that the Ontario Government make school libraries a priority.



9.5 LIFEJACKET LENDING

The Library, in partnership with the City of Sault Ste. Marie - John Rhodes Pool, launched a Life Jacket lending program on July 25, 2024. Together, we are promoting water safety and increasing accessibility of this essential safety equipment. The collection includes jackets for infants, children, youth and adults. Circulation is a one-week checkout period. There are no overdue fines and no automatic renewals.



The collection will be discontinued this winter and restart next Spring.

9.6 RETIREMENT: SHARON WIGNEY, MANAGER OF PUBLIC SERVICES



It's with a mix of joy and bittersweet feelings that we announce the retirement of our beloved Manager of Public Services, Sharon Wigney, after an incredible 41 years of dedicated service!

Starting as a student Page, she held many positions over the years, most recently helping to shape our library into a vibrant community hub by managing the Children's and Adult Services teams. Sharon's passion for fostering a love of reading and lifelong learning has touched countless lives. Her innovative spirit and unwavering dedication will leave a lasting legacy.

9.7 LETTER OF THANK YOU TO ROSS ROMANO, MPP

CEO, Matthew MacDonald, and Board Chair, Wayne Greco, met with Mr. Romano on January 22, 2024, to discuss Library sector priorities. Since then, the Progressive Conservative Party of Ontario has committed to invest \$3.75 million over three years into First Nations Libraries. M. MacDonald sent a letter of acknowledgement and thank you to the local MPP for his and his party's support for public libraries.

A copy of the letter is provided.

9.8 NORTHERN ONTARIO LIBRARIES 2023 STATISTICS

Each year libraries across the province complete an Annual Survey of Public Libraries. The surveys collect data on financial information, holdings information, staffing information, facilities information and activities for each public library. The Ministry of Tourism, Culture and Gaming collates and releases the data. Upon M. MacDonald's request, the Ministry provided a customized report on the 5 largest libraries in Northern Ontario.

A copy of the statistical report has been provided for your information. An infographic was created using some of the datasets to present the information in a visually engaging, easy-to-understand format.

For a complete list of 2023 statistics for Ontario libraries please visit <https://data.ontario.ca/dataset/ontario-public-library-statistics>

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

For a list of upcoming programs and events please see our Library Newsletter
<https://ssmpl.ca/programs-events/library-newsletter/>



July 22, 2024

Ross Romano
390 Bay St. #102
Sault Ste. Marie, ON
P6A 1X2

Dear Mr. Romano

Re: Thank You – Increased Provincial Funding for First Nations Public Libraries

On behalf of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL), thank you for taking the time to meet with me and our Library Board Chair, Wayne Greco, on January 22, 2024, to discuss library sector priorities, including the need for enhanced funding for public libraries on reserve. I would like to express my gratitude to the Ontario Government's commitment to invest \$3.75 million over 3 years to help ensure the ongoing stability of First Nations Public Libraries in Ontario. I further acknowledge and appreciate your support on this important matter, which I believe was instrumental in achieving this historic investment.

Through this investment, nearly 40 public libraries on reserve, including our neighbour Garden River, will be significantly assisted in continuing to perform their unique role: preserving their communities' collective memory, revitalizing First Nations languages, assisting community members in preparing for job skills and entrepreneurship, and providing a place to nurture important social connections. This enhanced funding is a critical important step towards sustainability for public libraries on reserve – an important priority identified by our members across the province.

I want to thank you and your office for your support for public libraries. I look forward to continued discussions on key sector priorities that can further enhance access to critical library resources in communities across Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross Romano", is written over a light blue horizontal line.

Chief Executive Officer
Sault Ste. Marie Public Library

2023 Library Statistics

	Sault Ste. Marie	Timmins	North Bay	Thunder Bay	Greater Sudbury
B2.6 - Self Generated Revenue (e.g. fines, fees, sales/fundraising, room rentals, cafe revenue, etc.)	31,365	24,127	39,093	33,540	64,311
B2.1.4 - Total Provincial Operating Funding	368,069	91,807	106,611	227,583	403,238
B2.5 - Donations (monies donated by outside bodies, e.g. Friends groups, trust funds etc.)	21,786	13,383	377	88,842	41,727
D1.301.C - Please provide the total number of students, co-op students, and interns that your library hired on a summer, term or semester basis:		6	3		6
D1.1.2.C - Library Technicians	8	4	4	20	3
D1.1.3.1.C - Other Specialized Professional Staff	4	2		3	1
F1.5 - Total Annual E-Magazine Downloads / Borrows (Actual Annual Direct Circulation)	13,664	8,000	7,950	13,636	11,056
F2.4.1 - If you provide service visits to residence-bound people or people-at-risk (including group home, nursing homes or individual residences), please state the number of annual visits:	108	234	75	668	806
F1.1 - Total Annual E-Book Downloads / Borrows (Actual Annual Direct Circulation)	58,199	20,892	34,270	41,639	102,767
F1.2 - Total Annual E-Audio Book Downloads / Borrows (Actual Annual Direct Circulation)	29,975	8,877	15,002	8,416	51,887
F1.4 - Total Annual Video Downloads / Borrows (Actual Annual Direct Circulation)	824	878		6,603	8,417
B2.2 - Local Operating Funding (e.g. Municipality or Band local operating funding)	3,003,089	1,927,175	2,609,418	6,633,800	9,262,094
B2.9 - Total Operating Revenues	3,553,986	2,148,454	2,764,937	7,305,509	9,869,495
B5.0 - Total Operating Expenditures	3,414,816	1,994,506	2,780,552	7,370,051	9,869,495
B3.5 - Total Capital Revenues	10,000		500,000	765,000	184,979
B2.3 - Contract Revenue (funds from other municipalities, neighbouring public library boards, Local Services Boards or First Nation Bands that contract for library services). Specify name of contracting organization and amount received from each.	21,687		4,684	1,381	
E3.1.SPH - Main Library	68	58	58	94.5	56
D1.1.1.C - Librarians	4	4	5	7	10
D1.1.4.C - Other Staff	9	9	8	29	36
D1.2.4.C - Other Staff	27	4	21	25	44
F1.3 - Total Annual Music Downloads / Borrows (Actual Annual Direct Circulation)	184	124		17,193	2,637
G1.5.1.A - No. of visits to the library made in person	162,800	113,900	195,700	248,950	447,300
D1.2.5.C - Volunteers	47	17			82
D1.2.3.1.C - Other Specialized Professional Staff	3				
E7.1 - In the space provided, please provide the total, combined square footage of all the facilities in your	44,600	28,100	35,000	53,500	100,900
F1.0 - Total Annual Circulation (Actual Annual Circulation of Physical Material)	238,204	92,212	182,701	301,820	483,269
H1.2.3.F - No	0	0	0	0	0
G1.5.2.A - No. of electronic visits to the library website	116,636	23,504	35,620	959,712	294,580
D1.2.2.C - Library Technicians					1

Library Square Footage 2023



Greater Sudbury Public Library
100,900 sq. ft.



Thunder Bay Public Library
53,500 sq. ft.



Sault Ste. Marie Public Library
44,600 sq. ft.
0.54 sq. ft. / person



North Bay Public Library
35,000 sq. ft.



Timmins Public Library
28,100 sq. ft.

Municipal Funding for Public Libraries 2023



Greater Sudbury Public Library
\$9,262,094
1.307% of City Budget



Thunder Bay Public Library
\$6,663,800
2.163% of City Budget



Sault Ste. Marie Public Library
\$3,003,089
2.296% of City Budget

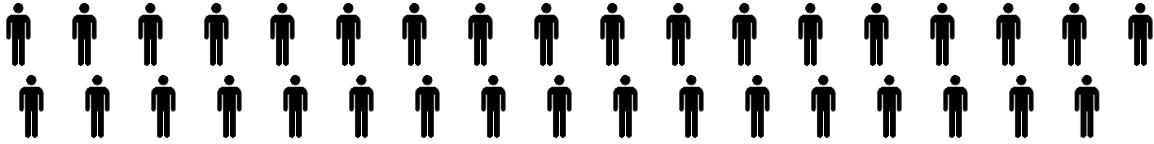


North Bay Public Library
\$2,609,418
2.558% of City Budget



Timmins Public Library
\$1,927,175
0.907% of City Budget

2023 In Person Visits



Greater Sudbury Public Library
447,300 Visits



Thunder Bay Public Library
248,950 Visits



Sault Ste. Marie Public Library
162,800 Visits



North Bay Public Library
195,700 Visits



Timmins Public Library
113,900 Visits

 = **Approximately 12,500 visits**

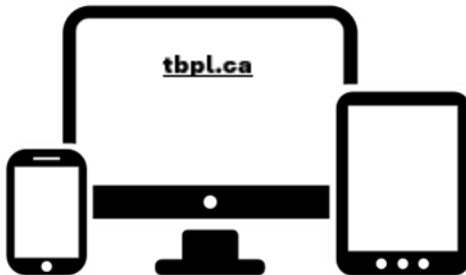
2023 Website Visits



Greater Sudbury Public Library
294,580 Website Visits



North Bay Public Library
35,620 Website Visits



Thunder Bay Public Library
959,712 Website Visits



Timmins Public Library
23,504 Website Visits



Sault Ste. Marie Public Library
116,636 Website Visits

2023 Circulation of Physical Materials



Greater Sudbury Public Library
483,269 Circulations



Thunder Bay Public Library
301,820 Circulations



Sault Ste. Marie Public Library
238,204 Circulations



North Bay Public Library
182,701 Circulations



Timmins Public Library
92,212 Circulations

**2023 Direct Downloads
(eBooks, eAudio Books, Video downloads, eMagazines, Music
downloads)**



**Greater Sudbury Public Library
176,764 Downloads**



**Thunder Bay Public Library
87,487 Downloads**



**Sault Ste. Marie Public Library
102,846 Downloads**



**North Bay Public Library
57,222 Downloads**



**Timmins Public Library
38,771 Downloads**

Title:	Children's Services Policy	Policy Number: 300-14
Policy Type:	Operations	
Approval By:		
Approval Date:	October 7, 2024	
Revised Dates:		
Review Date:	September 2025	

PURPOSE:

The purpose of this policy is to outline the Library's services specific to children and youth, including topics of unattended children and rights and responsibilities of parents. This policy provides a framework for how the Library achieves its core purpose in serving children while also outlining parental responsibilities.

DEFINITIONS

CYFSA - Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1

Child / Children - includes all persons who are under 12 years of age.

Parent - includes parents, guardians and caregivers responsible for the care and wellbeing of the child, while in the Library.

Unattended - is a child left without visible supervision by a parent on Library premises.

SCOPE

This policy applies to all Library locations and children under the age of 16, including their parents and caregivers.

POLICY STATEMENT

The Library recognizes that the needs of young people are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library services, delivered with consideration and respect. The Library therefore endeavours to provide a welcoming and safe environment for children of all ages with programs and services to meet their needs.

The Library fully endorses the Children's Rights in the Public Library statement adopted at the Ontario Library Association Annual General Meeting, November 1998 (Appendix A).

MEMBERSHIP

A parent or guardian, by signing the child's library card (library membership), recognizes that a library card will be issued to their child and that the parent or guardian is responsible for the materials borrowed on that library card.

A parent or guardian also accepts responsibility for any loss incurred through the use of that library card. They also accept that the applicant will obey all rules and regulations of the Library.

While staff will assist young people with finding materials or attending programs, parents/guardians are responsible for their children's use of the library and the materials they view/borrow.

CHILDREN'S SERVICES

Collections

The Library will maintain a comprehensive collection of materials for and about children, based on the 300-03 Collection Development Policy. The collections for children will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.

Programs

The Library will provide programming for children and parents, both in and out of the library, to develop literacy skills, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.

The number of participants for all programs will be restricted based on space limitations and staff supervision available.

Some programs may limit the ages of children who can participate. This limit may be enforced by the staff for maximum benefit of the children, based on their developmental stages, who are participating in the programs. Other participant restrictions may be enforced for specialized children's programs based on the content and scope of those programs.

Technology

The Library prioritizes providing access to technology and the internet to children because it fosters a rich learning environment. The Library will provide computers, as well as other technologies deemed appropriate for youth, and filtered internet access designated for children ages 14 years and younger at all of its locations.

LIBRARY SPACE

The library will provide well-planned areas for children that are distinct from the adult areas with signage that is clear and age appropriate. These areas should be visually stimulating so that children are able to readily distinguish their own space from the rest of the library. These areas will have furniture, shelves and equipment that are designed for and accessible to children.

These areas for children are interactive learning environments where controlled noise levels are tolerated and where young people are invited to explore the library materials and services in their own way.

The Library employs qualified staff to deliver and manage children's services and supports their professional growth to develop services, collections, and programs. The Library will ensure that all staff members assigned to children's services receive appropriate training to provide knowledgeable library service.

Library staff will advocate for children's services in the community by:

- i) collaborating with agencies to promote early literacy, love of reading, lifelong learning and children's well-being;
- ii) seeking support for children's services from community organizations, fundraising, donations, etc.;
- iii) networking with other agencies who provide service to children in the community, region and province;
- iv) communicating with principals, teacher librarians and teachers in the community promoting the children's services and collections to groups who could benefit from them (schools, daycares, etc.).

At no time may staff be alone with a single child where they cannot be observed and/or interrupted by others.

INDEPENDENT USE AND UNATTENDED CHILDREN

Library staff can neither care for, nor take responsibility for children left unattended at the Library. Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent/guardian or an assigned caregiver.

Staff will not give information to any person over the telephone as to whether a child is currently in the library or has been in the library recently. Staff may offer to take a message and ask the child to call the person back.

Children ages 10 and over are welcome to use the library independently on a regular basis, but parents are still responsible for the behavior of any children under the age of 16 while they are in the Library. Children younger than 10 must be accompanied by an adult while in the Library.

Children under the age of 5 attending programs may be supervised by the library staff only during the scheduled time of the program; their caregivers must always remain in the library building.

When children are left without adequate supervision, the Library will take the appropriate action, including contacting the child's family, Sault Ste. Marie Police Services or the Children's Aid Society/ Nogdawindamin Family and Community Services.

DUTY TO REPORT

The Child, Youth and Family Services Act (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have a legislated obligation to report promptly to a Children's Aid Society if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. Additionally, though it is not required, it is advisable to still make a report for youth ages 16 to 18 years of age who are in need of protection.

When library staff members have reasonable grounds to suspect that a child is or may be in need of protection, they will promptly report the suspicion and the information upon which it is based to the Children's Aid Society or Nogdawindamin Family and Community Services, as required in CYFSA, then advise the Library CEO.

MISSING CHILDREN/RUNAWAYS

In the case of a missing child, Library staff will share any available information with law enforcement and then notify the CEO.

RELATED DOCUMENTS

- 300-02 Records Management and Protection of Privacy Policy
- 300-03 Collection Development Policy
- 300-05 Membership Policy
- 300-07 Exclusion, Reinstatement and Appeals Policy
- 300-09 Rules of Conduct
- 300-20 Information Services Policy
- 300-21 Programming Policy
- 300-23 Accessible Customer Service Policy
- 300-26 Computer & Internet Use Policy

APPENDIX A



∴ ontario library association

Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

*Adopted at the Ontario Library Association
Annual General Meeting
November 1998*

Posted at http://accessola2.com/data/1/rec_docs/380_ola3.pdf

Title:	Information Services Policy	Policy Number:	300-20
Policy Type:	Operational		
Approved by:			
Approval Date:	October 7, 2024		
Revised Dates:			
Review Date:	September 2025		

PURPOSE

This policy describes information services provided by the library and guides library staff when answering reference questions.

SCOPE

Information services provided by the Library in person, over the phone, online, and through other methods.

DEFINITIONS

Quick Reference - a query that can be answered in under two minutes using library and online resources.

Reference - questions which usually require an in-depth process to arrive at a complete answer.

Enhanced Research - in-depth fee-based research including, but not limited to, archival and genealogical research requiring extensive staff time, expertise and use of library and available online resources.

POLICY STATEMENT

The Library provides information services to connect people with resources to fulfill their informational, educational, cultural, and recreational needs. All users seeking information will be treated equitably and with respect to meet their individual needs.

REFERENCE AND INFORMATION SERVICES

The Library will provide reference and information services to the public at no charge. The public may make reference and information queries in person at service desks, over the phone, and online through the Library's website, email, and/or through the Library's social media channels.

The staff will attempt to answer all reference questions efficiently, accurately, and as completely as possible. All questions will be considered important and legitimate, unless it becomes clearly apparent that they are otherwise.



If it is not possible to find an answer using library or online resources, staff will refer users to the inter-library loan service, other agencies, and/or community resources.

Research that requires answering many in depth questions and will require significant staff resources, will be subject to an enhanced research fee as outlined in the Library's Fee Schedule.

REFERENCE AND INFORMATION RESOURCES

Print and electronic reference collections will be maintained by library staff in accordance with the 300-03 Collection Development Policy and any collection development plans. The focus will be on the currency and relevance of the material.

The Library will make available databases that it subscribes to on the Library's website in addition to curating a collection of links to reliable, vetted, free informational online databases.

ARCHIVAL SERVICES

Inquiries related to the Library's archival collections are to be made or referred to the Library's Archive Technician. Archival materials may be viewed in the Archive Viewing Room at the discretion of the Archive Technician.

TRAINING

Staff will be provided with adequate training to enable them to offer reference and information services, with some positions requiring more specialized training dependent on their responsibilities (eg. genealogy, archives, etc.).

REPORTING

To assess and evaluate information services, and to comply with the requirements of the *Annual Survey of Public Libraries*, statistics on reference questions will be kept and analyzed.

CONFIDENTIALITY

Staff will respect and protect the confidential and private nature of requests for information.

RELATED POLICIES

200-07 Library Fee-Based Services Policy
300-01 Archives Acquisitions Policy
300-02 Records Management and Protection of Privacy Policy



300-03 Collection Development Policy
300-06 Social Media Policy
300-22 Website Policy
300-23 Accessible Customer Service Policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: October 30, 2024

PURPOSE

To provide the Board with a progress report on the implementation of its 2024-2029 Strategic Plan.

STRATEGIC PRIORITY

All

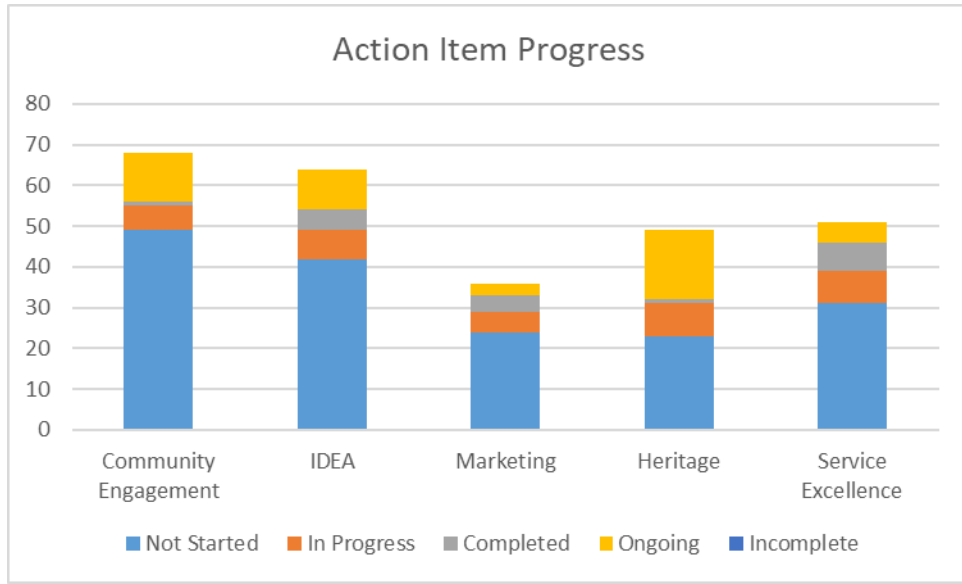
ACTION ITEMS SUMMARY

The progress made to date on the Library's Strategic Plan's action items is as follows:

Completed -	18	(↑ 8)
Ongoing -	47	(↑ 5)
In progress -	34	(↑ 3)
Incomplete -	0	(-)
Not Started -	169	(↓ 16)

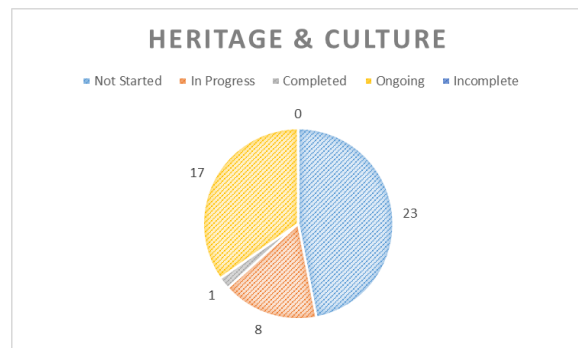
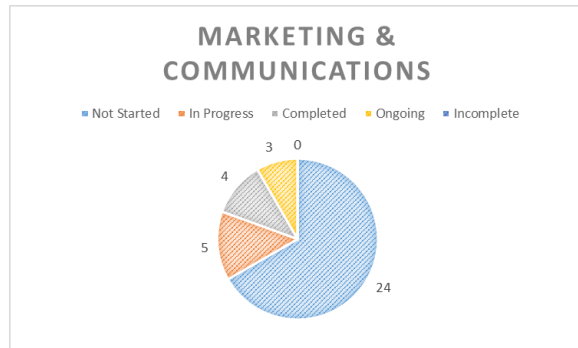
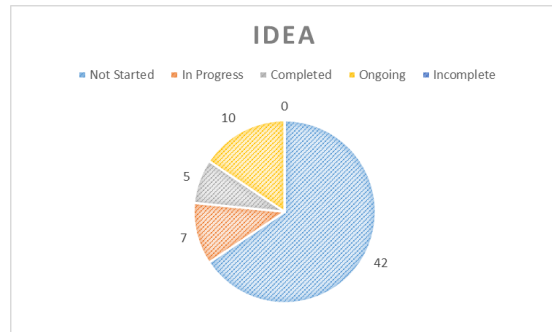
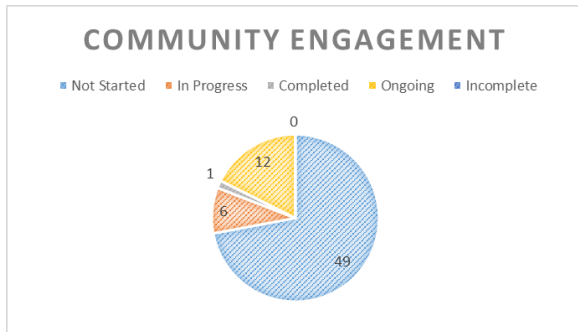
The differences represent changes since the June 24, 2024, report.

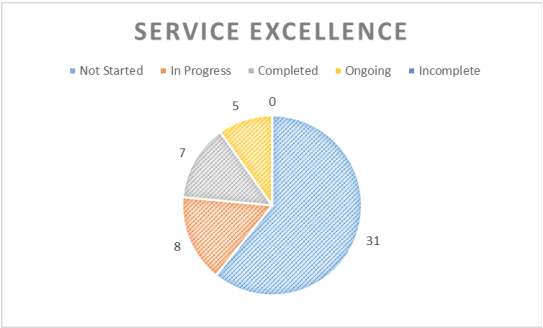
The Strategic Plan is 6.7% complete. Progress has been made on 40% of the Strategic Plan action items (inclusive of completed actions).



The following Charts are organized by the Strategic Plan's strategic priorities and demonstrate the progress made on action items for each priority.

Progress Reports September 2024





Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 13

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: JUNE 27, 2024 INCIDENT
DATE: October 30, 2024

PURPOSE

To update the Board on a significant incident which occurred on June 27, 2024.

BACKGROUND

On June 27, 2024, an incident occurred at the James L. McIntyre Centennial Library involving a woman with mental health issues. At approximately 9:50 AM, a woman entered the women's washroom after checking out a key, climbed over an occupied bathroom stall, and entered the ceiling. When staff learned of this, Management attempted to speak to the woman but had to exit the washroom for safety as a number of things dropped from the ceiling and there was a risk that she might fall through it. Police were notified. When they arrived, they attempted to coax her out for roughly 30 minutes but were unsuccessful. Paramedics and the Fire Department were also called to the scene.



In order to get the woman out of the ceiling and walls, the fire department needed to demolish part of the washroom. Water and power were turned off in parts of the building. During the demolition, the police suggested that the public and staff evacuate the building which they did. Fortunately, emergency services were able to rescue the woman and take her to hospital. An officer was also treated by Paramedics as he received a cut while extracting the woman.

The Library remained closed for the remainder of the day as the washroom needed to be inspected before the power and water could be restored.

The women's washroom remained closed for another week while it was being restored by Winmar who did the initial site inspection and emergency clean up.

SooToday wrote an article about the incident which includes statements from Sault Police spokesperson Lincoln Louttit.

<https://www.sootoday.com/city-police-beat/heavy-police-presence-at-downtown-public-library-9145059>



The Library has installed locked access vents to prevent a similar occurrence.

FINANCIAL IMPLICATIONS

The demolition of the women's public washroom to rescue the women required emergency repair work. To return the washroom to its original state, it cost the Library a total of \$6532.99. Due to the high deductible for the Library's insurance, an insurance claim was not issued. Instead, the cost was paid for through the Library's operational funds.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer