



St. Catharines Public Library Board

Regular Meeting

Thursday, September 21, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

AGENDA

1. **Adoption of Agenda**
 - 1.1 Additions/Deletions to Agenda
 - 1.2 Adoption of Agenda Motion

2. **Chair's Remarks**

3. **Declarations of Interest**

4. **Adoption of Minutes (attachment)**
 - 4.1 Regular Meeting – June 15, 2023 Motion

5. **Monthly Updates (verbal)**
 - 5.1 St. Catharines City Council
 - 5.2 OLS Update – J. Coles
 - 5.3 CEO Update – K. Su
 - 5.4 Department Update – Summer Reading Program – Lydia Smith and Melissa Broere, Programming and Outreach Librarians

6. **Consent Agenda (attachments)** Motion
 - 6.1 Correspondence
 - 6.2 CEO Report – K. Su
 - 6.3 Department Reports – June, July, & August 2023
 - 6.3(a) Customer Service – J. Spera & M. Haanstra
 - 6.3(b) Facilities and Health & Safety – L. DiDonato
 - 6.3(c) Innovation, Collections, and Technology – D. Bott
 - 6.3(d) Programming & Promotions – H. Jones
 - 6.4 Financial Reports – L. DiDonato
 - 6.4(a) 2023 Financial Results and Forecast Statement at June 30, 2023
 - 6.4(b) Endowment & Trust Statement at June 30, 2023
 - 6.4(c) Short-Term Investments Statement at June 30, 2023

- 6.5 2024 to 2026 Capital Budget Update – L. DiDonato
- 6.6 Quarterly Progress Update on 2023 Work Plan (Q3) – K. Su

7. In-Camera Session

- 7.1 In-Camera Agenda (attachment)
 - 7.1(a) Additions/Deletions to In-Camera Agenda
 - 7.1(b) Adoption of In-Camera Agenda Motion
- 7.2 Motion to Move In-Camera Motion
- 7.3 Adoption of In-Camera Minutes
 - 7.3(a) In-Camera Session – June 15, 2023 (attachment) Motion
- 7.4 In-Camera Consent Agenda (attachments) Motion
 - 7.4(a) Staffing (September Update) – L. Dobson
- 7.5 In-Camera Discussion Reports (attachments)
 - 7.5(a) Personnel Matter – L. Dobson Motion
 - 7.5(b) Human Resources Matter – L. Dobson Motion
- 7.6 Return to Open Session Motion

8. Motion(s) Arising From In-Camera Session Motion

9. Discussion Reports (attachments)

- 9.1 SCPL By-Law Number 1 – K. Su Motion
- 9.2 Policy (G-05) Meeting Rooms – L. DiDonato Motion
- 9.3 Policy (G-30) Programming – H. Jones Motion
- 9.4 Policy (P-14) Disconnect from Work – L. Dobson Motion
- 9.5 Policy (P-06) CEO Evaluation – J. Coles Motion
- 9.6 Appoint CEO Evaluation Committee – J. Coles Motion
- 9.7 2024 Work Plan – K. Su Motion
- 9.8 Draft Proposed 2024 to 2026 Operating Budget – L. DiDonato Motion
- 9.9 Designate Head under MFIPPA – K. Su Motion
- 9.10 2024 Board Meeting Dates – K. Su Motion
- 9.11 2024 Library Closure Dates – K. Su Motion
- 9.12 Winter Celebration Dinner Closure – K. Su Motion

10. Motion to Adjourn Motion

11. Next Meeting / Upcoming Events

- Ontario Library Service, Virtual Conference for Public Library Boards – Thursday, September 28, 2023, 6-8:30 pm, online through LearnHQ
- Board Meeting – Thursday, October 19, 2023 at 6:00 pm, Mills Room, Central Library & Microsoft Teams
- Winter Celebration Dinner – Wednesday, November 15, 2023 at 6:30 pm, Queenston Heights Restaurant, 14184 Niagara River Parkway, Niagara-on-the-Lake, ON, L0S 1J0



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, June 15, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

| | | |
|-----------------|--|--|
| Present: | P. Clausi J. Coles (Chair) | Councillor J. Lindal Councillor G. Miller Gail Riihimaki |
| Regrets: | M. Brousseau K. Diiorio | S. Dimick (Vice-Chair) Lori Littleton |
| Staff: | D. Bott N. Bryans (Recording Secretary) L. Dobson M. Haanstra | H. Jones K. Smith Curtis J. Spera K. Su (Secretary) A. Vandermey |

The Chair called the Regular Meeting to order at 6:00 pm and read the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Move Item 6.5 2022 Annual Report from Consent Agenda to Discussion Item 7.5.
Move Item 5 Monthly Updates to after Item 7 Discussion Reports.

1.2 Adoption of Agenda

MOTION: 2023-71 THAT the Agenda be adopted as amended.

MOVED BY: P. Clausi
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

2. Chair's Remarks

None

3. Declarations of Interest

There were no declarations of interest.

4. Adoption of Minutes

4.1 Regular Meeting – May 18, 2023

Correct the spelling version of K. Diiorio's name throughout for consistency.

MOTION: 2023-72 THAT the Regular Meeting Minutes of May 18, 2023 be adopted as amended.

MOVED BY: G. Riihimaki
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

5. Monthly Updates

Moved to after Item 7. Discussion Reports.

5.1 St. Catharines City Council

Councillor Greg Miller and Councillor Jackie Lindal agreed and commented that SCPL is an awesome library.

5.2 OLS Update – J. Coles

The Chair asked Board members to consider standing for the OLS Board Assembly representative position.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- City has ratified their Collective Agreement with CUPE – The Library and CUPE Local 2220 have scheduled negotiations for July 12 and 13 and if tentative agreements are reached, then the Chair may have to call an online summer Board Meeting to ratify the Agreements. The CEO will keep the Board informed.
- Board Online Training sessions – The City Clerk's office is extending an opportunity for training on the Municipal Conflict of Interest Act and the City's Code of Conduct to all local boards. The CEO will survey all board members to determine their availability for the 4 proposed dates in September and will keep the Board informed on the result.
- Asset Management Plan – The Library met with the City's consultant to outline the scope of Library assets, which resulted in a reduction in the quote by 15%.

Subject to funding availability, SCPL's Asset Management Plan work will begin after the City's Plan is completed and scheduled for this year and the next. The Library's deadline of February or March 2024 will allow the City to incorporate the library in the City's Asset Management Plan for the Phase 2 deadline of July 1, 2024. The CEO will keep the Board informed.

- Central Renovation Project – SCPL has not yet received approval from the grant application for the Green and Inclusive Community Buildings Program. Kitchener Public Library's grant experience indicates a long process for approval and agreement. SCPL is planning to move to detailed design phase with the Architect this summer. The CEO will keep the Board informed.

5.4 Department Update – Gamerspace Update – Anne Vandermey, Librarian
A. Vandermey provided a Power Point Presentation to the Board about SCPL's Gamerspace that highlighted usage statistics, positive customer feedback, programming ideas and future development plans.

6. Consent Reports

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – May 2023

6.3(a) Customer Service – J. Spera

6.3(b) Facilities and Health & Safety – K. Smith Curtis

6.3(c) Innovation, Collections, & Technology – D. Bott

6.3(d) Programming & Promotions – H. Jones

6.4 Quarterly Progress Update on 2023 Work Plan (Q2) – K. Su

6.5 2022 Annual Report – K. Su

6.6 Capital Budget Update – K. Smith Curtis

MOTION: 2023-73 THAT the Consent Reports be received as circulated (except for Item 6.5 2022 Annual Report pulled for Discussion.)

MOVED BY: Councillor G. Miller

SECONDED BY: Councillor J. Lindal

MOTION CARRIED.

7. Discussion Reports

7.1 SCPL By-Law Number 1 – K. Su

The Board received a written report that outlined staff's recommendations for amendments to the SCPL By-Law Number 1. The Board to review the proposal at the September meeting.

7.2 Policy (GOV-02) Risk Management – K. Smith Curtis

The Board received a written report that outlined the development of Policy (GOV-02) Risk Management. The Chair noted a few minor wording amendments.

MOTION: 2023-74 THAT the Board approve Policy (GOV-02) Risk Management, as amended.
MOVED BY: Councillor G. Miller
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7.3 Policy (P-11) Confidentiality of Employee Information – L. Dobson
The Board received a written report outlining the proposed amendments to Policy (P-11) Confidentiality of Employee Information. The Board discussed the issue of protection of employee privacy vs, the potential of law enforcement's request for employee information in emergencies but decided the policy covered the issue. The Chair noted some wording amendments.

MOTION: 2023-75 THAT the Board approve amended Policy (P-11) Confidentiality of Employee Information.
MOVED BY: P. Clausi
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

7.4 Scotia Wealth Management – K. Smith Curtis
The Board received a written resolution from Scotia Wealth Management for the Board's approval to authorize the new Business Administrator to transact on behalf of the Endowment and Trust Fund.

MOTION: 2023-76 THAT the Board approve the attached resolution authorizing the new Business Administrator to transact with Scotia Wealth Management for investments.
MOVED BY: Councillor J. Lindal
SECONDED BY: P. Clausi
MOTION CARRIED.

7.5 2022 Annual Report –K. Su
The Board received the draft 2022 Annual Report and discussed spelling out the first instance of SCPL, changing a photo, and amending some grammar.

MOTION: 2023-77 THAT the Board approve the amended 2022 Annual Report.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8. In-Camera Session

8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda
Add item 8.5(b) Personnel Matter

8.1(b) Adoption of In-Camera Agenda

MOTION: 2023-78 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: Councillor G. Miller
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-79 THAT the Regular Meeting move to In-Camera Session.
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:56 pm. The Chair asked for a 5-minute recess before resuming the meeting.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – May 18, 2023

Correct the spelling version of K. Diorio's name throughout for consistency.

MOTION: 2023-80 THAT the In-Camera Session Minutes of May 18, 2023 be adopted as amended.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

8.4 In-Camera Consent Agenda

8.4(a) Staffing (June Update) – L. Dobson

MOTION: 2023-81 THAT the In-Camera Consent Agenda be received as circulated.
MOVED BY: P. Clausi
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

K. Su, K. Smith Curtis, L. Dobson, & N. Bryans left the In-Camera Session at 7:02 pm.

8.5 In-Camera Discussion Reports

8.5(a) Human Resources Matter – L. Dobson

The Board discussed a Human Resources Matter.

MOTION: 2023-82 THAT the Board approve the staff recommendation outlined in Report 8.5.

MOVED BY: Councillor G. Miller
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8.5(b) Personnel Matter – P. Clausi
The Board discussed a personnel matter.

K. Su, K. Smith Curtis, L. Dobson, & N. Bryans returned to the In-Camera Session at 7:13 pm.

8.6 Return to Open Session

MOTION: 2023-83 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor J. Lindal
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The Meeting returned to Open Session at 7:14 pm.

9. **Motion(s) Arising From In-Camera Session**

MOTION: 2023-84 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: Councillor G. Miller
SECONDED BY: G. Riihimaki
MOTION CARRIED.

10. **Motion to Adjourn**

MOTION: 2023-85 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 7:14 pm.

11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, September 21, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams
- Ontario Library Service, Virtual Conference for Public Library Boards – Thursday, September 28, 2023, 6-8:30 pm, online through LearnHQ

Chair

Secretary

Consent Agenda

Recommendation

THAT the Consent Agenda be received as circulated.

- | | |
|---|--------|
| 6. Consent Agenda (attachments) | Motion |
| 6.1 Correspondence | |
| 6.2 CEO Report – K. Su | |
| 6.3 Department Reports – June, July, & August 2023 | |
| 6.3(a) Customer Service – J. Spera & M. Haanstra | |
| 6.3(b) Facilities and Health & Safety – L. DiDonato | |
| 6.3(c) Innovation, Collections, and Technology – D. Bott | |
| 6.3(d) Programming & Promotions – H. Jones | |
| 6.4 Financial Reports – L. DiDonato | |
| 6.4(a) 2023 Financial Results and Forecast Statement at June 30, 2023 | |
| 6.4(b) Endowment & Trust Statement at June 30, 2023 | |
| 6.4(c) Short-Term Investments Statement at June 30, 2023 | |
| 6.5 SCPL Multi-year Capital Budget Update – L. DiDonato | |
| 6.6 Quarterly Progress Update on 2023 Work Plan (Q3) – K. Su | |

Correspondence

(as of September 15, 2023)

For Information

Received

1. Card received August 8, 2023, from Karen Smith Curtis, thanking the Board for her retirement celebration and donation gift.



SCPL Board,

I hope everyone had a wonderful summer. Mine was unusual - No Budget! I want to thank each of you for the lovely celebration + donation to Pathstone. I really appreciate both. Thank you for the opportunities at SCPL and best wishes.

Karen

AUG 08 2023

CEO Report

submitted by Ken Su, CEO (June, July, & August 2023)

For Information

Collective Agreement Negotiation with CUPE

After the City settled an agreement with its CUPE Locals in May 2023. The Library reached out to our Local and made an arrangement to negotiate on July 12 and 13, 2023. Parties met on those two days and settled all items except one. Parties agreed to meet again on September 12, 2023 and are hopeful that a tentative agreement will be reached on that day.

Central Library Renovation

The Library learned on June 22, 2023 that our grant application had been reviewed by Infrastructure Canada and they were moving our application to the second step in the application process. We were asked to provide additional information on environment assessment and indigenous consultation. The Library worked with the City to provide answers and clarifications on those two topics and submitted the requested files on June 29, 2023.

Additionally, the Library reached out to ward99 Architects on July 14, 2023 to introduce our new Business Administrator and discuss our next steps. Parties agreed to kick off the 2nd phase of the Central Library Renovation project on August 22, 2023 and are planning to present the final report of the 2nd phase to the Board in January 2024.

Library Asset Management Plan

The Library introduced our new Business Administrator on July 24, 2023 to staff at GM BluePlan who are responsible for developing the City's Asset Management Plan and took the opportunity to discuss the Library's Asset Management Plan. Parties then met on September 7, 2023 to discuss how to develop the Library's Asset Management Plan after GM BluePlan completed their project with the City at the end of August.

Niagara Library Shared Service

Given discussions in the last five years at the provincial level regarding regional governance review and potential amalgamation, staff have been discussing with other libraries in the Region to explore potential opportunities to share resources and services. The Library is currently looking at two areas: reciprocal borrowing, and cataloging and processing standardization.

Reciprocal borrowing will potentially allow residents to borrow books from any participating libraries in the Region.

Cataloging and processing standardization will encourage participating libraries to standardize how they catalog their collections and process items that will pave the way for simplifying acquisition process, enabling group purchasing, and sharing an Integrated Library System.

Updates will be provided to the Board when the Library makes progress on these projects.

Customer Service

submitted by Joanna Spera, Manager, Customer Service (June, July, & August 2023)

For Information

All data provided is for June to August 2023 comparing to the same months in 2022. The library continues at full operations.

| | June to August 2023 | % change from 2022 |
|---------------------|----------------------------|---------------------------|
| Gate Count | 86,336 | 79,012 (+8%) |
| Membership | 1,519 | 1,808 (-16%) |
| Holds Placed | 36,587 | 33,286 (+9%) |
| Questions | 16,158 | 14,623 (+9%) |

Gate Count

The library enjoyed a very busy summer with lots of customers using library services, attending programs and enjoying library spaces. The addition of more customer friendly space for study, work and play is inviting our customers to stay longer in the library. Our gate count system-wide is trending upwards, notably in August 2023 it was down only 12% from pre-pandemic August 2019.

Membership

Membership count for summer 2023 is down by 16% from 2022 but up 40% from the pre-pandemic summer of 2019.

Holds Placed

The number of holds placed this summer increased by 9% over the 2022 summer and holds are up 8% year to date. The holds system continues to be an integral library service for customers across the city.

Customer Feedback Highlights

The library collects passive customer feedback to help SCPL understand what customers are noticing and appreciating and how we can improve. Highlights from the feedback collected through June to August include:

- The launch of Port Plus
- Providing knowledgeable, helpful and efficient customer service
- Created more play space in the children's section and study space at Dr. Huq
- Promotion on Social Media

The library is continually evaluating the suggestions for improvements. Based on feedback received earlier in the year the following actions are being taken:

- Staff are working with Niagara Folk Arts Multicultural Centre to offer an English club program for ESL learners
- Staff are investigating reciprocal borrowing to offer more affordable/free memberships to those living in the Niagara region.

Facilities and Health & Safety

submitted by Lisa DiDonato, Business Administrator (June, July, & August 2023)

For Information

Facilities

In July, the Central Library experienced significant ground floor flooding. The City has been on site and implemented an interim solution while they arrange for permanent landscape drainage modifications. Library facilities staff were able to mitigate and repair the damage using internal resources.

The unground parking at the Central has been power washed by City staff. The Library has requested some additional minor cosmetic maintenance including the repainting of parking lines and walls.

The windows in the new programming office, along the Church Street walkway, have been frosted to provide privacy for staff while still allowing in natural light. The windows between the two adjoining offices on the first floor were also frosted to provide privacy when both rooms are in use.

As approved by the Board, the Dr. Huq branch was closed for one day back on June 13, 2023 to replace lamps. There are still four outstanding lamps that need replacing. This will be completed in coordination with the City electricians before opening and should not impact hours.

The old programming room, on the 2nd floor, has been converted into a rental space. A window has been added to the door to enhance safety.

The Library has received both the time capsule and a donation from the developer for 88 James Street. The time capsule is being securely stored in administration until it is rehoused as part of the Central branch renovations.

Health & Safety

The table attached as Appendix A show the results of Health and Safety inspections. The next meeting of the Joint Health & Safety Committee is scheduled for September 14, 2023. The agenda includes the following:

- Monthly Inspection Reports
- Annual Inspections Status
- Update on Scent in Workplace – Dress Code Policy
- Joint Health and Safety Certification/Recertification Status
- Policy Review - Sexual Harassment Prevention (POL-P03)

Appendix A – Health and Safety Inspection Results

| Location | Date | Results | Update |
|---------------------------------|-----------------|--|-------------------------------|
| Annual Inspections | | | |
| Central | Aug 5, 2022 | Audio Book Shelves aisles are too narrow. | Included in renovation plans. |
| Central | August 10, 2023 | Training Room A – wire management CS Manager Office – Wire management required. 2 nd Floor Church Street Exit – Lights bulb changes required. 3 rd Floor Emergency Exit – Lights bulb changes required. Café – Needs tidying and clean-up. | All action items completed. |
| Port | August 15, 2023 | Wire management required. | All action items completed. |
| Huq | August 15, 2023 | Wire management required. | All action items completed. |
| Merritt | August 16, 2023 | Wire management required. | All action items completed. |
| Regular Inspections | | | |
| Central – 2 nd Floor | May 10/23 | Nothing to report. | N/A |
| Central – 3 rd Floor | June 22, 2023 | Nothing to report, | N/A |
| Dr. Huq | June 22, 2023 | Nothing to report. | N/A |
| Merritt | June 22, 2023 | Nothing to report. | N/A |
| Port | June 23, 2023 | Nothing to report. | N/A |

| | | | |
|---------------------------------|-----------------|--|--|
| Port | July 17, 2023 | Nothing to report. | N/A |
| Dr. Huq | July 18, 2023 | Nothing to report. | N/A |
| Merritt | July 18, 2023 | Nothing to report. | N/A |
| Central - Basement | July 26, 2023 | Some flood clean-up/repairs outstanding. | Facilities team completed flood cleanup and City arranging permanent modifications to mitigate risk. |
| Dr. Huq | August 17, 2023 | Nothing to report. | N/A |
| Central – 1 st Floor | August 18, 2023 | Nothing to report. | N/A |
| Port | August 22, 2023 | Nothing to report. | N/A |
| Merritt | August 24, 2023 | Nothing to report. | N/A |

Innovation, Collections & Technology

submitted by David Boff, Manager Innovation, Collections & Technology (June, July, & August 2023)

For Information

Library Circulation Performance

From January to July 2023, physical items circulated 476,994 times. That represents a 31% increase from the same time period in 2022. This is following a 30% increase from 2021 to 2022 in our physical circulation.

From January to July 2023, digital circulation (cloudLibrary, hoopla, kanopy & Flipster) was 124,385. This does not include the over 688,000 YTD uses of our online resources such as PressReader, LinkedIn Learning, Mango Languages, Consumer Reports, EBSCO databases, etc.). Overall, digital circulation and online resource usage is up 25% from 2022.

This means we are well on track to surpass pre-pandemic (2019) circulation statistics with a projected circulation of around 1.03 million physical and digital checkouts. Additionally, we are projecting 1.18 million uses of our online resources.

Physical Circulation (June – August)

There was a slight dip (-6%) in physical circulation from May to June 2023. However, circulation increased significantly (18.3%) from June to July, and continued to increase (3.4%) from July to August. Additionally, August 2023 physical circulation is up 21% from that of August 2022.

Digital Circulation (June – August)

Digital Circulation decreased by about 3% from May to June 2023; however digital circulation increased by 11% from June to July and increased by 3% from July to August 2023.

Library of Things

Sports and Leisure Collection

This collection was expanded to include picnic games such as ring/beanbag toss, ladder toss, Spikeball, horseshoes, cornhole, and Flickin' Chicken. The games have been well received and have been checked out over the summer a total of 46 times.

Sensory Support Kits

8 Sensory Support Kits were launched at all Library locations on August 8, 2023. The kits consist of hearing protection, sunglasses, and a wide variety of tactile objects designed to help individuals self-calm when experiencing sensory-related anxiety when visiting the Library. Funding was provided by a \$750.00 Mini Grant from the Niagara Community Foundation.

Gamerspace

The Gaming PCs were very well-used during the summer months with 149, 222 and 351 uses in June, July and August respectively.

Programming and Promotions

submitted by Holly Jones, Manager, Programming and Promotions (June-August, 2023)

For Information

Programming Highlights

Our Summer Reading Club (SRC) launched in-person on June 17th and ended August 31st. This year we saw our best numbers on record, with a 72% increase over 2022 (872 registered), and a total of 1497 participants. This represents a 185% increase over 2021's iteration of SRC (526 registered). The SRC was promoted extensively in June at all school outreach events, and throughout the summer at our various outreach activities, including the Summer Reading Celebration in Pearson Park and Pop-Up Library events at City parks across the city.

The library hired a summer student to fill the role of Outreach Assistant with support from the Ministry of Tourism, Culture and Sport's Summer Experience Program. The Outreach Assistant helped programming staff plan and facilitate outreach events through June and July. She was stationed twice each week at the Dr. Huq Branch to provide support for the SRC, promoting registration and engaging with families as they returned to report on their progress. Of the 1497 total registrants in the SRC this year, Dr. Huq represented a full 54% (807 participants).

The library welcomed Mayor Siscoe to three "Teddy Bear Storytime" events at Lakeside Park, Pearson Park and Happy Rolph's. Families were invited to bring a favourite stuffed animal and listen to Mayor Siscoe read several picture books aloud. These events were received very positively by the community, and we look forward to continuing this partnership in 2024 (152 attendees).

A number of in-house programs were offered at all SCPL locations this summer. In total, we provided 143 program sessions that reached 2840 customers across our system. Additionally, we welcomed 15 classes (393 students) from schools across the community to the library for class visits.

Several outreach events, reaching a total of 998 participants, were also held from June to August as per below:

Elementary School Class Visits – DSBN & NCDSB – June & July

We promoted the SRC and library services with visits to the following schools:

- Applewood Public School (Kindergarten visited)
- Assumption Catholic Elementary School (K-8 visited)
- Gracefield Public School (Gr. 3 & 4 visited)
- Prince of Wales Public School (K-8 visited)
- Carleton Public School (Kindergarten visited)
- El McCulley (Summer HEAT program)

Attendance: 626 people.

50+ Active Living & Information Fair – Partnership with the City of St. Catharines – June 1

We attended a flag raising ceremony, spoke to older adults about the services and programs the library offers, and created library memberships on site.

Attendance: 103 people.

Pride in the Park - Partnership with Pride Niagara – June 3

We provided:

- An information booth with library card signups

- A family reading area with LGBTQ+ books

- Drag queen storytime

- Three tables with crafts and activities

Attendance: 350 people.

Kids Ultimate Challenge – Partnership with Niagara Health – June 10

We brought Fleur, our mobile outreach library, to Burgoyne Woods and set up in the Fun Zone, providing:

- A reading area with comfy seating and appealing books

- An activity tent with magnetic building blocks and Giant Jenga

- A craft and information table with the button maker, crafts, and book giveaways

Attendance: 375 people.

Kindergarten Information Nights – DSBN – June 13, 15, 22

We set up an Information Booth to promote upcoming summer programs and the SRC, and provided activities for students, including colouring sheets, stickers, and pencils:

- Harriet Tubman Public School (41 attended)

- Connaught Public School (45 attended)

- El McCulley Public School (30 attended)

Attendance: 103 people.

Downtown Block Party – Partnership with Downtown Association – July 15

We provided library information and swag and promoted the SRC and summer programming as part of a street party organized by the St. Catharines Downtown Association.

Attendance: 115 people.

Wellness Fairs - Partnership with Niagara Region – July 11, August 9

We set up an Information Booth to promote the SRC, registered new participants, and assisted families ready to report on their reading process. We provided SRC swag, including stickers, pencils and bracelets, and brought our ever-popular button maker.

- Rykert Street (50 attended)

- Old Pine Trail (70 attended)

Attendance: 120 people.

Drop-in Storytime - ACW North Court Daycare – June, July, August

We facilitated a storytime with songs, rhymes, and books.

Attendance: 127 people.

Promotions Highlights

| | | |
|-----------|-------------------------|---|
| June 9 | St. Catharines Standard | St. Catharines library reading club going back in session |
| July 3 | inSauga | Arts centre, library connect books and their movies in St. Catharines |
| July 6 | CKTB | SRC Celebration, Outdoor Games, Fishing Kits |
| July 6 | Niagara This Week | The limit does not exist!: St. Catharines hosts no cost activities for families this summer |
| July 6 | St. Catharines Standard | The limit does not exist!: St. Catharines hosts no cost activities for families this summer |
| July 31 | CKTB | Summer Update, Book bundles, Bike repair kits |
| August 10 | St. Catharines Standard | Sensory kits available for St. Catharines Public Library visits |
| August 10 | Welland Tribune | Sensory kits available for St. Catharines Public Library visits |
| August 20 | St. Catharines Standard | Shelf help: St. Catharines library removes thousands of books to make space for the future |

2023 Financial Results & Forecast at June 30, 2023

submitted by Lisa DiDonato, Business Administrator

For Information

| | JUNE 30, 2023 | | | FULL YEAR 2023 | | |
|--------------------------------|-------------------|--------------------|-------|---------------------|------------------|-------|
| | Actual | Budget | % | Forecast | Budget | % |
| REVENUE | | | | | | |
| City Contribution (1) | \$ 3,090,000 | \$ 3,102,107 | 99.6 | \$ 6,204,214 | \$ 6,204,214 | 100.0 |
| Miscellaneous (2) | 107,282 | 46,997 | 228.3 | \$ 442,641 | 322,595 | 137.2 |
| Total | <u>3,197,282</u> | <u>3,149,104</u> | 101.5 | <u>\$ 6,646,855</u> | <u>6,526,809</u> | 101.8 |
| EXPENDITURES | | | | | | |
| Salaries & Benefits (3) | 2,109,932 | 2,306,837 | 91.5 | \$ 4,635,165 | 4,613,674 | 100.5 |
| LIBRARY MATERIALS | | | | | | |
| Library Materials (4) | 370,191 | 400,000 | 92.5 | \$ 800,000 | 800,000 | 100.0 |
| OCCUPANCY | | | | | | |
| Occupancy (5) | 232,971 | 280,314 | 83.1 | \$ 558,180 | 560,628 | 99.6 |
| SUPPLIES & SERVICES | | | | | | |
| Supplies & Services (6) | 184,938 | 210,477 | 87.9 | \$ 443,530 | 420,953 | 105.4 |
| OPERATING CAPITAL | | | | | | |
| Capital Costs (7) | 49,227 | 65,777 | 74.8 | \$ 209,979 | 131,554 | 159.6 |
| Total | <u>2,947,259</u> | <u>3,263,405</u> | 90.3 | <u>\$ 6,646,855</u> | <u>6,526,809</u> | 101.8 |
| UNEXPENDED BALANCE (8) | <u>\$ 250,023</u> | <u>-\$ 114,300</u> | | <u>\$ 0</u> | <u>0</u> | |

NOTES:

REVENUE

(1) For 2023, the City approved a SCPL funding increase of 5.6% based on 3.25% plus \$1 per resident.

(2) Miscellaneous Revenues are higher than budgeted, year to date, primarily as a result of a grant for the gaming room and more than anticipated investment income. Investment income is expected to remain strong due to increased interest rates.

EXPENDITURES

(3) At June 30, 2023 there is significant uncertainty related to the impact of ongoing collective bargaining, the impact of the provincial minimum wage increase and potential benchmarking. At this time, the expectation is that there may be a slight deficit in salaries and benefits.

(4) Library Materials are being actively managed and are expected to be on budget at the end of 2023. The budget was reduced by 5.3% for 2023 so further impacts will need to be minimized. SCPL is still spending a greater percent of our budget than our peers on materials (12% vs. 10% of total budget).

(5) For 2023, it is expected that Occupancy will be slightly lower than budget. In 2023, the HVAC was replaced and the maintenance contract was streamlined resulting in better pricing. In addition, property insurance has been placed with a new broker which netted lower premiums.

(6) It is expected that the Supplies & Services budget will be 5.4% over budget at the end of 2023. This is primarily due to spending related to the gaming room grant which is offset by higher Miscellaneous Revenues mentioned above.

(7) The implementation of Port +, early in 2023, is expected to result in some increased costs. As the year progresses, if overall funding permits, SCPL anticipates investing in IT equipment and furnishings to improve customer service in alignment with the strategic objectives.

UNEXPENDED BALANCE

(8) For the six month ending June 30, 2023, the net unexpended funding was \$250,023. The surplus is primarily the result of the timing of program and operating expenditures. The expectation is that there will be an increase in utilization of the funding in the 3rd and 4th quarter resulting in a balanced budget at the end of 2023.

Endowment & Trust Fund Statement at June 30, 2023

submitted by Lisa DiDonato, Business Administrator

Income/Expenditures

| | | |
|-------------------|----|-------------------------|
| Opening Balance | \$ | 1,665,850 |
| Donations | \$ | 6,792 |
| Interest | \$ | 34,724 |
| TOTAL INCOME | \$ | <u>1,707,366</u> |
| Less Expenditures | \$ | - |
| NET REVENUE | \$ | <u><u>1,707,366</u></u> |

Current Assets

| | | |
|--------------------------|----|-------------------------|
| Cash | \$ | 166,800 |
| GIC's | \$ | 1,503,468 |
| Receivables | \$ | 37,098 |
| TOTAL CURRENT ASSETS | \$ | <u>1,707,366</u> |
| Less Current Liabilities | \$ | - |
| NET ASSETS | \$ | <u><u>1,707,366</u></u> |

| | | |
|---------------------|----|-------------------------|
| Encumbered Amount | \$ | 241,793 |
| Unencumbered Amount | \$ | 1,465,573 |
| TOTAL | \$ | <u><u>1,707,366</u></u> |

Short-Term Investments Statement at June 30, 2023

submitted by Lisa DiDonato, Business Administrator

| Broker | Due | Yield | Market Value |
|-------------------------------|--------------|-------|--------------|
| The Canada Trust Company | Dec 14, 2023 | 5.50% | \$395,407 |
| TD Bank | Dec 14, 2023 | 5.50% | \$158,561 |
| TD Bank | Dec 14, 2023 | 5.50% | \$260,171 |
| B2B Bank | Apr 12, 2024 | 4.65% | \$55,000 |
| Versa Bank | Apr 12, 2024 | 4.72% | \$100,000 |
| Bank of Nova Scotia Trust Com | Aug 2, 2023 | 4.15% | \$100,000 |
| National Trust Company | Aug 2, 2023 | 4.15% | \$100,000 |
| Scotia Mortgage Corporation | Aug 2, 2023 | 4.15% | \$102,500 |
| Bank of Nova Scotia | Aug 15, 2023 | 4.15% | \$92,000 |
| Concerta Bank | Aug 15, 2023 | 4.16% | \$100,000 |
| Equitable Bank | Aug 15, 2023 | 4.15% | \$100,000 |
| General Bank | Aug 15, 2023 | 4.15% | \$100,000 |
| Montreal Trust | Aug 15, 2023 | 4.15% | \$100,000 |

2024 to 2026 Capital Budget Update

submitted by Lisa DiDonato, Business Administrator

For Information

Background

At the St. Catharines Public Library Board (Board) meeting on June 15, 2023, the Board was provided with a revised 2024 to 2026 Capital Budget and an update on discussion with the City of St. Catharines (City). The Board was advised that the Capital Budget would continue to be refined to meet the City's Capital Budget guidelines.

Update

Since the June Board meeting, City staff have consolidated the 2024 to 2026 Capital Budget removing the Merritton branch renovation pending the results of a Merritton multi-use facility feasibility study. The City multi-year Capital Budget includes \$4 million in 2026 for Merritton initial construction costs. The table below provides a comparison of the Library's original submission to the projects that will be presented to City Council in November 2023.

Revised Capital Budget (August 2023)

| Branch | Project | 2023 | 2024 | 2025 | 2026 |
|---------|----------------------------------|--------------------|------------------|----------|------------------|
| Central | Fastener Study and Sealant | 175,000 | | | |
| Central | Interior Renovations | 4,850,000 | | | |
| Dr. Huq | Lighting Fixture Replacement | | 70,000 | | |
| Port | Exterior Restoration | | 150,000 | | |
| Central | Parking Garage Lighting Upgrades | | 150,000 | | |
| Port | Accessibility Upgrades | | | | 200,000 |
| Port | Electrical Device Upgrade | | | | 25,000 |
| | | \$5,025,000 | \$370,000 | - | \$225,000 |

Original Capital Budget (May 2023)

| Branch | Project | 2023 | 2024 | 2025 | 2026 |
|---------|---------------------------------|--------------------|--------------------|----------|------------------|
| Central | Fastener Study and Sealant | 175,000 | | | |
| Central | Interior Renovations | 4,850,000 | | | |
| Dr. Huq | Lighting Fixture Replacement | | 70,000 | | |
| Port | Exterior Restoration | | 150,000 | | |
| Merritt | Interior Renovations | | 800,000 | | |
| Port | Washroom Accessibility Upgrades | | | | 200,000 |
| Port | Electrical Device Upgrade | | | | 25,000 |
| | | \$5,025,000 | \$1,020,000 | - | \$225,000 |

Next Steps

- 2024 to 2026 Capital Budget will be presented to City Council in November 2023.

Quarterly Progress Update on 2023 Work Plan (Q3)

submitted by Ken Su, CEO (September 2023)

For Information

The purpose of this report is to update the Library Board on the status of some tasks identified in the 2023 Work Plan including both newly introduced tasks and tasks carried forwards from the previous year. The content of the report will change from quarter to quarter as new tasks start, progresses are made, and tasks are completed. This report is not meant to be a complete description of the work performed by Library staff during that quarter, instead, it highlights some particular tasks that are worth noting and relevant to the Library's core services and operations.

Background

The Library Board approved the St. Catharines Public Library Strategic Plan 2019 – 2022 in October 2019. The Plan identifies five strategic goals:

- Embrace innovation, creativity, and boldness in everything we do
- Build a recognized and valued brand
- Foster more community connections
- Being a library for all
- Transform as we evolve

Furthermore, at the April 2022 Board Meeting, the Board approved to extend the current Strategic Plan from 2022 to 2024.

Based on the Strategic Plan, staff developed a 2023 work plan in Summer/Fall 2022, presented to the Board in October 2022, and the Board formerly approved it at the same meeting.

This report offers a snapshot of the current status of some tasks, provides a summary of each task, highlights its contribution to the Strategic Plan, and identifies phases or timeline of each task and if it's a task carried forward from the previous years. This report demonstrates staff's commitment to accountability and willingness to keep the Library Board informed on a quarterly basis.

Highlights of the third quarter in 2023

The highlight of this quarter is that the Library successfully worked with community partners, planned and organized the TD Summer Reading Club as well as delivered many summer programs to the community.

Overall, the Library achieved 40% increase and 74% increase of program attendance from July and August 2022 respectively. Also, the number of TD Summer Reading Club increased from 872 registrants in 2022 to 1,497 in 2023, the highest in the library history.

Staff were also able to complete tasks listed below:

- Successfully filled and on-boarded three managerial positions
- Completed the draft multi-year capital budget with the City
- Kicked off the Central Library Detailed Design in August 2023
- Launched the Event Calendar and Room Booking System on September 1, 2023

| STATUS KEY | |
|------------|--------------------------------------|
| | No changes, progress as planned |
| | Minor changes, no significant impact |
| | Major changes, attention required |
| ✓ | Completed |

2023 SCPL Departmental Work Plan - Quarterly Update

Update: June 21, 2022 - Dbott

Strategic Goal 1: Embrace Innovation, creativity, and boldness in everything we do

Strategic Goal 2: Build a recognized and valued brand

Strategic Goal 3: Foster more community connections

Strategic Goal 4: Be a library for all

Strategic Goal 5: Transform as we evolve

| | |
|--------|--------------------------------------|
| Status | No Change |
| | Minor Changes, no significant impact |
| | Major Changes, attention required |
| | ✓, Completed |

| Department: Administration and Facilities | | | | | | Q3 Update | |
|---|---|--|-----------------------------|--|-------------|---|--|
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines | Status | Explanation | |
| #5 | Develop and implement a Performance Evaluation Program | Evaluate work performance, support and coach staff in their current role and advance their career | HR Consultant and Managers | implement Jan 2023 for staff, started in summer 2022 with Management | | This process is ongoing. With change in the Management team, this will be reviewed with them. Staff feedback is positive, they are appreciating the opportunity for one-one feedback. | |
| #5 | Evaluate the implications of a Living Wage on the Library | Evaluate the impact of paying the Living Wage to Library staff and certification with the 'Ontario Living wage Network | HR Consultant | budget request in 2023 operating budget | | Currently negotiating a new salary grid through bargaining process. | |
| #5 | Develop and implement a strategic training plan to support staff development | Develop a training budget and plan to support staff development to support the succession plan and future staffing needs | HR Consultant | Q2 | | Plan to have an update to the succession plan in Q4 | |
| #3 | Develop a good relationship with new City Council, continue to work with the City and the Union collaboratively, maintain a positive relationship | Present to City Council 3 times a year, address issues or concerns raised by the City or the Union within 72 hours, organize activities with the City/Union at least 4 times a year, maintain ongoing communications | CEO | 2023 and ongoing | | Met with city staff multiple times to provide updates on the grant application and multi-year capital budget, planned the winter dinner with the Union | |
| #1, 2, 4, 5 | Central Library Renovation | Seek City/Council support on the Phase 1 Conceptual Design | CEO, Business Administrator | Q1 2023 | ✓ Completed | | |
| | | Complete Phase 2 detailed design and cost | All managers | Q2 2023 | | Central Reno Detailed Design Kickoff Meeting scheduled for Aug. 22, 2023. | |
| | | Seek approval from the Board, City and Council | CEO, Business Administrator | Q3 2023 | ✓ Completed | | |
| | | Explore available funding alternatives at federal and provincial levels. | CEO, Business Administrator | Q1 2023 | | Notified of advancement to 2nd phase in the GICB Grant application process. Waiting for decision. Naming Policy and Fundraising Feasibility Study RFP drafted. | |
| | | Execute procurement activities | Business Administrator | Q3 2023 | | On hold pending GICB grant approval. | |

| | | | | | | |
|---|--|---|--|------------------|---------------|--|
| | | Kick off the renovation project | All managers | Q4 2023 | | Pending for the approval of the GICB grant |
| #1, 5 | Maintain and improve internal communication | Organize 4 staff meetings a year, fully utilize the Intranet to post announcements, attend department meetings at least once a year per department | CEO | 2023 and ongoing | | Attended department meetings and planned a staff meeting in November re: Central Library Detailed Design |
| #1, 5 | Maintain and improve communication | Plan meetings with City Finance staff 3 times a year, plan meetings with City EFES staff 3 times a year | Business Administrator | 2023 and ongoing | | Operating Meeting Schedule with City staff on Sept 8th. |
| #5 | Develop risk management tool | Draft Risk Management policy, create risk universe, risk map and measurement tool | CEO, Business Administrator, Managers, Librarians | | | Policy approved by Board in June 2023 |
| | | - Policy | | Q2 2023 | ✓ Completed | |
| | | - Universe & Map | | Q3 2023 | | Development to begin in September/October 2023. |
| | | - Measurement tool | | Q4 2023 | | Q4 2023 start. |
| #5 | New G/L, A/P and EFT solution implementation | Perform necessary procurement activities, initiate project, plan implementation, decommission Vailtech platform | Business Administrator | Q2 2023 | ✓ Completed | Transition complete. Continue to look for opportunities to utilize available functionality to find process and reporting efficiencies. |
| #5 | Provide new and enhanced spaces | Work with City to develop ideal location for Merritt Branch | CEO, Business Administrator, City stakeholders | Q3 2023 | | Participated in discussions with City; feasibility study for Merritt multi use facility planned for 2024. |
| Department: Innovation, Collections and Technology | | | | | | Q3 Update |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines | Status | Explanation |
| #1, #3, #4, #5 | Website CMS Upgrade/Migration | | T. Lawrence, ICT, Programming & Promotions | Q3 2023 | Deferred | Investigating contracting Cinnamon Toast to develop template in 2024. |
| #1, #5 | Process Invoices Electronically | Consult with vendors and SirsiDynix to allow electronic processing of invoices via EDIFACT | ICT | Q3 2023 | | Contacted WH to start trial in 4th quarter. |
| #1, #3, #4, #5 | Event Calendar & Room Booking | Provide integrated event calendar and resource booking | Programming & Promotions, IT | Q1 2023 | ✓ Completed | Launched in September |
| Department: Customer Services | | | | | | Q3 Update |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines | Status | Explanation |
| #1, #4, #5 | Continue to enhance Customer Service | Finish the delivery other training to support the Customer Service Standard. Implement two-way radio technology at Central. Develop and implement roving reference strategy | Training Librarian, Customer Service Managers | Q3 2023 | | Additional two-way radios arrived which will be deployed so that all CS staff are connected for better support. |
| #3, #4, #5 | Review and update circulation policy, procedures and workflows system-wide | Continue to seek ways to remove barriers to access for customers and update the Circulation Policy as needed. Investigate reciprocal borrowing | Customer Service Managers, Customer Service Technician | Q4 2023 | | Reached out to Niagara Libraries to gauge interest in a reciprocal borrowing agreement with SCPL. |

| #1, #4,#5 | Expand the work and study space at the Branches in response to increasing public demand | Reconfigure the service desks at Dr. Huq to streamline workflow and improve customer service. Investigate incorporating a second study bar. Incorporate inviting furniture and educational toys to support children's development. Reconfigure staff desks and declutter the staff work space at Merritt. | Customer Service Managers, Branch Librarians | Q3 2023 | ✓ Completed | |
|---|---|---|--|--------------------------|------------------|--|
| #4, #5 | Branch Space Analysis in consultation with ICT Department | Evaluate library layout to determine how best to shelve our collections to encourage circulation and address issues such as accessibility | Customer Service Managers, Branch Librarians, Collections Librarians | Q4 2023 | | Weeding continues at Central with staff shifting collections to improve accessibility (eliminating bottom and top shelves). |
| Department: Programming and Promotions | | | | | Q3 Update | |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines | Status | Explanation |
| #2 Build a recognized and valued brand #5Transform as we evolve | Create a system-wide communication plan | Audit external communications and create a plan with specific measurables, ie. Targeted mail campaign to increase library membership in specific neighbourhoods | Promotions, Customer Service | Complete for May 2023 | | Central renovation communications plan underway. Mapped out key messages and developed preliminary social media, e-newsletter and PR strategy. |
| #3 Foster more community connections #4 Be a library for all | Conduct a city-wide Library Survey | Canvas card holders and non-cardholders on view of library services, (dis)satisfaction, library experiences etc. Make recommendations for services, collections and programming based on results. | Promotions, Customer Service, ICT | Survey in September 2023 | Deferred | Plans for city-wide library survey deferred to accommodate potential fundraising survey to support Central renovation. Preliminary planning for fundraising survey completed. |
| #4 Foster more community connections | Strengthen partnerships with DSBN and NCDSB | Target schools for regular, ongoing class visits every three weeks, three schools each, Central, Huq, Merrit and two schools Port. | Programming, Customer Service | Ongoing | | Class visit plans revised and updated for start of school year. Existing partnerships with schools to continue. Plans in place to target Dr. Huq catchment area for feasibility or interest in library visits every 3 weeks. |
| #5Transform as we evolve | Continue to investigate/Library automation software | Evaluate vendors based on specific needs such as room booking, program registration, customer contact management, focus on implementation if approved. | ICT, Customer Service, Admin, Prog & Promot | Q1 2023 | ✓, Completed | LibCal software fully integrated and staff training completed. Launched to public on September 1. All room bookings, program registration and statistics collection now occurring through LibCal. Internal survey and review to take place mid-Fall. |

Discussion Reports

9. Discussion Reports (attachments)

- | | | |
|------|--|--------|
| 9.1 | SCPL By-Law Number 1 – K. Su | Motion |
| 9.2 | Policy (G-05) Meeting Rooms – L. DiDonato | Motion |
| 9.3 | Policy (G-30) Programming – H. Jones | Motion |
| 9.4 | Policy (P-14) Disconnect from Work – L. Dobson | Motion |
| 9.5 | Policy (P-06) CEO Evaluation – J. Coles | Motion |
| 9.6 | Appoint CEO Evaluation Committee – J. Coles | Motion |
| 9.7 | 2024 Work Plan – K. Su | Motion |
| 9.8 | Draft Proposed 2024 to 2026 Operating Budget – L. DiDonato | Motion |
| 9.9 | Designate Head under MFIPPA – K. Su | Motion |
| 9.10 | 2024 Board Meeting Dates – K. Su | Motion |
| 9.11 | 2024 Library Closure Dates – K. Su | Motion |
| 9.12 | Winter Celebration Dinner Closure – K. Su | Motion |

SCPL Board By-Law Number 1

submitted by Ken Su, CEO (September 2023)

Recommendation

THAT the Board review amending SCPL Board By-Law Number 1. Amending:

1. Article 4 Elections and Appointments
2. Article 5 Conduct of Business
3. Article 6 Quorum
4. Article 7 Committees
5. Article 9 By-Law
6. Article 10 Effective Date
7. Appendix B Committee Meeting Procedures

BACKGROUND

SCPL Board By-Law Number 1 *For the Operation and Regulations of the "Board"*, was amended most recently June 16, 2022. The following topics have come to the Library's attention that may require the Board to amend Board By-Law Number 1:

- Term of Chair,
- Deputations to the Board,
- Quorum for Meetings.
- Wording Clarifications, and
- Committee Meeting Procedures

Please see SCPL Board By-Law Number 1 attached for the Board's review and discussion. (See Attached By-Law Number 1 with tracked proposed document changes noted with markup corrections and a separate clean copy.)

TOPIC 1 – TERM OF CHAIR

After the recent Municipal Election, there have been debate discussions amongst public libraries about the term of election of the Board Chair. To clarify we checked with a Consultant from the Ontario Library Service (OLS). The response received was as follows:

"Election of Board Chair:

Section 14(3) of the PLA states: "A board shall elect one of its members as chair at its first meeting in a new term. R.S.O. 1990, c. P.44, s. 14 (3)."

Meaning that it is the responsibility of the newly appointed board, at the first meeting of its new four-year term, to elect a board chair from among its newly appointed (or re-appointed) membership. ...The chair, therefore, should hold office for the four years concurrent with council's term, barring disqualification from the board as set out in PLA Section 13 or if that person chooses to step down as

Chair. Some libraries do choose to elect a new Chair annually; however, this is not common practice due to the need for continuity and stability in the board’s work throughout the term. “

Basically since the PLA clause says that the chair is elected at the first meeting of the new term – the assumption on the part of the Ministry is that they are elected “for the term” – in other words, for the four year term. Some people don’t want to commit to 4 years, and so they might stand for election knowing full well that they can step down at some point if they wish.

Currently, SCPL Board By-Law Number 1 outlines that the Board elects a Chair annually. Staff recommend the Board elect a Chair for a 4-year term, based on the advice from OLS. In addition, because the Public Libraries Act is silent on Vice-Chair and Board Assembly representatives, staff recommend the same 4-year term apply for these positions.

Recommendation 1

To amend Article 4 Elections and Appointments, items 4.1, 4.2, and 4.3 to outline that the Board would elect a Chair to a 4-year term rather than each year. Also to amend items 4.7 and 4.10 to tidy wording.

TOPIC 2 – DEPUTATIONS TO THE BOARD

From time to time, the Library receives requests from customers expressing their desire to speak to the Board. SCPL Procedure 5 “Deputations to the Board” outlines for customers the process to follow (See Attached Procedure 5). However, as this is a prerogative of the Board, staff recommend that it should be outlined in the Board By-Law.

Recommendation 2

To amend Article 5 Conduct of Business, by adding item 5.5 to outline the procedures for Deputations to the Board.

TOPIC 3 – QUORUM FOR MEETINGS

On March 16, 2023, the Board met for a Regular Board Meeting; however, there was no quorum. The Board members in attendance wished to continue the Board meeting without decisions or motions. Afterwards, staff raised procedure questions with the City Clerk’s office who advised staff to present the Minutes of the meeting for Board adoption. A similar situation would occur if members had to leave a meeting and quorum was lost.

Recommendation 3

To amend Article 6 Quorum, items 6.1 and 6.2 to outline the procedures for Board Meeting quorum.

TOPIC 4 – WORDING CLARIFICATIONS

The opportunity for review also allows for some minor wording clarifications.

Recommendation 4

To amend Article 7 Committees, by tidying the format of wording in item 7.3 and removing the first sentence in item 7.4.

Recommendation 5

To amend Article 9 By-Law, by tidying the grammatical agreement of wording in item 9.2.

Recommendation 6

To amend Article 10 Effective Date, updating it to Board Meeting approval date June 15, 2023.

TOPIC 4 – COMMITTEE MEETING PROCEDURES

At the April 20, 2023 Board Meeting, during the In-Camera Session, the Board formed a Negotiating Committee for reviewing a personnel matter with the deadline of reporting to the Board within 1 month at the May Board Meeting. Given the tight deadline and the private nature of the task the committee met, discussed, and created it's report without publishing Agenda's or Minutes.

The current By-Law Number 1 includes Appendix B, which outlines Committee Meeting Procedures. In 2021, the CEO developed these procedures based on the City's Simplified Meeting Procedures. The Library has found that these Committee Meeting Procedures are complex and in some instances contradict By-Law Number 1 (e.g., see Part 4 Ex Officio Members, item 4.1 vs. By-Law Article 7 Committees, item 7.3). The procedures are time consuming and require Board members to perform additional clerical work beyond their Board responsibilities and duties. Library staff can assist with that work, but only if they are included on the committees and attend the committee meetings. The Library has consulted with the City Clerk's Office and has learned that the City recently updated their Simplified Meeting Procedures and they no longer apply to any local Board.

In By-Law Number 1, item 9.2 states: All points of procedure not covered in this by-law shall be decided in accordance with Canadian parliamentary procedure. (Authority: Bourinot, J.G., Rules of Order revised by G.H. Stanford, 4th Edition 1995).

Staff recommend removing Appendix B Committee Meeting Procedures from the By-Law. Alternately, if the Board prefers to have other options, a few sentences may be added to item 9.2 such as:

"If a procedural matter is not provided for in this By-Law, the matter shall be decided by the Chair, who may have regard to the City's *Simplified Meeting Procedures* (found on the City's website), if needed. The Chair's decision is final."

Recommendation 7

To remove Appendix B – Committee Meeting Procedures from By-Law Number 1.



~~St. Catharines Public Library Board~~

~~By-Law Number 1~~

~~For the Operations and Regulation of the “Board”~~

~~Effective June 16, 2022~~



| | | | |
|------------------------------------|--|--------------------------------|-------------------|
| <u>By-Law Name</u> | <u>For the Operations and Regulations of the "Board"</u> | | |
| <u>Section & Number</u> | <u>By-Law Number 1</u> | <u>Effective Date</u> | <u>2023-09-21</u> |
| <u>Motion Number</u> | <u>2023-##</u> | <u>Reviewed Date</u> | <u>2023-09-21</u> |
| <u>Author</u> | <u>CEO</u> | <u>Next Review Date</u> | <u>2027</u> |

ST. CATHARINES PUBLIC LIBRARY

BY-LAW NUMBER 1

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BY-LAW NUMBER 1

ST. CATHARINES PUBLIC LIBRARY BOARD

Preamble

Whereas the St. Catharines Public Library Board, hereinafter called the "Board", is constituted and governed by the provisions of the *Public Libraries Act, 1990* of the Province of Ontario and Regulations made under this Act from time to time.

The Board is responsible for the provision of direct library services to the citizens of the City of St. Catharines in accordance with the *Public Libraries Act, 1990*.

Article 1

1.1 The Board shall have a corporate seal, an impression of which is imprinted in Appendix A hereof. This seal shall be affixed under the Direction of the Board to all deeds, contracts, documents or instruments requiring the seal, the impression of which shall be attested by the signatures of the Chair of the Board and the Chief Executive Officer, or by such other members of the Board and/or such officers as the Board shall direct.

1.2 The following rules and procedures of the Board shall be observed for the order and dispatch of the business of the Board and shall regulate the function and duties of its members and officers. Where there is any conflict with the *Public Libraries Act, 1990*, the Act shall take precedence.

Article 2

MEMBERSHIP

2.1 The Board shall consist of nine members appointed by the Council of the City of St. Catharines in accordance with the City of St. Catharines By-Law 85-432.

2.2 A Board member shall hold office for a term concurrent with the term of the appointing Council or until a successor is appointed and may be appointed for one or more further terms, as per the *Public Libraries Act, 1990, s. 3*.

2.3 Where a vacancy arises in the membership of the Board, the Chief Executive Officer shall, upon instruction of the Board in session, advise the appointing Council that a new member should be appointed to fill the vacancy pursuant to the terms of the *Public Libraries Act, 1990*.

2.4 Attendance of members at meetings shall be recorded in the minutes. A member applying for a leave of absence shall make such request directly to the Board, which leave may be granted only by resolution of the Board.



Under the authority of the *Public Libraries Act, 1990* s. 13, if a member is absent from the meetings of the Board for three (3) consecutive meetings without authorization by Board resolution, the remaining members shall declare the seat vacant and notify the Municipal Council accordingly.

Article 3

BOARD OFFICE

3.1 The office of the Board shall be located at the Central Library, 54 Church Street, St. Catharines, Ontario, L2R 7K2.

Article 4

ELECTIONS AND APPOINTMENTS

4.1 The Inaugural Meeting of the new Board shall be held on commencement of the term of the Board, as called by the Chief Executive Officer in accordance with the City of St. Catharines By-Law 85-483.

~~The Annual Meeting of the Board shall be held in January of each year except in January of the commencement of a new term, when an Inaugural Meeting is held.~~

4.2 The order of business at the Inaugural ~~or Annual~~ Meeting shall be:

1. Call to order
2. Election of Chair
3. Election of Vice-Chair
4. Appointment to OLS Board Assembly
5. Chair's remarks
6. Adjournment

To be followed by the Regular Meeting.

4.3 The Chief Executive Officer shall act as Chair for the election of a Chair for the current ~~year term~~ and shall call for nominations. Nominations shall be made with no seconder required. The Chair shall be elected by secret ballot. The member receiving a clear majority of the votes cast shall be declared elected by the Chief Executive Officer, but the count shall not be disclosed. Should no member receive a clear majority, the Chief Executive Officer shall so declare and balloting shall proceed with the member's name receiving the smallest number of votes being dropped.



4.4 Following election, the Chair shall assume the Chair and call for nominations for Vice-Chair. If the Chair is not present, the Chief Executive Officer shall call for nominations for Vice-Chair and the election for Vice-Chair shall be conducted in the same manner as that for Chair.

4.5 Appointments under 4.3 and 4.4 may be dealt with on the basis of a slate of nominations, which, if approved, the officers are duly elected.

4.6 The Chief Executive Officer acts as Secretary and Treasurer to the Board.

4.7 The Chair shall preside at all meetings of the Board and shall be ex-officio member of all committees, ~~and shall be notified of all committee meetings, and can cast a vote.~~ ~~In the event of a tie vote, the Chair shall cast the deciding vote.~~

4.8 The Vice-Chair shall, in the absence of the Chair, perform all the Chair's duties. In the absence of the Vice-Chair, these duties shall be performed by such other member of the Board as may be appointed for the purpose.

4.9 The Board shall make appointments to the Ontario Library Service (OLS) Board Assembly, in accordance with the *Public Libraries Act, 1990* and to any other body on which it is entitled to have representation.

4.10 In the event ~~the chairmanship, or any other office,~~ becomes vacant for any reason, a new ~~Chair or other~~ officer shall be elected or appointed in the same manner outlined heretofore.

4.11 The Board may elect members to committees as per Article 7. Election of the committee members shall be by open nomination, and the vote may be by secret ballot.

Article 5

CONDUCT OF BUSINESS

5.1 The Regular Meetings shall be held in accordance with the *Public Libraries Act, 1990* (Section 16), at such time or place as agreed upon by a resolution of the Board. In accordance with the Act, Regular meetings shall be open to the public, except as they deal with confidential matters.

5.2 A Special Meeting of the Board may be summoned at any time by order of the Chair and it is the Chair's duty to convene a Special Meeting when requested in writing to do so by two members of the Board.



5.3 Written notice of all Regular Board Meetings together with the proposed agenda and the minutes of the immediately preceding Regular Meeting and any subsequent Special Meetings and public reports shall be delivered to each member and posted to the library website at least two (2) working days in advance of such meetings.

5.4 Written notice of all Special Meetings shall be delivered to each member and posted to the library website, when possible, at least two (2) working days prior to the meeting and such notice shall state the specific purpose of the meeting.

5.5 Written notice of requests for Deputations to the Board from individuals or groups shall be delivered to the Chief Executive Officer, who will inform the Chair to determine a convenient regular Board meeting for the deputation presentation. Deputations are for a maximum of 10 minutes unless otherwise determined by the Board. The Board may direct questions to the delegation following the presentation.

Article 6

QUORUM

6.1 The presence of a majority of the Board (5 members) is necessary for the transaction of business at Regular or Special Meetings.

6.2 Where a quorum is not present within ~~30~~15 minutes after the hour fixed for the meeting, or if quorum is lost during a meeting for a period of 15 minutes, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a Special Meeting is called. Any member declaring a conflict of interest in a matter to be discussed during the meeting will not be counted in establishing the quorum for that matter.

In the event that there is no quorum or if quorum is lost during a meeting, members present may agree to proceed informally with the agenda and any proposals made at the informal gathering will be reported by the Secretary to the next scheduled meeting for consideration. No motions or votes can be taken at an informal gathering.

6.3 A Board member who anticipates being absent from a meeting shall notify the Secretary at least two (2) working days in advance of the meeting. If the Secretary is so notified by a majority of the members of the Board, then the Secretary shall inform the Chair, and shall notify all members of the Board that the meeting is cancelled.

Article 7

COMMITTEES

7.1 The Board consists of nine members only, and meets as a Committee of the Whole at Regular and Special Meetings.



7.2 Standing or special committees may be created at the discretion of the Board (e.g. Budget Committee). The Board shall create the Terms of Reference for these committees. Terms of Reference may be amended on the recommendation of the Committee and with the approval of the Board.

7.3 Standing or special committees must include the Chair or Vice-~~chair~~Chair, the ~~C.E.O.~~Chief Executive Officer (or designate), and at least two other members of the Board. Membership of the committees shall be a minimum of three voting members, and for the purposes of a quorum, shall be two members including the Chair (or Vice-Chair) and another voting member.

7.4 ~~Committee meetings shall follow the Committee Meeting Procedures in Appendix B.~~ Standing or special committees shall report their findings and recommendations at Regular or Special Meetings of the Board.

Article 8

OFFICERS

8.1 The Chief Executive Officer (or designate) shall attend all meetings of the Board and any standing and special committees. The Chief Executive Officer shall be responsible for the overall operation of the library system under the management of the Board. The Chief Executive Officer shall report regularly to the Board, and perform such other duties as may from time to time be prescribed by the Board and in accordance with job duties.

8.2 The Chief Executive Officer (or designate) shall be responsible for: keeping a permanent record of the meetings of the Board and its committees, notifying the members of all meetings, conducting necessary correspondence on behalf of the Board, and performing such other duties as the Board may require.

8.3 Bank accounts required for the business of the Board shall be opened in branches of chartered banks by resolution of the Board. All cheques drawn on such bank accounts shall be signed by 2 signing officers; the Chair of the Board or the Chief Executive Officer or the Business Administrator. All cheques operated under the impressed system shall be signed by those designated as signing officers on bank accounts of the Board. The Board, by specific resolution, may authorize the use of a signing plate to imprint the signature of an authorized signing officer on cheques drawn on a specific bank account, subject to such conditions as the Board may stipulate.

Article 9

BY-LAW



9.1 Amendments to this By-Law may only be made by a two-thirds majority vote of all trustees.

9.2 All point of procedure not covered in this by-law shall be decided in accordance with Canadian parliamentary procedure. (Authority: Bourinot, J.G., *Rules of Order* revised by G.H. Stanford, 4th Edition 1995).

Article 10

EFFECTIVE DATE

10.1 This By-law is deemed to come into effect on ~~June 16, 2022~~September 21, 2023. All former rules amended by it are hereby repealed.

/nb



APPENDIX A

CORPORATE SEAL

**APPENDIX B****COMMITTEE MEETING PROCEDURES****PART 1 – DEFINITIONS**

1.1 For the purposes of these procedures, the following terms have the meaning indicated:

- (a) “Board Member”—A member of Library Board who has been appointed to the Library Board by Council.
- (b) “Chair”—The person presiding at a Meeting.
- (c) “Committee”—A standing or special committee or working group established by Library Board for the purpose of dealing with a special project or issue with a clear mandate and a start and finish date and reports directly to the Library Board.
- (d) “Committee Member”—A member of a Committee who has been appointed to the Committee by Library Board.
- (e) “Deputation”—An oral submission made to board members at a Meeting of the Library Board or the Committee.
- (f) “Meeting”—Any regular, special or other meeting of the Committee.
- (g) “Motion”—A Member’s formal proposal for consideration that may then be voted on or approved by unanimous consent. For example, by stating “I move that ...”.
- (h) “Quorum”—The minimum number of Members required to be present at a Meeting in order to conduct business.
- (i) “Report”—A report that makes recommendations to the Library Board or a Committee, including a report to be received for information.
- (j) “Secretary”—The person, who records the minutes of Meetings, distributes the agenda and material, and may provide procedural advice.
- (k) “Staff”—Employees of the Library and may include any independent contractor, consultant or advisor retained by the Library.
- (l) “Terms of Reference”—Terms of reference adopted by Library Board for the Committee.
- (m) “Unanimous Consent”—When the Committee agrees to take action without a formal vote.

PART 2 – INTERPRETATION

2.1 All Committees are advisory only and do not exercise any power or authority. They do not have decision making powers.

2.2 It is the Terms of Reference, and composition of a body that determines if it is a Committee. The name of the Committee is not determinative and need not contain either the term “advisory” or “committee”.

2.3 In any case of conflict between this By law and a Committee's Terms of Reference as adopted by Library Board, the Terms of Reference govern.



~~2.4 In the case of conflict between this By-law or a Committee's Terms of Reference as adopted by Library Board and any provincial statute or regulation that applies to the Committee, the statute or regulation govern.~~

~~2.5 This By-law is to be interpreted in a manner that recognizes the right of the majority to decide, the minority to be heard, the public to have an opportunity to participate, and all participants being treated with courtesy and respect.~~

~~PART 3 - ELIGIBILITY TO SERVE ON COMMITTEE~~

~~3.1 Every Member on a Committee must be either a Board Member, Staff, or a person nominated by another body specified in the Terms of Reference.~~

~~3.2 All appointments to Committees are made at the pleasure of Library Board and appointments may be terminated by Library Board at any time.~~

~~PART 4 - EX OFFICIO MEMBERS~~

~~4.1 The Board Chair is ex officio Member of all Committees but does not vote and is not counted towards quorum, unless the Terms of Reference provide otherwise.~~

~~4.2 Members of Council shall not be appointed as Chair or Vice Chair of any Committee.~~

~~PART 5 - REMUNERATION~~

~~5.1 Committee Members shall serve without remuneration.~~

~~PART 6 - CHAIR AND SECRETARY~~

~~6.1 If the Committee's Terms of Reference do not provide for the appointment of a Chair, Vice Chair, or Secretary, the Committee will elect a Chair, Vice Chair and a Secretary at its first meeting.~~

~~6.2 The Chair will preside at all Meetings of the Committee, follow the agenda, decide on whether Motions are in order, rule on all procedural matters and maintain decorum.~~

~~6.3 The Chair will ensure Motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes.~~

~~6.4 The Vice Chair will perform the duties of the Chair in the Chair's absence or if the position is vacant.~~

~~6.5 If a procedural matter is not provided for in this By-law or the Terms of Reference, the matter shall be decided by the Chair. The Chair's decision is final.~~

~~6.6 The Secretary will give notice of each regular Meeting of the Committee and prepare and distribute an agenda of the matters to be considered so that the notice and agenda will reach the Committee Members at least five (5) days, where feasible, in advance of the Meeting.~~

~~6.7 The Secretary will give notice of any special meeting of the Committee together with an agenda of the matters to be considered so that the notice and agenda will reach the Committee Members as soon as reasonably possible in advance of the Meeting.~~



~~6.8 The Secretary will prepare and distribute minutes of every Meeting of the Committee by attaching them to the agenda for the next regular Meeting of the Committee, or as soon as possible.~~

~~6.9 The Secretary shall provide the Library CEO with copies of all agendas when they are distributed to the Committee Members, and copies of all minutes within five (5) days after they are confirmed by the Committee.~~

~~PART 7 - AGENDAS, MINUTES, RECORDS~~

~~7.1 An agenda and minutes are required for every Meeting of a Committee.~~

~~7.2 A Committee as part of its agenda will consider only matters set out in its Terms of Reference.~~

~~7.3 Items to be included on an agenda for a Meeting must be submitted to the Secretary by ten (10) business days before the Meeting, whenever possible, or the Chair, in consultation with the Secretary, may establish a schedule of agenda deadline dates.~~

~~7.4 Committee Members may submit items that are set out in the Committee's Terms of Reference for inclusion on the agenda by giving them to the Secretary by the agenda deadline date.~~

~~7.5 The Chair, in consultation with the Secretary, set the agenda, based on matters submitted prior to the agenda deadline.~~

~~7.6 The Chair will accommodate Committee Member requests for inclusion of agenda items, whenever possible, but the Chair has the final decision about which items are included on the agenda.~~

~~7.7 The Secretary will make the agenda available to the public after delivery of the agenda to the Committee Members and the Library CEO.~~

~~7.8 Any communication or agenda item that is received prior to a Meeting but too late to be included in the agenda may be added to the agenda by the Chair, if it pertains to a matter listed on the agenda or is considered by the Chair to be urgent. Otherwise, it will be included on the agenda of the next subsequent Meeting.~~

~~7.9 In accordance with the principles of adequate notice, transparency and openness new substantive items should not be introduced on the Agenda during a Meeting as new business.~~

~~7.10 Confidential material will be distributed by the Secretary to the Committee Members under confidential cover. This material is to be provided to the Library CEO as part of the record of the meeting.~~

~~7.11 The Minutes shall be prepared using the format prescribed by the Library CEO, and record who was in attendance, where the Meeting took place, when the meeting started and adjourned, who chaired the Meeting, whether any participants left or arrived while the meeting was in progress and if so, what time this occurred, any persons that appeared and addressed the Committee, a detailed description of the substantive and procedural matters discussed, including any specific documents considered, any Motions, including the Member moving the Motion, and all votes taken, and all actions approved or directions given.~~



~~7.12 The minutes of each Meeting will be submitted to the Committee for confirmation at the next meeting, or as soon as possible.~~

~~7.13 All books, documents and files kept by the Committee shall be under the custody and control of the Library CEO.~~

~~PART 8 – QUORUM~~

~~8.1 A quorum shall consist of a simple majority of the Committee Members.~~

~~8.2 A vacant position will not be counted to calculate quorum.~~

~~8.3 In the event quorum is not present 15 minutes after the time the Meeting is to start, or if quorum is lost during a meeting for a period of 15 minutes or the Committee Member leaving the Meeting clearly indicates that they will not return to the Meeting, any Committee Member present may ask the Secretary to call the roll and record the names of the Committee Members present and the Meeting will then stand adjourned until the next scheduled Meeting, or at the call of the Chair.~~

~~8.4 If neither the Chair nor Vice Chair has arrived 15 minutes after the time the Meeting is to start and, if a quorum is present, one of the other Members of the Committee may by unanimous consent assume the Chair and preside at the Meeting until the arrival of the Chair or Vice Chair.~~

~~8.5 In the event that there is no quorum or if quorum is lost during a Meeting, Committee Members present may agree to proceed informally with the agenda and any proposals made at the informal gathering will be reported by the Secretary to the next scheduled Meeting for consideration. No Motions or votes can be taken at an informal gathering.~~

~~PART 9 – MEETINGS~~

~~9.1 A Committee may meet at the call of the Chair or may decide to adopt a schedule of regular meetings, unless the Terms of Reference provide otherwise.~~

~~9.2 Special meetings of the Committee may be called by the Chair, on 24 hours' notice, when exceptional or urgent circumstances require the Committee to meet. The notice of a special meeting shall include an agenda and indicate the exceptional or urgent circumstances that require the meeting.~~

~~9.3 If a written request is made by a majority of the Committee Members to call a special meeting, it is the duty of the Chair to summon a special meeting on 24 hours' notice.~~

~~9.4 A regular meeting that is rescheduled is not a special meeting.~~

~~9.5 Members of the Committee are expected to try to attend every Meeting at the time established, be prepared for the Meeting by reading the Agenda in advance, and to be prepared to discuss agenda items.~~

~~9.6 Meetings of the Committee shall not conflict with regular meetings of Library Board, and shall have regard to Staff resources and availability.~~

~~9.7 Meetings of the Committee shall be held at the Central Library, unless otherwise provided in the Terms of Reference or approved by resolution of the Committee.~~

~~9.8 Notice of Committee Meetings shall be provided to the public by posting notice of the time and place of the meeting on the Library's web-site, together with a copy of~~



~~the agenda. The Secretary shall comply with the direction of the Library CEO regarding procedures for public notice.~~

~~PART 10 – OPEN MEETINGS~~

~~10.1 All ordinary meetings of Committees shall be open, and no person shall be excluded from a meeting except for improper conduct.~~

~~10.2 Open Meetings, require Committee Members to discuss and debate the matters on the agenda at the Meeting held for that purpose.~~

~~10.3 Committee Members shall not discuss or deal with a matter that materially advances the business or decision making of the Committee outside of Meetings, including through electronic communications.~~

~~PART 11 – MEETINGS CLOSED TO THE PUBLIC~~

~~11.1 A Committee may meet in private only if the subject to be discussed relates to:~~

- ~~a) the security of the property of the board;~~
- ~~b) personal matters about an identifiable individual;~~
- ~~c) a proposed or pending acquisition or disposition of land by the board;~~
- ~~d) labour relations or employee negotiations;~~
- ~~e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;~~
- ~~f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;~~
- ~~g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act;~~

~~11.2 The Chair or Secretary shall consult with the Library CEO prior to meeting in private.~~

~~11.3 A Motion is required before meeting in private and the Motion must identify the general subject matter to be discussed and the reason for meeting in private.~~

~~11.4 Voting is not permitted in private. Any Motions must be moved and voted on in public.~~

~~11.5 Where a matter has been discussed in private, and where the matter remains confidential, Committee Members must not disclose the content of the matter discussed or the substance of the discussions.~~

~~PART 12 – RULES OF DEBATE~~

~~12.1 The Chair decides the order in which Committee Members speak or ask questions and makes sure that every Committee Member indicating a desire to speak has an opportunity to speak to an item on the agenda.~~

~~12.2 When a proposal is made, the Chair may re-state the proposal to ensure that everyone understands the intent. The proposal may then be discussed and the discussion may include possible changes to the wording of the proposal. When the discussion is concluded the Chair may frame the resulting proposal as a Motion that can be voted upon.~~

~~12.3 A Committee may act by unanimous consent and a formal vote will not be necessary. The Chair may specify a proposed action and, if there is no objection,~~



~~announce that the action is approved. If a Committee Member disagrees with the proposed action, a formal Motion to approve the action and a vote is required.~~

~~12.4 A Motion requires a mover but does not need to be seconded.~~

~~12.5 A Motion relating to a matter not within the Terms of Reference of a Committee is not in order.~~

~~12.6 A Motion to approve the minutes of a previous Meeting is an opportunity for the Committee Members to correct any errors or omissions in the minutes. It is not in order on a Motion to approve the minutes to re-open the discussion on any matter recorded in the minutes.~~

~~12.7 A Motion to reconsider any matter previously decided by the Committee may only be moved by a member that voted on the prevailing side, and requires a two-thirds majority of the Committee Members present to pass. No matter may be reconsidered more than once during the term of the Committee that decided it.~~

~~12.8 A Committee cannot submit a recommendation to Library Board on an issue that has already been decided by Library Board during the previous 12 months of the current term of Library Board unless Library Board has re-opened the matter and authorized the Committee to do so.~~

~~12.9 A Committee may, at its discretion, hear deputations from the public that pertain to a matter that is within the Committee's mandate, and may set limits for speaking time. It is in order for the Committee to limit the maximum number of deputations on matters not on the agenda. The Chair may end a public deputation if there is disorder or a failure to observe decorum.~~

~~12.10 Members of the Committee may ask questions of speakers but should not engage in debate. The Chair shall instruct speakers to address their comments or questions through the Chair.~~

~~12.11 A Committee may invite specific persons, experts, organizations, or groups to make a public presentation to it on any matter within its Terms of Reference.~~

~~12.12 Members of Library Board that are not Members of the Committee may attend any open Committee Meeting and may speak once on any matter that is on the agenda, prior to the Committee discussion.~~

PART 13 – VOTING

~~13.1 Every Committee Member that is present at a meeting when the vote is taken, including the Chair, must vote unless they have declared a conflict of interest.~~

~~13.2 If a Committee Member that has not declared a conflict of interest abstains from voting, it will be counted as a NO vote.~~

~~13.3 No Committee Member shall be permitted to cast any vote by proxy.~~

~~13.4 A tie vote means that the Motion is defeated.~~

~~13.5 All votes will take place by show of hands and recorded votes are not permitted.~~

~~13.6 Upon the request of any Committee Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal may be taken separately.~~

PART 14 – CONFLICT OF INTEREST



~~14.1 Committee Members should disclose any personal interest in a matter under consideration at a meeting, and should avoid taking part in any discussion of the matter or voting if their interest is not an interest in common with other persons interested in the Committee's Terms of Reference, and is of a sufficiently significant and personal nature that it could influence their participation.~~

~~14.2 Except as provided in clause 14.1, Members that attend Committee meetings in their capacity as representatives of organizations are not required to declare a conflict of interest that is personal, nor is a pecuniary interest of the organization a conflict of interest.~~

~~14.3 Members of Council and Board Members that participate on Committees shall comply with the same rules that are applicable to members of Council or Board Members pursuant to the *Municipal Conflict of Interest Act*.~~

~~14.4 The Secretary will record all declarations of a conflict of interest in the minutes and whether or not the Committee Member participated in the discussions and vote on the matter.~~

~~PART 15 -- CODE OF CONDUCT~~

~~15.1 The City's Code of Conduct for Elected Officials, Local Boards and Advisory Committees applies to the conduct of all Members of Committees, with necessary modifications.~~

~~PART 16 -- VACANCIES, REAPPOINTMENT~~

~~16.1 If a Committee Member misses three consecutive Meetings or more than 50% of Meetings in a calendar year, without cause acceptable to the Committee, the following process will be followed:~~

~~a) The Committee can report the absences to the Board Chair;~~

~~b) The Board Chair shall provide written notice to the Committee Member of his / her absenteeism and advise the Committee Member that they may resign from the Committee or submit, in writing for the next Meeting, the reasons for their absence;~~

~~c) The Committee may, by resolution:~~

~~i. Waive the attendance requirements, if reasonable or compassionate circumstances exist, and the Committee Member will remain on the Committee;~~

~~ii. Request that Library Board declare the seat vacant, if a response is not provided or if the response is not reasonable or compassionate to the satisfaction of the Committee. This motion will be referred directly to Library Board and the position will be considered vacant upon a decision of Library Board.~~

~~16.2 Upon written confirmation from a Committee Member that they will no longer be serving on the Committee, the position will immediately be considered vacant and Library Board will commence the appointment process to replace the Committee Member.~~

~~16.3 In the case of a vacancy, for any cause, the Committee Member appointed to fill the vacancy shall hold position for the balance of the term of the Committee Member whose place is vacant.~~



~~16.4 Committee Members shall be eligible for reappointment, unless the Terms of Reference provide otherwise.~~

~~PART 17 – ROLE OF STAFF~~

~~17.1 Staff are not Committee Members and do not vote, unless the Terms of Reference provide otherwise.~~

~~17.2 Committees do not direct Staff. Any advice or recommendations of the Committee that require implementation, reports or other action by staff, that is outside the scope of work reasonably contemplated by the Committee's Terms of Reference, shall be requested in a Motion to be considered by Library Board unless otherwise delegated.~~

~~17.3 Committee Members shall not make or incur any liability for any operating expenditure.~~

~~PART 18 – ACTION TO BE TAKEN~~

~~18.1 Where a Committee approves an action to be taken that is within the authority of the Committee, the person authorized to take the action may do so immediately and does not need to wait for the minutes of the Committee to be approved.~~



| | | | |
|-----------------------------|---|-------------------------|------------|
| By-Law Name | For the Operations and Regulations of the “Board” | | |
| Section & Number | By-Law Number 1 | Effective Date | 2023-09-21 |
| Motion Number | 2023-## | Reviewed Date | 2023-09-21 |
| Author | CEO | Next Review Date | 2027 |

ST. CATHARINES PUBLIC LIBRARY

BY-LAW NUMBER 1

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The Board is responsible for the provision of direct library services to the citizens of the City of St. Catharines in accordance with the *Public Libraries Act, 1990*.

Article 1

1.1 The Board shall have a corporate seal, an impression of which is imprinted in Appendix A hereof. This seal shall be affixed under the Direction of the Board to all deeds, contracts, documents or instruments requiring the seal, the impression of which shall be attested by the signatures of the Chair of the Board and the Chief Executive Officer, or by such other members of the Board and/or such officers as the Board shall direct.

1.2 The following rules and procedures of the Board shall be observed for the order and dispatch of the business of the Board and shall regulate the function and duties of its members and officers. Where there is any conflict with the *Public Libraries Act, 1990*, the Act shall take precedence.

Article 2

MEMBERSHIP

2.1 The Board shall consist of nine members appointed by the Council of the City of St. Catharines in accordance with the City of St. Catharines By-Law 85-432.

2.2 A Board member shall hold office for a term concurrent with the term of the appointing Council or until a successor is appointed and may be appointed for one or more further terms, as per the *Public Libraries Act, 1990, s. 3*.

2.3 Where a vacancy arises in the membership of the Board, the Chief Executive Officer shall, upon instruction of the Board in session, advise the appointing Council that a new member should be appointed to fill the vacancy pursuant to the terms of the *Public Libraries Act, 1990*.

2.4 Attendance of members at meetings shall be recorded in the minutes. A member applying for a leave of absence shall make such request directly to the Board, which leave may be granted only by resolution of the Board.



Under the authority of the *Public Libraries Act, 1990* s. 13, if a member is absent from the meetings of the Board for three (3) consecutive meetings without authorization by Board resolution, the remaining members shall declare the seat vacant and notify the Municipal Council accordingly.

Article 3

BOARD OFFICE

3.1 The office of the Board shall be located at the Central Library, 54 Church Street, St. Catharines, Ontario, L2R 7K2.

Article 4

ELECTIONS AND APPOINTMENTS

4.1 The Inaugural Meeting of the new Board shall be held on commencement of the term of the Board, as called by the Chief Executive Officer in accordance with the City of St. Catharines By-Law 85-483.

4.2 The order of business at the Inaugural Meeting shall be:

1. Call to order
2. Election of Chair
3. Election of Vice-Chair
4. Appointment to OLS Board Assembly
5. Chair's remarks
6. Adjournment

To be followed by the Regular Meeting.

4.3 The Chief Executive Officer shall act as Chair for the election of a Chair for the current term and shall call for nominations. Nominations shall be made with no seconder required. The Chair shall be elected by secret ballot. The member receiving a clear majority of the votes cast shall be declared elected by the Chief Executive Officer, but the count shall not be disclosed. Should no member receive a clear majority, the Chief Executive Officer shall so declare and balloting shall proceed with the member's name receiving the smallest number of votes being dropped.

4.4 Following election, the Chair shall assume the Chair and call for nominations for Vice-Chair. If the Chair is not present, the Chief Executive Officer shall call for nominations for Vice-Chair and the election for Vice-Chair shall be conducted in the same manner as that for Chair.

4.5 Appointments under 4.3 and 4.4 may be dealt with on the basis of a slate of nominations, which, if approved, the officers are duly elected.



- 4.6 The Chief Executive Officer acts as Secretary and Treasurer to the Board.
- 4.7 The Chair shall preside at all meetings of the Board and shall be ex-officio member of all committees, shall be notified of all committee meetings, and can cast a vote.
- 4.8 The Vice-Chair shall, in the absence of the Chair, perform all the Chair's duties. In the absence of the Vice-Chair, these duties shall be performed by such other member of the Board as may be appointed for the purpose.
- 4.9 The Board shall make appointments to the Ontario Library Service (OLS) Board Assembly, in accordance with the *Public Libraries Act, 1990* and to any other body on which it is entitled to have representation.
- 4.10 In the event any office becomes vacant for any reason, a new officer shall be elected or appointed in the same manner outlined heretofore.
- 4.11 The Board may elect members to committees as per Article 7. Election of the committee members shall be by open nomination, and the vote may be by secret ballot.

Article 5

CONDUCT OF BUSINESS

- 5.1 The Regular Meetings shall be held in accordance with the *Public Libraries Act, 1990* (Section 16), at such time or place as agreed upon by a resolution of the Board. In accordance with the Act, Regular meetings shall be open to the public, except as they deal with confidential matters.
- 5.2 A Special Meeting of the Board may be summoned at any time by order of the Chair and it is the Chair's duty to convene a Special Meeting when requested in writing to do so by two members of the Board.
- 5.3 Written notice of all Regular Board Meetings together with the proposed agenda and the minutes of the immediately preceding Regular Meeting and any subsequent Special Meetings and public reports shall be delivered to each member and posted to the library website at least two (2) working days in advance of such meetings.
- 5.4 Written notice of all Special Meetings shall be delivered to each member and posted to the library website, when possible, at least two (2) working days prior to the meeting and such notice shall state the specific purpose of the meeting.
- 5.5 Written notice of requests for Deputations to the Board from individuals or groups shall be delivered to the Chief Executive Officer, who will inform the Chair to determine



a convenient regular Board meeting for the deputation presentation. Deputations are for a maximum of 10 minutes unless otherwise determined by the Board. The Board may direct questions to the delegation following the presentation.

Article 6

QUORUM

6.1 The presence of a majority of the Board (5 members) is necessary for the transaction of business at Regular or Special Meetings.

6.2 Where a quorum is not present within 15 minutes after the hour fixed for the meeting, or if quorum is lost during a meeting for a period of 15 minutes, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a Special Meeting is called. Any member declaring a conflict of interest in a matter to be discussed during the meeting will not be counted in establishing the quorum for that matter.

In the event that there is no quorum or if quorum is lost during a meeting, members present may agree to proceed informally with the agenda and any proposals made at the informal gathering will be reported by the Secretary to the next scheduled meeting for consideration. No motions or votes can be taken at an informal gathering.

6.3 A Board member who anticipates being absent from a meeting shall notify the Secretary at least two (2) working days in advance of the meeting. If the Secretary is so notified by a majority of the members of the Board, then the Secretary shall inform the Chair, and shall notify all members of the Board that the meeting is cancelled.

Article 7

COMMITTEES

7.1 The Board consists of nine members only, and meets as a Committee of the Whole at Regular and Special Meetings.

7.2 Standing or special committees may be created at the discretion of the Board (e.g. Budget Committee). The Board shall create the Terms of Reference for these committees. Terms of Reference may be amended on the recommendation of the Committee and with the approval of the Board.

7.3 Standing or special committees must include the Chair or Vice-Chair, the Chief Executive Officer (or designate), and at least two other members of the Board. Membership of the committees shall be a minimum of three voting members, and for the purposes of a quorum, shall be two members including the Chair (or Vice-Chair) and another voting member.



7.4 Standing or special committees shall report their findings and recommendations at Regular or Special Meetings of the Board.

Article 8

OFFICERS

8.1 The Chief Executive Officer (or designate) shall attend all meetings of the Board and any standing and special committees. The Chief Executive Officer shall be responsible for the overall operation of the library system under the management of the Board. The Chief Executive Officer shall report regularly to the Board, and perform such other duties as may from time to time be prescribed by the Board and in accordance with job duties.

8.2 The Chief Executive Officer (or designate) shall be responsible for: keeping a permanent record of the meetings of the Board and its committees, notifying the members of all meetings, conducting necessary correspondence on behalf of the Board, and performing such other duties as the Board may require.

8.3 Bank accounts required for the business of the Board shall be opened in branches of chartered banks by resolution of the Board. All cheques drawn on such bank accounts shall be signed by 2 signing officers; the Chair of the Board or the Chief Executive Officer or the Business Administrator. All cheques operated under the impressed system shall be signed by those designated as signing officers on bank accounts of the Board. The Board, by specific resolution, may authorize the use of a signing plate to imprint the signature of an authorized signing officer on cheques drawn on a specific bank account, subject to such conditions as the Board may stipulate.

Article 9

BY-LAW

9.1 Amendments to this By-Law may only be made by a two-thirds majority vote of all trustees.

9.2 All point of procedure not covered in this by-law shall be decided in accordance with Canadian parliamentary procedure. (Authority: Bourinot, J.G., *Rules of Order* revised by G.H. Stanford, 4th Edition 1995).

Article 10

EFFECTIVE DATE

10.1 This By-law is deemed to come into effect on September 9, 2023. All former rules amended by it are hereby repealed.

/nb



APPENDIX A

CORPORATE SEAL

ST. CATHARINES PUBLIC LIBRARY**PROCEDURE**

| | | |
|--|--|--------------------------------|
| Section: Procedures Number: 5 | Subject: Deputations to the Board | Date: December 22, 2006 |
|--|--|--------------------------------|

General

To define procedures for individuals and groups wishing to appear as a deputation at Board meetings. Deputations will be permitted before regular meetings of the Board on any matters relevant to the St. Catharines Public Library.

Procedural Guidelines

1. The individual or organization wishing to appear before the Board shall submit a written request to the C.E.O. at least 10 days prior to the scheduled meeting of the Board.
2. The request must stipulate the subject matter upon which the individual/organization wishes to speak. All presentation materials for consideration for the Board must be included with the request and will be included as part of the support material attached to the agenda when the matter is presented.
3. The C.E.O. will inform the Chair. The C.E.O. will inform the individual/organization of the date, time and place of the deputation (generally the next scheduled meeting).
4. The deputation appearance (including subject) of the deputation shall be included as an appointment on the Regular Agenda.
5. Each deputation shall be permitted to address the Board for a maximum of 10 minutes, unless otherwise determined by leave of the Chair. Where a deputation consists of 5 or more persons, it may be permissible for 2 spokespersons to address the Board, for a total of 10 minutes.
6. The Board may direct questions to the delegation following the presentation.
7. Unscheduled deputations will require 2/3 majority vote of Library Board members in attendance in order to proceed with a deputation immediately.

LS/dm

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|---|
| Procedure Reviewed by C.E.O. ----- March 2012 |
|---|

Policy (G-05) Meeting Rooms

submitted by Lisa DiDonato, Business Administrator

Recommendation

THAT the Board approve amended Policy (G-05) Meeting Rooms.

Background

The Meeting Rooms Policy (Policy) was last reviewed in 2021. The Policy establishes the regulations for the rental of meeting rooms and equipment to generate revenue as allowed by *The Public Libraries Act (R.S.O.1990, Chapter P. 44)*.

Updates

In September 2023, the St. Catharines Public Library (Library) will launch a new booking application on myscpl.ca. All room and equipment rentals will be booked and processed using the new online platform.

The amendments proposed are meant to align the Policy with the new online process, update the fees schedule to keep pace with increasing facilities costs, include Anti-Racism Legislation and revise language from non-profit to not for profit consistent with practice.

Policy (G-05) Meeting Rooms with black-line amendments as well as a 'clean' version follows for the Board's review.

Recommendation

That the Board approve Policy (G-05) Meeting Rooms as amended.

ST. CATHARINES PUBLIC LIBRARY

POLICY

| | | |
|---|--|---|
| Section: General Number: G05 | Subject: Meeting Rooms | Motion# 2007-29 1985-03 2007-38 1994-50 2021-23 2003-45 |
| Policy Level: Library Board | Author: Business & Facilities Administrator | Review: 4 years |
| Approval Date: 1985-01-10 | Last Review: 2021-02-18 | Next Review: 2025 |
| Notes: Approved at the Board Meeting of January 10, 1985. Amended at the Board Meeting(s) of: October 20, 1994, May 13, 2003, March 15, 2007, and April 19, 2007. Rescinded and replaced approved at the Board Meeting of February 18, 2021. | | |

POLICY STATEMENT

Through this policy, the St. Catharines Public Library Board (the “Board”) establishes practices and procedures necessary for the renting of meeting rooms.

The Board guarantees the right of free expression by making available its meeting rooms to all individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Anti-Racism Act.

SCOPE POLICY STATEMENT

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met, meeting rooms may be booked by individuals, groups and organizations for meetings and cultural, educational and community activities and to generate revenue for the Library as allowed by *The Public Libraries Act (R.S.O. 1990, c. P44 Chapter P. 44)* of the Province of Ontario.

Permission to use these meeting rooms does not imply any endorsement of the aims, policies or activities of any group or individual. Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of that group or organization’s beliefs or policies.

The Library does not rent meeting rooms for:

- Private social functions such as parties or fundraisers;
- Business activities such as trade exhibitions and promotion and sale of products or services;
- Religious services; or
- Programs that are not suited to the Library’s physical facilities and family oriented atmosphere.

RESPONSIBILITY

The CEO or designate is responsible for the overall administration of this policy.

DEFINITIONS

Meeting Rooms means the spaces within Library facilities set aside for people to get together and/or hold meetings.

REGULATIONS

1. All individuals, groups or organizations renting space from the Library must not violate the Library Rules of Conduct, all applicable laws and by-laws, the *Ontario Human Rights Code*, the *Criminal Code of Canada*, the **Ontario Anti-Racism Act** and the *Canadian Charter of Rights and Freedoms*. ~~Events held in Library meeting rooms cannot promote discrimination or hatred for any group or person on the basis of race, ethnic origin, citizenship, language, religion, age, sex, gender identity, gender expression, disability, and/or any other factor.~~

~~The individual, group or organization renting space is responsible for damages, theft, or loss of property belonging to the Library, to persons renting Library rooms and/or to program attendees. The rental agreement indemnifies the Library Board against any and all claims arising out of the renter's use of the facilities.~~

2. **Bookings are to be made online using the booking application available at myscpl.ca.** ~~All bookings are made through the Administration Office at the Central Library. Bookings are not confirmed until after the individual or the representative of the group or organization signs the Meeting Room Application Form and said application form has been reviewed. Acceptance or refusal of a specific booking shall be at the discretion of the Library. Any person, group or organization so refused may appeal in writing to the Board.~~

3. **Room and equipment fees are charged in accordance with St. Catharines Public Library Rental Schedule in Appendix A.** ~~A rental fee is charged for four hours of use in accordance with the size of the room. Additional fees are applied for equipment rental. **Not for profit** Non-profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If **not for profit** non-profit groups charge admission or request donations, the full for-profit rate will apply. Groups charged the for-profit rate must provide proof of **not for profit** non-profit status to receive the discount. At the discretion of the Library, rental charges may be waived if the group or organization's activities are in partnership with the Library.~~

4. If the Library is unable to provide the premises for the individual, group or organization's use due to matters beyond the Library's control, the booking shall be terminated and a refund of rental fees it has paid the Library will be provided. The individual, group or organization will waive any claims for damages or compensation on account of such termination beyond the fee refund.

5. **If requested, the individual, group or organization, must provide, prior to the program start date, a Certificate of Insurance, naming the St. Catharines Public Library as an additional insured, and indicating the required insurance coverage being provided.**

6. **The individual, group or organization releases and forever discharges the St. Catharines Public Library from any and all actions, causes of action, claims, and demands for damages, loss, or injury, however arising, which may be sustained in consequence of entering or using any Library facilities including theft or loss of property.**

7. **The individual, group or organization shall indemnify and save harmless the St. Catharines Public Library against all liability, claims, damages, or expenses due to, or arising out of, any act or neglect by the community partner, program presenter or performer and participants, on or about the facility,**

or due to, or arising out of, the entry or use of the facility, including liability for injury or damage to the persons or property of the community partner, program presenter or performer and participants.

8. The Library reserves the right to attend any meeting held in its facilities. The Library may terminate an individual's or group's right to the use of the premises if:
 - a) The Library becomes aware of a use contrary to law.
 - b) The group has misrepresented anything in the Meeting Room Application Form.
 - c) The group has misrepresented the event as a Library or Library partnership program.
 - d) There is a likelihood of harm to any person or property.
 - e) The group has previously misused the premises or other Library facilities or has failed to pay any fees owing to the Library.
 - f) There are unpaid fees from a previous booking.

RESPONSIBILITY

The CEO or designate is responsible for the overall administration of this policy.

The individual, group or organization renting a meeting room is responsible for:

- i. Ensuring all fire protocols are followed including evacuating the room in case of a fire alarm or other emergency.
- ii. All damages, theft, or loss of property belonging to the Library, to persons renting Library rooms and/or to program attendees. The rental agreement indemnifies the Library Board against any and all claims arising out of the renter's use of the facilities.

OPERATIONAL GUIDELINES

Rules for use **Use** of Library Meeting Rooms

1. **Meeting rooms** Rooms are available for rent at the Central Library, Dr. Huq Family Library and Merritt Library during open hours. All meetings must conclude 15 minutes before the close of the Library. Bookings are not available on Sundays.
2. **Meeting rooms** Rooms must be left in an orderly and clean condition. All garbage must put into waste containers.
3. Smoking and alcohol consumption is not permitted.
4. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Library.

~~It is the responsibility of the renting group to follow fire protocols including evacuating the room in case of a fire alarm or other emergency.~~

5. Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
6. A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. ~~The piano is available for practice by advanced students for a minimal fee. Bookings should be~~

made in advance. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.

7. Any promotional material for meetings or activities using rented space at the Library must not misrepresent or imply that event is Library sponsored. The Library logo cannot be used. Distribution of promotional material in the Library is not permitted, except for requesting inclusion on any community events displays.

Bookings, Fees, Payment, Cancellations and Refunds

1. Groups must designate a contact person ~~responsible for bookings~~ using the booking application available at myscpl.ca. ~~and for signing the Meeting Room Application Form.~~
2. Meeting rooms are booked using the booking application available at myscpl.ca ~~may be booked by phone or email but a signed Meeting Room Application Form is required to confirm the booking.~~ The Library reserves the right to limit the number of bookings.
3. Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit, e-transfers and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$~~30.00~~20.00 handling charge.
4. To receive a full refund and no charge, cancellations for room bookings must be reported at least 48 hours in advance. ~~There will be no refunds for cancellations within 48 hours of booking start time.~~
5. The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.

IMPLEMENTATION

The CEO or designate will implement this policy.

APPENDIX

St. Catharines Public Library Rental Fee Schedule ~~St. Catharines Public Library – Meeting Room Application Form~~

I. Room Rental Fees

| Room | For Profit Price per Hour | Not for Profit Price per Hour |
|---|----------------------------------|--------------------------------------|
| Mills Memorial Room at Central (100 max. capacity) | \$30.00 | \$20.00 |
| Rotary/Bankers Room at Central (60 max. capacity) | \$30.00 | \$20.00 |
| Rotary Room at Central (30 max. capacity) | \$15.00 | \$10.00 |
| Bankers Room at Central (30 max. capacity) | \$15.00 | \$10.00 |
| Kiwanis & Trust Room at Central (10 max. capacity) | \$15.00 | \$10.00 |
| 2nd Floor Meeting Room at Central (10 max. capacity) | \$15.00 | \$10.00 |
| Dr. Huq Branch Meeting Room (20 max. capacity) | \$15.00 | \$10.00 |
| Merritt Branch Meeting Room (20 max. capacity) | \$15.00 | \$10.00 |

II. Equipment Rental Fees *

| Equipment | Rate |
|--|--------------------|
| Piano | \$10.00 per Hour |
| Laptop/Computer | \$30.00 per Rental |
| LCD Projector | \$50.00 per Rental |
| Owl Camera | \$25.00 per Rental |
| TV/DVD/VCR Combination | \$20.00 per Rental |
| Sound System (with Microphone) | \$40.00 per Rental |
| Kitchen Rental | \$5.00 per Rental |
| * Equipment is subject to availability at each location. | |

St. Catharines Public Library – Meeting Room Application Form

54 Church Street, St. Catharines, ON L2R 7K2 Email: info@myscpl.ca Phone: 905-688-6103 ext. 238

Organization: _____ Not for Profit For Profit
 Contact Name: _____ Email: _____
 Address: _____
 Phone: _____ Can the phone number be given to the public? Yes No
 Nature of event: _____

| Room Requested: | Not-for-Profit (4 hours) | For-Profit (4 hours) | Additional Time | Room Requested: | Not-for-Profit (4 hours) | For-Profit (4 hours) | Additional Time |
|--|--------------------------|----------------------|-----------------|---|--------------------------|----------------------|-----------------|
| <input type="checkbox"/> Mills Memorial Room (max capacity 100) | \$40.00 | \$60.00 | \$15.00 | <input type="checkbox"/> Kiwanis & Trust Room (max capacity 10) | \$15.00 | \$20.00 | \$5.00 |
| <input type="checkbox"/> Rotary/Bankers Rooms (max capacity 60) | | | | <input type="checkbox"/> Story Hour Room (max capacity 10) | | | |
| <input type="checkbox"/> Rotary Room (max capacity 30) | \$20.00 | \$30.00 | \$7.50 | <input type="checkbox"/> Dr. Hug Family Branch (max capacity 20) | \$20.00 | \$30.00 | \$7.50 |
| <input type="checkbox"/> Bankers Room (max capacity 30) | | | | <input type="checkbox"/> Merritt Branch (max capacity 20) | | | |

Date Requested: Monday Tuesday Wednesday Thursday Friday Saturday
 Day/Month/Year: _____ Attendance: _____
 Time of Meeting: from _____ to _____ Access Requested: from _____ to _____
 Room Set Up: Classroom (tables in rows, 2 chairs per table) Conference (chairs around central table)
 Theatre (chairs in rows) U Style (chairs around central table in U shape)
 Other (please explain): _____
 Special instructions for set up: _____ Smudging

Equipment Requested:

- Flipchart / Whiteboard \$5
- Easel \$5
- Lectern \$5
- Piano – Community Group \$10/hr
- Piano – Advanced Student \$5/hr
- Kitchen Use (kettle & coffee urns) \$5

Audio Visual Equipment Requested:

- Laptop Computer \$25/4hrs
- LCD Projector \$50/4hrs
- TV/DVD/VCR Combo \$20
- Projection Screen \$5
- Projection Table – 26" \$5
- Projection Table – 42" \$5

- Sound System \$40
(with 1 free microphone)
- Microphone – On Stand \$10
- Microphone – Lapel \$10
- Microphone – Tabletop \$10

Cancellation and Refund Policy:

- I understand that I will be charged and refunds will not be given if room cancellations are not made 2 days in advance of the booking. I have read the Meeting Room Policy and rules governing the rental of the room and the conditions therein will be observed.

Signed: _____ Date: _____

All prices are subject to HST. Limited equipment is available at Branch locations.

| Office Use Only | | | |
|-----------------|-----------|--------|-----------|
| Date | Invoice # | Amount | Receipt # |
| | | | |
| | | | |

Approved: _____ Date: _____ Sent to Maintenance

~~Rules for use of Library Meeting Rooms~~

- ~~• Rooms are available for rent at the Central Library, Dr. Huq Family Library and Merritt Library during open hours. All meetings must conclude 15 minutes before the close of the Library. Bookings are not available on Sundays.~~
- ~~• Rooms must be left in an orderly and clean condition. All garbage must be put into waste containers.~~
- ~~• Smoking and alcohol consumption is not permitted.~~
- ~~• The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Library.~~
- ~~• It is the responsibility of the renting group to follow fire protocols including evacuating the room in case of a fire alarm or other emergency.~~
- ~~• Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.~~
- ~~• A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. The piano is available for practice by advanced students for a minimal fee. Bookings should be made in advance. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.~~
- ~~• Any promotional material for meetings or activities using rented space at the Library must not misrepresent or imply that event is Library sponsored. The Library logo cannot be used. Distribution of promotional material in the Library is not permitted, except for requesting inclusion on any community events displays.~~

~~Bookings, Fees, Payment, Cancellations and Refunds~~

- ~~• Groups must designate a contact person responsible for bookings and for signing the Meeting Room Application Form.~~
- ~~• Meeting rooms may be booked by phone or email but a signed Meeting Room Application Form is required to confirm the booking. The Library reserves the right to limit the number of bookings.~~
- ~~• Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$20.00 handling charge.~~
- ~~• To receive a full refund and no charge, **cancellations for room bookings must be reported at least 48 hours in advance.**~~
- ~~• The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.~~



| | | | |
|-----------------------------|------------------------|-----------------------|------------|
| Policy Name | Meeting Rooms | | |
| Section & Number | Board – G-05 | Effective Date | 1985-01-10 |
| Motion Number | 2023-## | Last Review | 2021-02-18 |
| Author | Business Administrator | Next Review | 2027 |

Policy Statement

Through this policy, the St. Catharines Public Library Board (Board) establishes practices and procedures necessary for the renting of meeting rooms.

The Board guarantees the right of free expression by making available its meeting rooms to all individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Anti-Racism Act.

Scope

Meeting rooms are provided for St. Catharines Public Library (Library) and Library-related programs and meetings. After these needs are met, meeting rooms may be booked by individuals, groups and organizations for meetings and cultural, educational and community activities and to generate revenue for the Library as allowed by *The Public Libraries Act (R.S.O.1990, Chapter P. 44)* of the Province of Ontario.

Permission to use these meeting rooms does not imply any endorsement of the aims, policies or activities of any group or individual.

The Library does not rent meeting rooms for:

- Private social functions such as parties or fundraisers;
- Business activities such as trade exhibitions and promotion and sale of products or services; or
- Programs that are not suited to the Library’s physical facilities and family oriented atmosphere.

Definitions

Meeting Rooms means the spaces within Library facilities set aside for people to get together and/or hold meetings.

Regulations

1. All individuals, groups or organizations renting space from the Library must not violate the Library Rules of Conduct, all applicable laws and by-laws, the *Ontario Human Rights Code*, the *Criminal Code of Canada*, the *Ontario Anti-Racism Act* and the Canadian Charter of Rights and Freedoms.
2. Bookings are to be made online using the booking application available at myscpl.ca. Acceptance or refusal of a specific booking shall be at the discretion of the Library. Any person, group or organization so refused may appeal in writing to the Board.
3. Room and equipment fees are charged in accordance with St. Catharines Public Library Rental Schedule in Appendix A. Not for profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If not for profit groups charge admission or request donations, the full rate will apply. Groups must provide proof of not for profit status to receive the discount. At the discretion of the Library, rental charges may be waived if the group or organization's activities are in partnership with the Library.
4. If the Library is unable to provide the premises for the individual, group or organization's use due to matters beyond the Library's control, the booking shall be terminated and a refund of rental fees it has paid the Library will be provided. The individual, group or organization will waive any claims for damages or compensation on account of such termination beyond the fee refund.
5. If requested, the individual, group or organization, must provide, prior to the program start date, a Certificate of Insurance, naming the St. Catharines Public Library as an additional insured, and indicating the required insurance coverage being provided.
6. The individual, group or organization releases and forever discharges the St. Catharines Public Library from any and all actions, causes of action, claims, and demands for damages, loss, or injury, however arising, which may be sustained in consequence of entering or using any Library facilities including theft or loss of property.

7. The individual, group or organization shall indemnify and save harmless the St. Catharines Public Library against all liability, claims, damages, or expenses due to, or arising out of, any act or neglect by the community partner, program presenter or performer and participants, on or about the facility, or due to, or arising out of, the entry or use of the facility, including liability for injury or damage to the persons or property of the community partner, program presenter or performer and participants.
8. The Library reserves the right to attend any meeting held in its facilities. The Library may terminate an individual's or group's right to the use of the premises if:
 - a) The Library becomes aware of a use contrary to law.
 - b) The group has misrepresented anything in the Meeting Room Application Form.
 - c) The group has misrepresented the event as a Library or Library partnership program.
 - d) There is a likelihood of harm to any person or property.
 - e) The group has previously misused the premises or other Library facilities or has failed to pay any fees owing to the Library.
 - f) There are unpaid fees from a previous booking.

Responsibility

The CEO or designate is responsible for the overall administration of this policy.

The individual, group or organization renting a meeting room is responsible for:

- i. Ensuring all fire protocols are followed including evacuating the room in case of a fire alarm or other emergency.
- ii. All damages, theft, or loss of property belonging to the Library, to persons renting Library rooms and/or to program attendees. The rental agreement indemnifies the Library Board against any and all claims arising out of the renter's use of the facilities.

Operational Guidelines

Use of Library Meeting Rooms

1. Meeting rooms are available for rent at the Central Library, Dr. Huq Family Library and Merritt Library during open hours. All meetings must conclude 15 minutes before the close of the Library. Bookings are not available on Sundays.

2. Meeting rooms must be left in an orderly and clean condition. All garbage must put into waste containers.
3. Smoking and alcohol consumption is not permitted.
4. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Library.
5. Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
6. A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. Bookings should be made in advance. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.
7. Any promotional material for meetings or activities using rented space at the Library must not misrepresent or imply that event is Library sponsored. The Library logo cannot be used. Distribution of promotional material in the Library is not permitted, except for requesting inclusion on any community events displays.

Bookings, Fees, Payment, Cancellations and Refunds

1. Groups must designate a contact person using the booking application available at myscpl.ca.
2. Meeting rooms are booked using the booking application available at myscpl.ca. The Library reserves the right to limit the number of bookings.
3. Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit, e-transfers and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$30.00 handling charge.
4. To receive a full refund, cancellations for room bookings must be reported at least 48 hours in advance. There will be no refunds for cancellations within 48 hours of booking start time.

5. The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.

Implementation

The CEO or designate will implement this policy.

Appendix 1

St. Catharines Public Library Room and Equipment Rental Fee Schedule

I. Room Rental Fees

| Room | For Profit Price per Hour | Not for Profit Price per Hour |
|--|---------------------------|-------------------------------|
| Mills Memorial Room at Central (100 max. capacity) | \$30.00 | \$20.00 |
| Rotary/Bankers Room at Central (60 max. capacity) | \$30.00 | \$20.00 |
| Rotary Room at Central (30 max. capacity) | \$15.00 | \$10.00 |
| Bankers Room at Central (30 max. capacity) | \$15.00 | \$10.00 |
| Kiwanis & Trust Room at Central (10 max. capacity) | \$15.00 | \$10.00 |
| 2nd Floor Meeting Room at Central (10 max. capacity) | \$15.00 | \$10.00 |
| Dr. Huq Branch Meeting Room (20 max. capacity) | \$15.00 | \$10.00 |
| Merritt Branch Meeting Room (20 max. capacity) | \$15.00 | \$10.00 |

II. Equipment Rental Fees *

| Equipment | Rate |
|--|--------------------|
| Piano | \$10.00 per Hour |
| Laptop/Computer | \$30.00 per Rental |
| LCD Projector | \$50.00 per Rental |
| Owl Camera | \$25.00 per Rental |
| TV/DVD/VCR Combination | \$20.00 per Rental |
| Sound System (with Microphone) | \$40.00 per Rental |
| Kitchen Rental | \$5.00 per Rental |
| * Equipment is subject to availability at each location. | |

Policy (G-30) Programming

submitted by Holly Jones, Manager Programming & Promotions

Recommendation

THAT the Board approve Policy (G-30) Programming

Background

This is a new policy recommended by management.

Programming is an integral part of library service, raising SCPL's profile in the community, and encouraging the use of its collections and services. SCPL provides a growing array of programming for the community, covering a wide range of topics, and inviting participation from community members across age groups. Best practices suggest a programming policy that provides direction to staff creating programs, and informs the community of the criteria that inform programming decisions.

Recommendation

Staff recommends Board approve Policy (G-30) Programming.



| | | | |
|-----------------------------|---|-----------------------|------------|
| Policy Name | Programming | | |
| Section & Number | Board – G-30 | Effective Date | 2023-09-21 |
| Motion Number | 2023-## | Last Review | |
| Author | Manager, Programming and Promotions | Next Review | 2027 |

Policy Statement

The St. Catharines Public Library provides programming to fulfill its mission and vision as stated in the Strategic Plan. Programming raises the Library’s profile in the community and encourages use of its collection and services. This policy provides direction and guidance to staff with respect to developing, facilitating and implementing programs, as well as providing the public with the criteria for programming decisions.

All programs should reflect the principles of accessibility, equity and inclusiveness, and should be carried out in accordance with the Canadian Federation of Library Associations’ *Statement on Intellectual Freedom and Libraries*, as well as SCPL’s Mission, Values and Code of Conduct. All programming, including partnerships and co-planned programs, must be carried out in accordance with all applicable municipal, regional, provincial and federal legislation, and must not contravene the protected grounds under the Ontario Human Rights Code.

Scope

This policy applies to library programs offered to the community including library-led, co-planned, and community partnership programs, as well as outreach events.

This policy does not apply to programs offered by external organizations or groups to which the Library’s Meeting Room Policy applies.

This policy does not apply to events developed for special purposes such as SCPL fundraising, volunteer recognition or like events.

Definitions

For the purpose of this Policy, the following definitions apply:

Community partnerships: refers to mutually beneficial arrangements between SCPL and external person(s) or organization(s). Both parties contribute to some aspect of program content, planning and delivery. (Example, Family History with the St. Catharines Museum)

Co-planned programs: refers to programs conducted by external persons or organizations for which the Library provides space, registration and promotion, but not content. The external programmer is responsible for the planning and delivery of the program. (Example, Brock Talks)

Library-led programs: refers to programs in which the entirety of the program, including content, is planned, created and delivered by library staff.

Outreach events: refers to events facilitated by library staff out in the community with the goal of building awareness of library services, resources, and programming.

Programs: is an umbrella term encompassing library led and co-planned programs, as well as community partnerships and outreach.

Protected grounds: refers to Ontario's Human Rights Code which prohibits discrimination based on the following protected grounds: age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed (Religion), disability, family status, marital status, gender identity, gender expression, receipt of public assistance, record of offences, sex and sexual orientation.

Regulations

[Human Rights Code, R.S.O. 1990, c. H-19](#)

[Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries \(2019\)](#)

[Policy G-07 Code of Conduct](#)

[Policy G-05 Meeting Rooms](#)

Responsibility

The CEO or designate is responsible for the overall administration of this policy.

Operational Guidelines

The Library will:

1. Provide programs for all ages that reflect the interests and needs of St. Catharines' diverse community, by focusing on, but not being limited to, early literacy, lifelong learning, health, cultural and professional subjects, civic engagement, digital inclusion, and recreation, as well as programs that encourage the use of library collections and services. Programming should provide general enjoyment for and enlightenment of the community.
2. Provide programs free of charge under most circumstances, although exceptions may be made to cover direct costs when the program could not be otherwise offered.
3. Provide programming that reflects a wide variety of opinions and viewpoints, recognizing that some topics and ideas may be controversial.

In its sole discretion, the Library may:

1. Limit attendance based on age, space requirements, audience, or registration.
2. Require registration or a library membership to attend a program.
3. Accept or reject program proposals from outside individuals and organizations based on the "Criteria for Co-Planned Programs" below.
4. On occasion, permit businesses, customers or volunteers to market their commercial products or services, only insofar as they uphold and comply with the Library's Strategic Plan, such as book sales or paid instruction.
5. Require a community partner, program presenter or performer to provide proof of a Police Vulnerable Sector Check issued within the last year when working with vulnerable individuals without staff supervision.
6. Require a community partner, program presenter or performer to provide, prior to the program start date, a Certificate of Insurance when requested, naming "the St. Catharines Public Library" as an additional insured, and indicating the required insurance coverage being provided.

Criteria for Co-Planned Programs

The Library may partner with organizations and individuals who align with our values of inclusion, change, community, teamwork, service and accountability in the delivery of programs. Preference will be given but not limited to:

- Not-for-profit and charitable organizations

- Individuals who are providing programs as a public service and not with the intent of making a profit
- Programs that are free or require a small fee for cost-recovery only
- Programs that promote an interest in reading, culture, information literacy and research skills, promote an awareness of contemporary issues and information needed to engage in society, or are simply entertaining, enjoyable, educational experiences
- Programs that support the freedom of thought, belief, opinion and expression of all community members

Individuals or organizations wishing to present programs must complete the “Program Application” form. The Library, in its sole discretion, may refuse any program suggestion for reasons including, but not limited, to the following:

- It does not align with the Library’s values or strategic goals
- It does not reflect a community need or interest
- It promotes a business or risks including some form of solicitation
- In the Library’s opinion, the presenter does not have the necessary qualifications or experience

SCPL continuously reviews its programming to ensure it meets the needs and interests of our customers. Community members are encouraged to respectfully engage in an open exchange of ideas and opinions in a safe public space. On occasion, these ideas and opinions may be considered offensive to some, and while recognizing the right to object to a program or event at SCPL, such offence does not provide any individual or group the right to restrict the freedom of others to participate in library programs. Individuals wishing to object to a program may do so by submitting a “Program Reconsideration” form.

All Requests for Reconsideration will be reviewed by the Manager of Programming and Promotions in accordance with the Programming Policy. Their decision will be communicated to the requestor. Customers who are not satisfied with the response can submit an appeal to the C.E.O and subsequently the Library Board. The final decision on any challenge to a program rests with the Library Board.

Implementation

The CEO and Manager of Programming and Promotions or designate will implement this policy.

Policy (P-14) Disconnect from Work

submitted by Linda Dobson, Human Resources Consultant

Recommendation

THAT the Board approve Policy (P-14) Disconnect from Work.

Background

In 2021, the Ontario Government proposed the Working Workers Act which included a requirement for employers to have a written policy in place for all employees with respect to disconnecting from work and required employees be given a copy within 30 days of its creation or if any changes are made to the existing policy.

The Library Board approved the policy September 2022. Management has reviewed the policy and is not recommending any change at this time.



| | | | |
|-----------------------------|----------------------------|-----------------------|------------|
| Policy Name | Disconnect from Work | | |
| Section & Number | Board – P-14 | Effective Date | 2022-05-19 |
| Motion Number | 2023-XX | Last Review | 2022-09-15 |
| Author | Human Resources Consultant | Next Review | 2024 |

Policy Statement

The purpose of this policy is to define boundaries around the use of electronic communication after working hours and to provide employees with the right to disengage from any work-related activities outside of their scheduled work hours.

It is to support work-life balance of all employees of the St. Catharines Public Library.

Scope

This policy applies to all employees.

Definitions

Disconnecting from work is defined in the Employment Standards Act, to mean, not engaging in work-related communications, including emails, telephone call, video calls or sending or reviewing other messages, to be free from the performance of work outside of scheduled work hours.

Regulations

The following was added to the Employment Standards Act (ESA) on December 2, 2021.

Responsibility

Employers that employ 25 or more employees on January 1, 2022 have until June 2, 2022 to have a written policy on disconnecting from work in place.

The employer is also required to provide the written policy to all employees and new employees within 30 days of being hired.

The employer is required to retain all copies of every policy for three years after it is replaced.

Retention of disconnecting from work policies - (8.1) An employer shall retain or arrange for some other person to retain copies of every written policy on disconnecting from work required under Part VII.0.1 for three years after the policy ceases to be in effect

Employees are responsible for ensuring that they have read and understand this policy as it relates to their own work and that of other employees

PROCEDURAL GUIDELINES

Employees are regularly scheduled for work and will have the right to disconnect from work outside of those scheduled hours with the exception of the following:

- a) The employee is being contacted to be offered an additional shift or overtime
- b) For any reason as described in the employee's job description which requires them to be contacted and to perform work outside of their regular work hours (e.g., on-call responsibilities)
- c) Essential communications related to their employment (e.g., disruptions to services, health and safety information, etc.)
- d) In an emergency situation
- e) Otherwise, where permitted by a Collective Agreement or Library Board Policy

Employees will not face repercussions or be penalized for not communicating outside of their regularly scheduled hours of work.

The Library may on occasion send general communications to all employees including those who are not presently at work. Employees should not feel obligated to respond, nor are they expected to respond, to any communication when not at work, apart from unforeseen circumstances, such as an emergency situation. Employees on vacation or sick leave will only be expected to respond upon their return to work.

Employees should discuss workload with their Manager if they are unable to complete their work in their regularly scheduled hours.

All employees who are on vacation will be disconnected from work. Arrangements shall be made prior to the employees' vacation absence to either suspend their work/service or to have another employee cover their essential duties.

Employees who are on sick leave shall also be disconnected from work. Employees should refrain from contacting those on sick leave unless absolutely necessary. They may be contacted for limited medical information related to sick leave and/or their return to work.

Operational Guidelines

To support this and enhance customer service, employees will be asked to use the out of office function on their email account, identifying when they will be away from the Library, when they will be returning, and alternate contacts. This will allow people contacting them to know when to expect a response.

Implementation

The Library will post this policy on the Library's Intranet for employees to access, send to all employees, and provide to new hires as part of their orientation package.

Policy (P-06) CEO Evaluation

submitted by Janice Coles, Board Chair

Recommendation

THAT the Board approve amended Policy (P-06) CEO Evaluation.

Background

On October 21, 2021, the Board approved a major revision to Policy (P-06) CEO Evaluation and has since worked through the process twice.

Discussion

In order to allow Board Members more time for evaluation, the Chair proposes a minor amendment to move the appointment of the CEO Evaluation Committee (Procedural Guideline 2) from October to September.

Management suggests 2 other topics for discussion:

- Amend Procedural Guideline 1 to move the Board meeting date from October to September for the CEO to submit to the Library Board goals for consideration and approval for the coming year.
- Amend the Review period from Annual to every 4-years

Please see the Policy attached as a 'blacklined' version and as the new rebranded version.

ST. CATHARINES PUBLIC LIBRARY**POLICY**

| | | |
|---|-----------------------------------|---|
| Section: Personnel Number: P6 | Subject: CEO Evaluation | Motion #: 1993-32 1994-55 1994-56 2009-39 2014-22 2021-118 <u>2023-XX</u> |
| Approval Date: 2021-10-21 | Effective Date: 2021-10-21 | Review: Annual |
| Notes: Approved at the Board Meeting of March 18, 1993. Amended at the Board Meeting(s) of: October 20, 1994; April 16, 2009, Major revision March 20, 2014, Major revision October 21, 2021, <u>Amended</u> <u>September 21, 2023.</u> | | |

POLICY STATEMENT

The purpose of this policy is to provide a framework for the annual CEO evaluation.

Issues with performance, if any, should be discussed as they occur and include required actions to remedy the issue.

Definitions

The CEO Evaluation Committee shall be comprised of the Chair of the Board (who shall be the Chair of the CEO Evaluation Committee) and 2 other members appointed by the Board.

Regulations

1. The Evaluation Committee shall be responsible for conducting and presenting to the Board the annual evaluation.
2. The evaluation will be based on documentation covering the time period of January to September, inclusive, but may also consider documentation covering the months of October to December, inclusive.¹
3. The evaluation to be completed using the St. Catharines Public Library CEO Evaluation Form (Appendix 1) and based upon the CEO's job description (Appendix 2), agreed upon goals and annual work plan, CEO's Annual Review Report,² and management survey.

¹ Documentation for the evaluation process is requested to be provided in October (see Procedural Guidelines 2 and 3).

² Only the first three quarters of the Annual Report will be available at the time documents are to be provided to the Evaluation Committee. The CEO may provide the final quarter before the evaluation is

4. The final performance appraisal and any response from the incumbent shall be filed in the employee's personnel file.
5. Evaluations should be tied to the term of the Board. An incoming Board may wish to defer their first appraisal for a year until they become more familiar with the organization.

Procedural Guidelines

1. Recommendations for changes in the job description and evaluation procedure may be brought to the Board at anytime through out the year. At the ~~October~~ September Board meeting, the CEO will submit to the Library Board goals for consideration and approval for the coming year.
2. At the ~~October~~ September Board meeting, the Board will appoint a CEO Evaluation Committee and Board members will be instructed by the Chair to forward comments regarding the performance of the CEO over the previous nine months to this Committee.
3. In October, management will be invited to provide feedback to the Committee.
4. In November, the Evaluation Committee shall meet with the CEO and prepare a Draft Evaluation.
5. At the November Board meeting, the draft evaluation will be presented to the Board In-Camera and feedback received will be considered for inclusion.
6. In January, the Evaluation Committee shall meet with the CEO and present the final evaluation, which will include approved goals for the coming year.
7. The incumbent may respond in writing to the appraisal within two (2) weeks. If a response is received, it shall be attached to the evaluation document and shall be included in the personnel file. The response, if any, shall be addressed to the Chair of the Evaluation Committee and discussed by the Board at its next meeting In-Camera.
8. The Chair of the Evaluation Committee will report to the Board when the evaluation is complete.

Implementation

The CEO and Board share implementation the policy.

finalized by the Board or the Committee may request the final quarter before the evaluation is finalized by the Board.

ST. CATHARINES PUBLIC LIBRARY
CEO EVALUATION FORM

Introduction

St. Catharines Public Library Board By-Law Number 1 states the following:

- The Chief Executive Officer shall be responsible for the overall operation of the library system under the Management of the Library Board.³
- The Chief Executive Officer shall report regularly to the Library Board.⁴
- The Chief Executive Officer acts as Secretary and Treasurer to the Library Board.⁵

As per the Chief Executive Officer's job description, the CEO is accountable for the overall planning and administration of library services including its financial services. The job description sets out specific duties and responsibilities. Thus, the CEO's evaluation is tied to overall performance of the organization.

It is CEO's responsibility to provide annual goals to the Library Board that further the development of library services and are in accordance with strategic plans. In addition, annual goals may include items outside the strategic plan that arise due to provincial, regional, or municipal initiatives.

Purpose of the Evaluation

The purpose of the evaluation is to provide a formal opportunity for the Library Board and CEO to meet to:

- Review the extent to which the Library has accomplished its goals, as well as the overall performance of the library system.
- Provide feedback on the CEO's performance.
- Identify goals for the next review period.
- Identify areas for improvement.

Resources available to the Board

As per the By-Law Number 1, the CEO "shall report regularly to the Board." The Board receives a number of documents that should be considered in the appraisal process to be evidence of the CEO's and library systems' performance these include:

- Board Packages (These monthly packages include a variety of reports including New Business, Business Arising, In-Camera matters etc.)
- Financial statements
- Annual Budget
- Annual Report on Activities
- Auditors Report

Additionally, the Board also may consider:

- Personal and email contact with the CEO
- Feedback from management
- Promotional materials
- Comments and suggestions from the public

³ St. Catharines Public Library By-Law Number 2006. Article 8.1. Pg. 4

⁴ Ibid. Article 8.1. Pg. 4

⁵ Ibid, Article 4.6. Pg. 2

Ratings

The ratings below are to be used in the evaluation process. Individuals may score differently on each of the factors under consideration. Some factors may not be applicable for all review periods.

Unsatisfactory

Less than 50% of performance meets expectations. Improvement is absolutely necessary. Considerations when assigning this rating include:

- demonstrates a lack of job knowledge or competency
- fails to provide adequate written or verbal reports
- demonstrates a lack of initiative
- fails to meet deadlines
- fails to communicate effectively

Satisfactory

50 - 69% of performance meets expectations. Typically assigned to a CEO who is new to the position and is gaining a skill or competency. Considerations when assigning this rating include:

- which expectations were not achieved to the full working level and what was the impact to the organization?
- would further orientation and training address the skill or competency deficiency?

Competent

70% - 89% of performance meets or exceeds the expectations. Performance is consistently solid and reliable. Meets the requirements of the position and may exceed requirements in some areas. Considerations when assigning this rating include:

- does the CEO demonstrate competent performance and consistently meet expectations in key areas?
- does the CEO take a leadership role in the development of the library system?

Very Good

More than 90% of performance consistently exceeds expectations. Assigned to a CEO who exceeds expected results in most of the ongoing and key objectives. Considerations when assigning this rating include:

- does the CEO achieve high work quality and productivity?
- does the CEO initiate and recommend change(s) that support continuous service improvements?

Not Applicable

CEO cannot be rated for the factor because the factor does not apply or the evaluator does not have sufficient information to respond.

Evaluation

| Governance <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|--|------------------|------------------|---------------------|-----------------------|-----------------------|
| Work with the Library Board to establish a vision, mission and values to guide the Library? (i.e. Strategic Plan) | | | | | |
| Establish annual goals and key expectations for the Library? | | | | | |
| Execute the direction that is provided by the Board? | | | | | |
| Keep the Library Board regularly informed of the activities of the Library including: ongoing activities, service and facilities improvements, financial updates, personnel updates, etc.? (i.e. Board reports, emails). | | | | | |
| Provide the Library Board with appropriate and timely information regarding issues affecting the Library? | | | | | |
| Implement Board policies and recommend new or revised policies? | | | | | |
| Support the Library Board in its governance duties by providing necessary information? (i.e. changes in legislation). | | | | | |
| Work effectively with the Library Board? | | | | | |
| Provide Policy binders and orientation to Library Board? | | | | | |

| Leadership <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|---|------------------|------------------|---------------------|-----------------------|-----------------------|
| Provide leadership in identifying and addressing short and long term strategic issues (i.e. Strategic Plans)? | | | | | |
| Establish annual and long term goals and action plans (in concert with senior staff) and present to the Library Board? | | | | | |
| Deliver a consistent message to stakeholders regarding vision, mission and priorities of the organization? (i.e. promotional materials, media messages, presentations, correspondence). | | | | | |

| Leadership <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|---|------------------|------------------|---------------------|-----------------------|-----------------------|
| Create an environment where staff can work independently and cooperatively (i.e. committees and task groups) to achieve corporate goals? | | | | | |
| Management <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
| Demonstrate sound knowledge of the responsibilities and scope of the job, library policies and relevant legislation? | | | | | |
| Consistently and competently fulfill job requirements and meet deadlines? | | | | | |
| Develop and implement annual and/or multi-year goals to support strategic plans? | | | | | |
| Articulate priorities and ensure management and staff focus on accountability? | | | | | |
| Routinely evaluate the effectiveness of services (collections, facilities, technology, etc.) and makes changes and reports to the Library Board as appropriate? | | | | | |
| Identify and investigate problems, assess alternatives, take appropriate action and report to the Library Board as appropriate? | | | | | |
| Seek feedback from staff and the community with respect to service developments? (i.e. user surveys, comments and suggestion forms). | | | | | |
| Promote the library in the community and explore partnerships? (i.e. outreach activities, programming, book deposits, technology and facilities). | | | | | |
| Ensure staff have the necessary tools and training to deliver comprehensive reference services and quality programming? | | | | | |
| Support the continual development of a responsive, customer-focused organization? | | | | | |
| Review the needs of the organization for the short and long term and re-organize, develop, mentor and train staff accordingly? | | | | | |

| Finance <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|--|------------------|------------------|---------------------|-----------------------|-----------------------|
| Ensure that the Library Board regularly receives accurate and up-to-date financial records and information on financial status? | | | | | |
| Ensure facilities owned or operated by the Library incorporate a proactive maintenance program? | | | | | |
| Develop long-range plans for major equipment and systems replacements and facilities renovations and replacements in concert with the CFO and senior staff? (i.e. Annual Budget). | | | | | |
| Oversee the development and presentation of the Annual Budget and 5 year capital forecast for the Library Board and Council? | | | | | |
| Work with the Library Board, Business Administrator, and senior staff to address current and future realities and develop plans to ensure the financial accountability and sustainability of the Library? (i.e. Annual Budget, Capital Forecast, Strategic Plans). | | | | | |

Annual Goals for _____ are attached.

Additional Comments:

ST. CATHARINES PUBLIC LIBRARY

JOB DESCRIPTION

| | |
|--|--|
| JOB TITLE Chief Executive Officer (Director) | PAY GROUP: Level 9 (EXEMPT) |
| DEPARTMENT – ADMINISTRATION | |

REPORTS TO: Library Board

JOB SUMMARY:

Reporting to the St. Catharines Public Library Board, the Chief Executive Officer of the Library is accountable to the Board for the administration, organization, planning and delivery of all library operations and services in accordance with policies established by the Library Board and the provisions of the Public Libraries Act.

The CEO advises the Board, makes recommendations concerning new policies and services, and engages the Library’s stakeholder groups to implement the Strategic Plan. The CEO is expected to collaboratively create a vision for the future that reflects the culture and character of the community. The CEO will serve as the Board’s representative externally to the community, professional organizations, and government agencies and will act as Secretary and Treasurer to the Board.

Partnering with the Union, the CEO establishes a harmonious workplace that challenges staff to provide customer centered service to all residents of the community. The CEO is expected to lead the Management Team to plan and develop strategies that meet community needs and position St. Catharines Public Library as a leader in library service in the Niagara Region.

SUPERVISORY RELATIONSHIPS:

The CEO oversees the following positions:

- Manager Information Technology
- Manager Collections & ILS
- Manager Customer Service
- Manager Central
- Manager Branches
- Manager Programming & Promotions
- Business Administrator
- Manager Human Resources
- Executive Assistant

DUTIES AND RESPONSIBILITIES:

In accordance with the policies of the Board and the provisions of the Public Libraries Act and regulations thereto, the CEO organizes, coordinates, directs and administers the programs and operations of the library system; advises senior management personnel on library policies; directs the implementation and control of established policies; and, provides system-wide leadership and guidance, especially in library planning and development, and in program evaluation. This involves:

- acting as the Library's Chief Executive Officer, Treasurer and Secretary to the Board;
- being responsible to the Board for the overall performance of the Library, its personnel, systems, operations and programs;
- overseeing human resource systems, processes and procedures;
- directing staff in the interpretation and implementation of Library policies, procedures and program evaluation;
- actively engaging with community organizations to identify and respond to community needs and foster productive community relations;
- establishing relationships with, and participate in, professional library organizations, associations and task forces to benefit the Library and advance its reputation;
- dealing directly with civic, provincial, and nationally elected and appointed officials, the Library's legal counsel, auditors, and other individuals and groups as may be necessary to produce and maintain the most effective leadership, administration, financial management, and development of the Library;
- developing and recommending to the Board specific objectives and policies needed to expand the Library's services consistent with sound management practices, cost analysis and control;
- planning and presenting the Library's capital and operating budgets for the Board's consideration and, following budget approval, ensuring that expenditures are made in accordance with the Board's financial policies;
- developing and implementing an ongoing program of evaluation of the Library's systems, programs and services, and making adjustments or improvements where needed to maintain the highest possible performance and operational standards;
- developing and directing fundraising strategies and programs to strengthen the Library's present and ongoing financial base;
- keeping fundraising strategies and activities current with advanced methods and technology; and,
- acting as spokesperson for the Library.

Leadership & Coaching

The CEO leads and mentors Library staff and management. This involves:

- providing the Library with a high degree of leadership essential to sound planning, efficient administration and cost-effective fiscal management;
- hiring, appointing and dismissing, where appropriate, senior managers and department heads; and,

- conducting annual performance evaluations and providing ongoing coaching and support of management and staff in pursuit of the Library's goals.

Management

The CEO leads and supports the Management Team and the effective operation of the Library. This involves:

- recommending and providing input to the management team regarding development of policies, procedures and strategies for library services, including efficiencies in workflow, staffing levels, processes and procedures in accordance with current library trends, analysis of library statistics and innovative new technologies;
- working collaboratively with members of the management team and staff in decision making, planning, goal setting and public relations; and,
- maintaining a broad, in-depth awareness and knowledge of the Library's role in the community and the community Library needs to better inform the Library's Management Team;

WORKING CONDITIONS

The CEO helps create and maintain a supportive and efficient work culture. This involves:

- fostering and maintaining positive work relationships with Library staff;
- contributing to a healthy and safe work environment while supporting the Library's mission and values;
- maintaining regular library working hours;
- attending Library Board meetings, usually one evening per month and as required, and working evenings and weekends as required to support the work of the Library;
- travelling between branches and within the community as required; and,
- working in compliance with applicable legislation, including the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and municipal, provincial and federal privacy legislation.



| | | | |
|-----------------------------|------------------|-----------------------|------------|
| Policy Name | CEO Evaluation | | |
| Section & Number | Personnel – P-06 | Effective Date | 1993-03-18 |
| Motion Number | 2023-## | Last Review | 2021-10-21 |
| Author | Board | Next Review | 2024 |

Policy Statement

The purpose of this policy is to provide a framework for the annual CEO evaluation.

Issues with performance, if any, should be discussed as they occur and include required actions to remedy the issue.

Definitions

The CEO Evaluation Committee shall be comprised of the Chair of the Board (who shall be the Chair of the CEO Evaluation Committee) and 2 other members appointed by the Board.

Regulations

1. The Evaluation Committee shall be responsible for conducting and presenting to the Board the annual evaluation.
2. The evaluation will be based on documentation covering the time period of January to September, inclusive, but may also consider documentation covering the months of October to December, inclusive.¹

¹ Documentation for the evaluation process is requested to be provided in September & October (see Procedural Guidelines 2 and 3).

3. The evaluation to be completed using the St. Catharines Public Library CEO Evaluation Form (Appendix 1) and based upon the CEO's job description (Appendix 2), agreed upon goals and annual work plan, CEO's Annual Review Report,² and management survey.
4. The final performance appraisal and any response from the incumbent shall be filed in the employee's personnel file.
5. Evaluations should be tied to the term of the Board. An incoming Board may wish to defer their first appraisal for a year until they become more familiar with the organization.

Procedural Guidelines

1. Recommendations for changes in the job description and evaluation procedure may be brought to the Board at anytime through out the year. At the September Board meeting, the CEO will submit to the Library Board goals for consideration and approval for the coming year.
2. At the September Board meeting, the Board will appoint a CEO Evaluation Committee and Board members will be instructed by the Chair to forward comments regarding the performance of the CEO over the previous nine months to this Committee.
3. In October, management will be invited to provide feedback to the Committee.
4. In November, the Evaluation Committee shall meet with the CEO and prepare a Draft Evaluation.
5. At the November Board meeting, the draft evaluation will be presented to the Board In-Camera and feedback received will be considered for inclusion.
6. In January, the Evaluation Committee shall meet with the CEO and present the final evaluation, which will include approved goals for the coming year.

² Only the first three quarters of the Annual Report will be available at the time documents are to be provided to the Evaluation Committee. The CEO may provide the final quarter before the evaluation is finalized by the Board or the Committee may request the final quarter before the evaluation is finalized by the Board.

7. The incumbent may respond in writing to the appraisal within two (2) weeks. If a response is received, it shall be attached to the evaluation document and shall be included in the personnel file. The response, if any, shall be addressed to the Chair of the Evaluation Committee and discussed by the Board at its next meeting In-Camera.
8. The Chair of the Evaluation Committee will report to the Board when the evaluation is complete.

Implementation

The CEO and Board share implementation the policy.

Appendix

CEO Evaluation Form
CEO Job Description

CEO Evaluation Form

Introduction

St. Catharines Public Library Board By-Law Number 1 states the following:

- The Chief Executive Officer shall be responsible for the overall operation of the library system under the Management of the Library Board.³
- The Chief Executive Officer shall report regularly to the Library Board.⁴
- The Chief Executive Officer acts as Secretary and Treasurer to the Library Board.⁵

As per the Chief Executive Officer's job description, the CEO is accountable for the overall planning and administration of library services including its financial services. The job description sets out specific duties and responsibilities. Thus, the CEO's evaluation is tied to overall performance of the organization.

It is CEO's responsibility to provide annual goals to the Library Board that further the development of library services and are in accordance with strategic plans. In addition, annual goals may include items outside the strategic plan that arise due to provincial, regional, or municipal initiatives.

Purpose of the Evaluation

The purpose of the evaluation is to provide a formal opportunity for the Library Board and CEO to meet to:

- Review the extent to which the Library has accomplished its goals, as well as the overall performance of the library system.
- Provide feedback on the CEO's performance.
- Identify goals for the next review period.
- Identify areas for improvement.

Resources available to the Board

As per the By-Law Number 1, the CEO "shall report regularly to the Board." The Board receives a number of documents that should be considered in the appraisal process to be evidence of the CEO's and library systems' performance these include:

- Board Packages (These monthly packages include a variety of reports including New Business, Business Arising, In-Camera matters etc.)
- Financial statements
- Annual Budget
- Annual Report on Activities
- Auditors Report

Additionally, the Board also may consider:

- Personal and email contact with the CEO
- Feedback from management
- Promotional materials
- Comments and suggestions from the public

³ St. Catharines Public Library By-Law Number 2006. Article 8.1. Pg. 4

⁴ Ibid. Article 8.1. Pg. 4

⁵ Ibid, Article 4.6. Pg. 2

Ratings

The ratings below are to be used in the evaluation process. Individuals may score differently on each of the factors under consideration. Some factors may not be applicable for all review periods.

Unsatisfactory

Less than 50% of performance meets expectations. Improvement is absolutely necessary. Considerations when assigning this rating include:

- demonstrates a lack of job knowledge or competency
- fails to provide adequate written or verbal reports
- demonstrates a lack of initiative
- fails to meet deadlines
- fails to communicate effectively

Satisfactory

50 - 69% of performance meets expectations. Typically assigned to a CEO who is new to the position and is gaining a skill or competency. Considerations when assigning this rating include:

- which expectations were not achieved to the full working level and what was the impact to the organization?
- would further orientation and training address the skill or competency deficiency?

Competent

70% - 89% of performance meets or exceeds the expectations. Performance is consistently solid and reliable. Meets the requirements of the position and may exceed requirements in some areas. Considerations when assigning this rating include:

- does the CEO demonstrate competent performance and consistently meet expectations in key areas?
- does the CEO take a leadership role in the development of the library system?

Very Good

More than 90% of performance consistently exceeds expectations. Assigned to a CEO who exceeds expected results in most of the ongoing and key objectives. Considerations when assigning this rating include:

- does the CEO achieve high work quality and productivity?
- does the CEO initiate and recommend change(s) that support continuous service improvements?

Not Applicable

CEO cannot be rated for the factor because the factor does not apply or the evaluator does not have sufficient information to respond.



Evaluation

| Governance <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|--|------------------|------------------|---------------------|-----------------------|-----------------------|
| Work with the Library Board to establish a vision, mission and values to guide the Library? (i.e. Strategic Plan) | | | | | |
| Establish annual goals and key expectations for the Library? | | | | | |
| Execute the direction that is provided by the Board? | | | | | |
| Keep the Library Board regularly informed of the activities of the Library including: ongoing activities, service and facilities improvements, financial updates, personnel updates, etc.? (i.e. Board reports, emails). | | | | | |
| Provide the Library Board with appropriate and timely information regarding issues affecting the Library? | | | | | |
| Implement Board policies and recommend new or revised policies? | | | | | |
| Support the Library Board in its governance duties by providing necessary information? (i.e. changes in legislation). | | | | | |
| Work effectively with the Library Board? | | | | | |
| Provide Policy binders and orientation to Library Board? | | | | | |

| Leadership <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|---|------------------|------------------|---------------------|-----------------------|-----------------------|
| Provide leadership in identifying and addressing short and long term strategic issues (i.e. Strategic Plans)? | | | | | |
| Establish annual and long term goals and action plans (in concert with senior staff) and present to the Library Board? | | | | | |
| Deliver a consistent message to stakeholders regarding vision, mission and priorities of the organization? (i.e. promotional materials, media messages, presentations, correspondence). | | | | | |
| Create an environment where staff can work independently and co-operatively (i.e. committees and task groups) to achieve corporate goals? | | | | | |



| Management <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|---|------------------|------------------|---------------------|-----------------------|-----------------------|
| Demonstrate sound knowledge of the responsibilities and scope of the job, library policies and relevant legislation? | | | | | |
| Consistently and competently fulfill job requirements and meet deadlines? | | | | | |
| Develop and implement annual and/or multi-year goals to support strategic plans? | | | | | |
| Articulate priorities and ensure management and staff focus on accountability? | | | | | |
| Routinely evaluate the effectiveness of services (collections, facilities, technology, etc.) and makes changes and reports to the Library Board as appropriate? | | | | | |
| Identify and investigate problems, assess alternatives, take appropriate action and report to the Library Board as appropriate? | | | | | |
| Seek feedback from staff and the community with respect to service developments? (i.e. user surveys, comments and suggestion forms). | | | | | |
| Promote the library in the community and explore partnerships? (i.e. outreach activities, programming, book deposits, technology and facilities). | | | | | |
| Ensure staff have the necessary tools and training to deliver comprehensive reference services and quality programming? | | | | | |
| Support the continual development of a responsive, customer-focused organization? | | | | | |
| Review the needs of the organization for the short and long term and re-organize, develop, mentor and train staff accordingly? | | | | | |



| Finance <i>Does the CEO...</i> | Very Good | Competent | Satisfactory | Unsatisfactory | Not Applicable |
|--|------------------|------------------|---------------------|-----------------------|-----------------------|
| Ensure that the Library Board regularly receives accurate and up-to-date financial records and information on financial status? | | | | | |
| Ensure facilities owned or operated by the Library incorporate a pro-active maintenance program? | | | | | |
| Develop long-range plans for major equipment and systems replacements and facilities renovations and replacements in concert with the CFO and senior staff? (i.e. Annual Budget). | | | | | |
| Oversee the development and presentation of the Annual Budget and 5 year capital forecast for the Library Board and Council? | | | | | |
| Work with the Library Board, Business Administrator, and senior staff to address current and future realities and develop plans to ensure the financial accountability and sustainability of the Library? (i.e. Annual Budget, Capital Forecast, Strategic Plans). | | | | | |

Annual Goals for _____ are attached.

Additional Comments:

JOB SUMMARY:

Reporting to the St. Catharines Public Library Board, the Chief Executive Officer of the Library is accountable to the Board for the administration, organization, and planning of all library operations and services in accordance with policies established by the Library Board and the provisions of the Public Libraries Act.

The CEO advises the Board, makes recommendations concerning new policies and services, and engages the Library's stakeholder groups to implement the Strategic Plan. The CEO is expected to collaboratively create a vision for the future that reflects the culture and character of the community. The CEO will serve as the Board's representative externally to the community, professional organizations, and government agencies and will act as Secretary and Treasurer to the Board.

Partnering with the Union to establish a harmonious workplace that challenges staff to provide customer centered service to all residents of the community. Leading the Management Team to plan and develop strategies that meet community needs and position St Catharines Public Library as a leader in Library service in the Niagara Region.

SUPERVISORY RELATIONSHIPS:

Manager I.T.; Manager Collections & ILS; Manager Customer Service;
Manager Central; Manager Branches; Manager Programming & Promotions;
Business Administrator; Manager Human Resources; Executive Assistant;

DUTIES AND RESPONSIBILITIES:

In accordance with the policies of the Board and the provisions of the Public Libraries Act and regulations thereto, the CEO: organizes, coordinates, directs and administers the programs and operations of the library system; advises senior management personnel on library policies; directs the implementation and control of established policies; provides system-wide leadership and guidance, especially in library planning and development, and in program evaluation.

- Acts as the Library's Chief Executive Officer, Treasurer and Secretary to the Board;
- Responsible to the Board for the overall performance of the Library, its personnel, systems, operations and programs;
- Oversees human resources systems, processes and procedures, directs all staff in the interpretation and implementation of Library policies, procedures and evaluates programs;
- Actively involved with community organizations in order to be able to identify and be responsive to community needs in order to foster productive community relations;
- Establishes relationships with (and participates in) professional library organizations, associations and task forces to benefit the Library in order to advance its reputation;
- Deals directly with civic, provincial, and national elected and appointed officials, the Library's legal counsel, auditors, and other individuals and groups as may be necessary to produce and

maintain the most effective leadership, administration, financial management, and development of the Library;

- Develops and recommends to the Board specific objectives and policies needed to meet the requirements of the community in order to expand the Library's services consistent with sound management practices, cost analysis and control;
- Plans and presents the Library's capital and operating budgets for the Board's consideration and, following budget approval, ensures that expenditures are made in accordance with the Board's financial policies;
- Develops and implements an ongoing program of evaluation of the Library's systems, programs and services, and makes adjustments or improvements where needed to maintain the highest possible performance and operational standards;
- Develops and directs strategies, programs and activities to raise funds as a means of sustaining Library services and keeping them current with advanced methods and technology; and strengthening the Library's present and ongoing financial base;
- Acts as spokesperson for the Library on professional and Library matters.

Leadership & Coaching

- Provides the Library with a high degree of leadership essential to sound planning, efficient administration and cost-effective fiscal management;
- Responsible for the hiring, appointment and/or dismissal of senior managers and department heads, directs them and evaluates their individual performance on an annual basis;
- Conducts performance evaluations and ongoing coaching of staff to support and develop staff while achieving the Library's goals.

Management

Leads and supports the Management Team and the effective operations of the library. This involves:

- Recommend and provide input to the management team regarding development of policies, procedures and strategies for library services, including efficiencies in workflow, staffing levels, processes/procedures in accordance with current library trends, analysis of library statistics and innovative new technologies;
- Working collaboratively with other members of the management team and staff in decision making, planning, goal setting and public relations for the library as a whole;
- Taking responsibility to maintain a broad, in-depth awareness and knowledge of the library's role in the community and the community's needs of the library, in order to better inform the rest of the library's management team;

WORKING CONDITIONS:

- Fosters and maintains positive work relationships with library staff;
- Contributes to healthy and safe work environment while supporting the Library's mission and values;

- Hours of work are generally Monday through Friday, 8:30 – 4:30. Required to attend Library Board meetings, one evening per month and as required and may will include evenings and weekends to support the work of the Library;
- Travel between branches and/or in the community may be required;
- Works in compliance with any legislation, including the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and municipal, provincial and federal privacy legislation

Qualifications

- Postgraduate degree in library science or a related discipline and a minimum of ten years of increasingly responsible management experience within a progressive library system. An MBA or MPA would be considered an asset.

Experience

- Demonstrated leadership, organizational and financial management skills of a high standard
- Proven experience working in a unionized environment and familiarity with collective agreements are required.
- Experience in the development of short and long-range plans and monitoring progress of same.
- Proven ability to implement innovative library services, develop partnerships and foster exceptional customer service.
- Ability to establish priorities, problem solve, meet deadlines and manage change.

KEY COMPETENCIES:

- | | |
|--|---|
| • Customer Service | • Goal Setting and Evaluation |
| • Excellent Communication Skills | • Accountability |
| • Collaborative | • Learning and Growth Mindset |
| • Relationship Building | • Ethics and Values |
| • Technology Skills | • Analytical Thinking |
| • Organizational Skills and Productivity | • Creativity and Resourcefulness |
| • Facilitation Skills | • Staff Engagement and Coaching with the ability to empower staff |
| • Problem Solving | • Board Governance |
| • Interpersonal Skills | |

I have reviewed this job description with my manager and I understand the duties and responsibilities.

Employee Signature

Date

Appoint CEO Evaluation Committee

submitted by Janice Coles, Board Chair

Recommendation

THAT the Board appoint members ... to the CEO Evaluation Committee.

Background

Board By-Law Number 1, Article 7 COMMITTEES and Policy (P-06) CEO Evaluation apply to the CEO Evaluation Committee.

2024 Annual Work Plan

submitted by Ken Su, CEO

Recommendation

THAT the St. Catharines Public Library Board approve the 2024 Annual Work Plan

Background

The Board made some changes to the annual work plan format in March 2021 and approved at the April 2022 meeting to extend the current Strategic Plan by 2 years to 2024. In addition, the CEO Evaluation Committee met in August 2021 and asked the CEO to provide the annual work plan for the upcoming year in the fall, so the Board can review and use it to evaluate the CEO's performance.

Update

The Library continued to work on several major projects in 2023, such as Central Branch Renovation, Collective Agreement Negotiations, Port Plus, and multi-year capital and operating budgets. Additionally, due to retirement, two new members joined the management team in summer 2023. Managers discussed and developed a draft 2024 Annual Work Plan between July and September 2023. Managers also took the opportunity to solicit thoughts and comments from their staff and incorporate their work plan items into the draft multi-year operating budget.

The CEO reviewed and compiled the submissions into a draft Annual Work Plan for the September Board meeting so the Board has time to review and share comments while reviewing the Library's budget and evaluating the CEO's performance.

Given that some of the items in the 2024 Annual Work Plan are dependent on the support from external organizations, such as the City, the Province, and/or the Federal Government, and the Library may potentially be impacted by staffing constraint and budgetary restriction, staff expect that some items in the 2024 Annual Work Plan may be revised or delayed.

2024 SCPL Departmental Work Plan

| | | | |
|-------------------|--|--------|--------------------------------------|
| Strategic Goal 1: | Embrace Innovation, creativity, and boldness in everything we do | Status | No Change |
| Strategic Goal 2: | Build a recognized and valued brand | | Minor Changes, no significant impact |
| Strategic Goal 3: | Foster more community connections | | Major Changes, attention required |
| Strategic Goal 4: | Be a library for all | | ✓, Completed |
| Strategic Goal 5: | Transform as we evolve | | |

| Department: Administration and Facilities | | | | |
|---|---|---|-----------------------------|-----------|
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines |
| #3 | Continue to work with the City and the Union collaboratively, maintain a positive relationship | Try to present to City Council 3 times a year, address issues or concerns raised by the City or the Union within 72 hours, organize activities with the City/Union at least 4 times a year, maintain ongoing communications | CEO | Ongoing |
| #5 | Develop a new Strategic Plan to continue to transform the Library | Work with stakeholders to develop a new 4-year Strategic Plan and present it to City Council | CEO | Q3 |
| #2 | Continue to explore alternate revenue streams | Continue to advocate for funding comparable to peer libraries | CEO, Business Administrator | Ongoing |
| #5 | Build on new accounting Sage, new accounting solution. G/L, A/P and EFT solution implementation Continue to look for opportunities to utilize available functionality to find process and reporting efficiencies. | Expand on utilization of functionality to find process and reporting efficiencies. | Business Administrator | Ongoing |
| #5 | Enhance Budget Process | Develop and implement use of business cases. | Business Administrator | Q3 |
| #1, 2, 4, 5 | Central Library Renovation | | CEO, managers | |
| #1, 5 | Complete a library performance plan | Identify categories and gather data to develop a plan to assess the Library's performance | CEO, managers | Ongoing |
| #1, 5 | Exempt job evaluation review and market evaluation | conduct market review to ensure exempt salaries are at 50th percentile of market and ensure job | HR, exempt staff | Q1 |

| #1, 5 | Implement Retention Schedule | Review and organize filing systems, including electronic filing system, create and implement process for purging files in accordance with retention schedule. | CEO, managers | Ongoing |
|---|--|---|--|------------------------------|
| #1, 5 | Embrace corporate record digital transformation from paper to paperless. | Integrate digital records in day to day operations and scan physical documents on an ongoing basis. | CEO, managers | Ongoing |
| #1, 3, 4, 5 | Continue to explore shared service opportunities with Niagara libraries | Start to work with neighbouring libraries to share services and potential reduce costs | CEO, managers | Ongoing |
| #5 | Huq Lighting Upgrade | better lighting in branch and less maintenance | City of St. Catharines | Q4 |
| #5 | enhance parking lot lightinh | better lighting in parking garage, more welcoming for customers | City of St. Catharines | Q4 |
| #5 | enhance the appearance of historical branch | The pride of Port customers will continue to grow with the care of thier building. | City of St. Catharines | Q4 |
| #5 | Provide new and enhanced spaces | Work with City to develop ideal location for Merritt Branch; participate in feasibility study process. | CEO, Business Administrator, City stakeholders | Q2 or Q3 |
| Department: Innovation, Collections and Technology | | | | |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines |
| #1, #4, #5 | Work Collaboratively with NFPL to Develop Standardized Ordering (ARP), Processing & MARC Records | Streamline processes to reduce costs through shared services. | ICT, CEO | Ongoing Process through 2024 |
| #1, #4, #5 | Install Security Cameras at Dr. Huq and Merritt Locations | Improve safety and security of staff and customers | ICT | Jan-24 |
| #1, #4, #5 | Install Overhead Door Counters | Improve accuracy of in-person library usage | ICT | Jul-24 |
| #1, #3, #4, #5 | Digitization Project | Digitize rare local history items for preservation and remote accessibility | Digitization Technician | Ongoing |
| | | - Investigate Controlled Digital Lending solutions | | Ongoing |
| #1, #3, #4, #5 | Migrate to Email Marketing System | Improve delivery of notifications and marketing campaigns | ICT, Programming and Promotions | Jan-24 |
| #1, #3, #4, #5 | Integrated Library System (ILS) Upgrade | Upgrade system to latest OS and ILS version to add additional functionality | ICT, Customer Service | |
| #1 #3, #4, #5 | Collection Improvement (Literacy Collection- ESL, Decodable Books, etc) | Update and promote literacy collection for ESL customers and customers with reading difficulties, such as dyslexia | ICT | Ongoing through 2024 |
| #1 #3, #4, #5 | Collection Development Plan / Scope Statements | Review and update collection scope statements | Collections Librarians | 2023 and Ongoing |
| #1 #3, #4, #5 | Indigenous Subject Heading | | ILS & Cataloging Tech | Jan. 2023 and Ongoing |

| #1 #3, #4, #5 | Catalogue Standards and Maintenance | | ILS & Cataloging Tech | Jan. 2023 and Ongoing |
|---|--|---|--|-----------------------|
| Department: Customer Services | | | | |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines |
| #2, #4, #5 | Continue with training for staff with an inward and outward focus based on an annual training plan | Introduction to trauma informed customer service. Complete Customer service standards training with "Accountable". Conflict prevention training for staff. | Training Librarian, Customer Service Managers | Q4 |
| #1, #4, #5 | Continue to enhance Customer Service and reduce barriers | Reduce 3D printing costs to align with comperator libraries and expand service to the branches. Implement reciprocal borrowing if approved by the Library Board. Implement roving strategy. | Branch Librarian, Customer Service Technician, Customer Service Managers | Q3 |
| #3, #4, #5 | Review and update circulation policy, procedures and workflows system-wide | Continue to seek ways to remove barriers to access for customers and update the Circulation Policy as needed. | Customer Service Mangers, Customer Service Technician | Q4 |
| #1, #4, #5 | Provide alternate pick up location in downtown once renovation commences at Central | Investigate parternships with downtown organizations/schools to secure a location for hold pickups. | Customer Service Mangers | Q4 |
| #4, #5 | Evaluate hours of operation at Dr. Huq | Use customer feedback, gate count, pool schedule and survey to determine a need for Friday evening opening at Huq | Customer Service Managers | Q2 |
| #1, #4, #5 | Enhance the outdoor space at Dr. Huq | Create a Readiing Garden at Dr. Huq to promote the use of outdoor space | Customer Service Mangagers | Q3 |
| #1, #4, #5 | Investigate more meeting spaces at the Branch locations | Investigate ways to create more meeting space at branch locations and creating partnerships for funding purposes. Investigate the feasibility of sound proof booth at Dr. Huq | Customer Service Managers | Q2 |
| #1, #2, #3, #4 | Increase yearly new library membership by 25% | Implement and promote reciprocal borrowing, promote memberships creation with partners at outreach events, robust Library Card registration campagin, refer a friend initiative | Customer Service Mangagers and Programing and Promotions Manager | Q4 |
| Department: Programming and Promotions | | | | |
| Strategic Goal | Annual Objective / Action Item | SMART Goals and outcomes | Key Players | Timelines |
| #1, #3, #4 | Recognize diversity and reduce barriers by exploring innovative programming that welcomes all. | Introduce regular sensory story times to welcome and engage diverse families. Work in partnership with local expert organizations to build and deliver this programming. | Programming Librarians | Q2 |

| | | | | |
|--------------------|---|--|---|---|
| #1, #2, #3, #4 | Expand the Library's reach and visible presence in the community by growing our outreach efforts | Following Fall 2023 upgrades, increase use of the SCPL outreach trailer as a mobile library branch through summer/autumn seasons. Provide programming, wifi access, mobile card registration, access to library resources and | Programming Manager, Programming Librarians, Facilities | Q3-Q4 |
| #1, #2, #3, #4, #5 | Develop signature large-scale events to host regularly | Host two large-scale annual events, one in Spring and one in Fall, that will become recognized and anticipated by the community | Programming Manager, Programming Librarians and CSAs | Q4 |
| #1, #2, #5 | Streamline and simplify program planning, facilitation, and evaluation in order to maximize staff efforts and achieve greater returns for our efforts | Revise/build new department frameworks and tools (program planning guides, checklists, program kits, evaluation tools) to streamline and simplify our departmental processes | Programming Manager, Programming Team | Q4 |
| #1, #5 | Increase ratio of attendance/program by 10% in 2024 | Maximize our programming efforts in order to make the best use of library resources by offering more drop-in programs that do not require pre-registration, hosting programs during peak busy hours (evenings/weekends), expanding reach into schools and making full use of outreach trailer. | Programming Manager, Programming Librarians, Programming CSAs | Q4 |
| #1, #2, #4, #5 | Incorporate SCPL website fully into new SCPL brand | Update website layout, content and information to ensure that it is both up-to-date, fits cohesively with SCPL brand, and is more accessible and easier to navigate | All Departments, Communications Specialist | Q4 |
| #2, #3, #5 | Execute renovation communication plan that will carry through the duration of the Central Library renovation | Communicate all key messages leading up to and throughout the Central renovation. Launch a renovation mini-website prior to ground-breaking, create a schedule of weekly updates for social media, issue quarterly press releases, launch renovation specific e-newsletter | Programming Manager, Communications Specialist | Ongoing process through 2024 and beyond |

Draft Proposed 2024 to 2026 Operating Budget

submitted by Lisa DiDonato, Business Administrator

Recommendation

THAT the Board approve in principal the Draft Proposed 2024 to 2026 Operating Budget.

City of St. Catharines Guidance

The 2024 to 2026 St. Catharines Public Library (SCPL) Draft Operating Budget has been prepared in alignment with the City of St. Catharines (City) multi-year budget policy. The purpose of the multi-year budget policy is to enhance financial management and long term planning.

Guidance for preparation of the 2024 to 2026 Operating Budget was presented at a Budget Standing Committee (BSC) meeting held on May 24, 2023. Based on the three-year economy outlook and a review of a number of inflation related factors, the BSC approved the motion:

"That staff be given multi-year budget guidance for the years 2024, 2025 and 2026 for an overall base budget percentage increase of 9 to 12% (average of 3 to 4% per year)."

SCPL Budget Process

SCPL work on 2024 to 2026 Operating Budget began in June 2023. The draft proposed budget has been included in the Board package to allow the Board sufficient time to consider the budget pressures and mitigation opportunities before approving the budget at the Board meeting on October 19, 2023.

SCPL Budget Pressures

The 2024 to 2026 multi-year budget includes estimated costs associated with the implementation of pay equity, job evaluation and the collective agreement. In April 2023, the SCPL developed and implemented a new Joint Job Evaluation Tool with CUPE and evaluated all unionized positions. As a public sector employer we are obligated to maintain pay equity and job evaluation is integral to this requirement. The goal is to create a fair, equitable and consistent pay structure. The current pay salary structure was implemented after Pay Equity was introduced to the Library and has been maintained for about 30 years. In 2022, a market review of unionized compensation confirmed that the SCPL job rates were below the 50th percentile of market.

In St. Catharine, the SCPL receives significantly less funding per resident than our peers. Per 2022, Ontario Public Library (OPL) Statistics, the SCPL was locally funded almost \$9 per Capita less than average of our Ontario peers.

The SCPL continues to focus on and grow our strategic vision of “a community enriched by life-long opportunities for learning and connection.” In 2024, the SCPL and the Board will initiate a strategic planning process to set the direction for the future. The 2024 Budget includes costs associated with the development of a new strategic plan.

SCPL Mitigation Opportunities

The Capital Reserve continuity schedule approved by the Library Board and City Council as part of the 2023 budget process included annual contributions from the operating budget, starting in 2024, to mitigate the impact of the pay equity, job evaluation and the collective agreement the multi-year budget includes a deferral of annual contributions to 2026.

To mitigate the impact of the costs associated with the strategic plan, the 2024 budget includes a transfer from the Stabilization Reserve.

Draft Proposed 2024 to 206 Operating Budget

Attached as Appendix A, is the Draft Proposed 2024 to 2026 Operating Budget with relevant notes.

City Contributions

For 2024 to 2026 the SCPL requires a 18.13% total increase in municipal funding to offset the costs related to the implementation of pay equity, job evaluation and the collective agreement.

A municipal contribution of \$6,641,583, a 7.05% increase, is required to fund the 2024 Operating Budget. As the multi-year budget progresses the annual municipal contribution increase decreases to 5.55% in 2025 and 5.53% in 2026.

Even with the 2024 to 2026 municipal funding increases required to close the salary gap, the SCPL per capital funding would still be less than the Ontario peer library average, all other factors being equal.

Provincial Grant

The Ministry has not advised the library community of any changes in the Provincial Grant and the expectation is that there will be no increases throughout the 2024 to 2026 budget period. There has been no change in the Provincial Grant for over 30 years.

Other Revenue

Other revenue includes memberships, photocopying, meeting room and equipment rentals, as well as investment interest. For 2024, the expectation is that the SCPL will continue to see increased interest and room rental income and the budget includes an \$10,560 (11.23%) increase in other revenue. For 2025 and 2026, the SCPL is expecting a decrease in investment income from lowering interest rates. The 2024 transfer from reserves is meant to offset the costs associated with strategic planning.

Salaries and Benefits

The 2024 to 2026 multi-year budget was prepared with the current full-time complement with no additional staff requests. The increases reflect the impact of implementation of pay equity, job evaluation and the collective agreement, as well as, provisions for 2025 and 2026 collective bargaining that will begin in 2025.

Library Materials

Historically, the SCPL spent a higher proportion of the budget on Materials than our peers. Since 2019, the library materials budget has been strategically lowered from \$1,002,500 to \$770,000 in 2024, a 23.2% decrease. The 2024 to 2026 multi-year library materials budget reflects a balance between being prudent while still ensuring our customers receive the materials they want.

Occupancy Costs

Occupancy costs are expected to remain relatively stable from 2024 to 2026. Insurance and utilities increases will be mostly offset by the decreasing interest portion of the Dr. Huq branch debenture with the City. The Library continues to work with City staff to determine the optimal location for the Merritt branch beyond 2025 when the lease expires.

Library Supplies and Services

The 2024 Budget includes \$40,000 for Strategic Plan consulting services. The SCPL is proposing that these costs be offset by a transfer from reserves. For 2024 to 2026 the 7.6% increase is primarily due to increased technology license and maintenance subscriptions.

Operating Capital

Operating Capital includes the principle payment for the Dr. Huq Branch at the Kiwanis Aquatic Centre. As at December 31, 2024 the outstanding debt will be \$632,465. The debenture will be completely paid on November 1, 2031.

The 2024 to 2026 Budget includes \$40,000 per year to replace old and obsolete furniture and equipment, including computer equipment and \$5,000 per year to for changes to comply with the Accessibility for Ontarians with Disabilities Act 2005.

Next Steps

After this meeting and as further information becomes available, estimates may be revised. At the October 19, 2023 Board meeting, the Proposed 2024 to 2026 Operating Budget will be presented for final Board review and approval.

Important dates for the next steps related to the 2024 to 2026 Operating Budget are:

| Date | Action Item |
|---|--|
| Sept 22 – Oct 9, 2023 | Final revisions to 2024 to 2026 SCP Operating Budget and written comments on 2024 to 2026 Operating Budget prepared. |
| October 19, 2023 | Final Board review and approval of 2024 to 2026 SCPL Operating Budget |
| October 23, 2023 | 2024 to 2026 Operating Budget due to City of St. Catharine |
| Nov 1, 2023 | Budget presentation to City of St. Catharines |
| November 2, 2023 – February 26, 2024 | City of St. Catharines Consolidated 2024 to 2026 Budget Process |
| February 27, 2024 | Budget Adoption |

Appendix A - Draft 2024 to 2026 Proposed Operating Budget

| | 2023 Budget | 2024 Budget | 2025 % Increase | 2025 Budget | 2025 % Increase | 2026 Budget | 2026 % Increase |
|--|---------------------|---------------------|--------------------|---------------------|--------------------|---------------------|--------------------|
| REVENUE | | | | | | | |
| City Contribution | \$ 6,204,214 | \$ 6,641,583 | 7.05% | \$ 7,010,502 | 5.55% | \$ 7,397,958 | 5.53% |
| Provincial Grant | 228,600 | 228,600 | 0.00% | 228,600 | 0.00% | 228,600 | 0.00% |
| Other Revenue | 93,995 | 104,555 | 11.23% | 94,555 | -9.56% | 84,555 | -10.58% |
| Transfer from Reserve | - | 40,000 | 100.00% | - | -100.00% | - | 0.00% |
| TOTAL REVENUE | \$ 6,526,809 | \$ 7,014,738 | 7.48% | \$ 7,333,657 | 4.55% | \$ 7,711,113 | 5.15% |
| EXPENDITURES | | | | | | | |
| Salaries & Benefits | | | | | | | |
| Total Salaries & Benefits | \$ 4,613,674 | \$ 5,087,288 | 10.27% | \$ 5,388,086 | 5.91% | \$ 5,604,197 | 4.01% |
| Library Materials | | | | | | | |
| Books including Processing | 473,300 | 460,300 | -2.75% | 476,411 | 3.50% | 490,703 | 3.00% |
| Visual Materials | 67,000 | 66,000 | -1.49% | 68,310 | 3.50% | 70,359 | 3.00% |
| Microfilm | 3,000 | 3,500 | 16.67% | 3,623 | 3.51% | 3,731 | 2.98% |
| Periodicals | 249,000 | 236,500 | -5.02% | 244,778 | 3.50% | 252,121 | 3.00% |
| Sound Recordings | 7,700 | 3,700 | -51.95% | 3,830 | 3.51% | 3,944 | 2.98% |
| TOTAL LIBRARY MATERIALS | 800,000 | 770,000 | -3.75% | 796,952 | 3.50% | 820,858 | 3.00% |
| Occupancy Costs | | | | | | | |
| Utilities | 217,287 | 217,290 | 0.00% | 228,155 | 5.00% | 239,562 | 5.00% |
| Insurance | 47,254 | 45,290 | -4.16% | 47,555 | 5.00% | 49,933 | 5.00% |
| Rent/Taxes | 105,001 | 103,111 | -1.80% | 99,901 | -3.11% | 96,566 | -3.34% |
| Repairs & Maintenance-Building | 143,810 | 140,413 | -2.36% | 143,221 | 2.00% | 146,085 | 2.00% |
| Repairs & Maintenance-Grounds | 5,076 | 5,076 | 0.00% | 5,178 | 2.00% | 5,281 | 2.00% |
| Communications | 42,200 | 41,900 | -0.71% | 41,900 | 0.00% | 41,900 | 0.00% |
| TOTAL OCCUPANCY COSTS | 560,628 | 553,080 | -1.35% | 565,909 | 2.32% | 579,327 | 2.37% |
| Library Supplies & Services | | | | | | | |
| Library Supplies | 39,275 | 40,248 | 2.48% | 40,650 | 1.00% | 41,057 | 1.00% |
| Electronic & Peripheral Supplies | 4,200 | 4,200 | 0.00% | 4,242 | 1.00% | 4,284 | 1.00% |
| Professional Fees | 58,510 | 98,503 | 68.35% | 59,095 | -40.01% | 59,686 | 1.00% |
| Staff Training & Development | 44,495 | 44,495 | 0.00% | 44,940 | 1.00% | 45,389 | 1.00% |
| Rental of Equipment | 9,627 | 13,145 | 36.54% | 13,276 | 1.00% | 13,409 | 1.00% |
| Licences & Maintenance | 141,700 | 140,402 | -0.92% | 144,614 | 3.00% | 148,952 | 3.00% |
| Transportation | 41,325 | 41,000 | -0.79% | 41,410 | 1.00% | 41,824 | 1.00% |
| Sundry | 14,349 | 15,460 | 7.74% | 15,615 | 1.00% | 15,771 | 1.00% |
| Printing & Stationary | 2,200 | 2,200 | 0.00% | 2,222 | 1.00% | 2,244 | 1.00% |
| Public Relations | 20,120 | 23,575 | 17.17% | 25,110 | 6.51% | 27,035 | 7.67% |
| Programs | 11,925 | 13,420 | 12.54% | 19,625 | 46.24% | 22,040 | 12.31% |
| Data Processing | 33,228 | 28,280 | -14.89% | 28,846 | 2.00% | 29,423 | 2.00% |
| TOTAL SUPPLIES & SERVICES | 420,953 | 464,927 | 10.45% | 439,645 | -5.44% | 451,115 | 2.61% |
| Operating Capital | | | | | | | |
| Furniture & Equipment | 15,600 | 20,000 | 28.20% | 20,000 | 0.00% | 20,000 | 0.00% |
| Facility & Systems Enhancements | 20,000 | 20,000 | 0.00% | 20,000 | 0.00% | 20,000 | 0.00% |
| Debenture Debt (Aquatic Centre) | 90,954 | 94,443 | 3.84% | 98,066 | 3.84% | 101,828 | 3.84% |
| Accessibility Improvements | 5,000 | 5,000 | 0.00% | 5,000 | 0.00% | 5,000 | 0.00% |
| Reserve Contributions | - | - | 0.00% | - | 0.00% | 108,788 | 100.00% |
| TOTAL CAPITAL COST | 131,554 | 139,443 | 6.00% | 143,066 | 2.60% | 255,616 | 78.67% |
| TOTAL EXPENDITURES | \$ 6,526,809 | \$ 7,014,738 | 7.48% | \$ 7,333,657 | 4.55% | \$ 7,711,113 | 5.15% |

Designate Head under MFIPPA

submitted by Ken Su, CEO

Recommendation:

THAT the Library Board designate Qingyi (Ken) Su, the CEO, as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, effective September 21, 2023.

Background

The Library currently doesn't have an individual designated as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Under Section 3, subsection (2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56 (here after the 'Act') the members elected or appointed to a board, commission or other body that is an institution under the Act may designate in writing from among its members, an individual or committee of the body to act as head of the institution for the purposes of the Act.

Recommendation

THAT the Library Board designate Qingyi (Ken) Su, the CEO, as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, effective September 21, 2023.

2024 Board Meeting Dates

submitted by Ken Su, CEO

Recommendation

That the Board approve 2024 Board Meeting Dates.

Background

According to The Board's past practice, regular board meetings used to be held either in person and/or on Microsoft Teams at 6pm on the 3rd Thursday of the month with the exception of the month of January, July, August, and December.

Meetings in January used to be held at 6pm on the 4th Thursday of January and consist of an inaugural meeting to elect Board Chair, Board Vice-Chair, and OLS Board Assembly Representative, followed by a regular meeting.

Update

Given the advice from OLS that the Board elect a Chair for a 4-year term, staff recommend that the same 4-year term applies to Vice-Chair and OLS Board Assembly Representative, and anticipate that only one inaugural meeting will be held at the beginning of the Board Term.

Given in the last five years, the Board has had between one and four members absent from the June meetings, staff propose meetings in June to be held at the 2nd Thursday to accommodate personal and work related activities before the end of school year.

Recommendation

All regular Library Board meetings in 2024 will be held at 6pm on the 3rd Thursday of the month with the exception of the months of June, July, August, and December.

Meeting in June will be held at 6pm on the 2nd Thursday of the month.

Meetings in July, August, and December will be held at the call of the Chair.

The proposed meeting dates and times for 2024 are listed below:

6pm, Thursday, January 18, 2024

6pm, Thursday, February 15, 2024

6pm, Thursday, March 21, 2024

6pm, Thursday, April 18, 2024

6pm, Thursday, May 16, 2024

6pm, Thursday, June 13, 2024

6pm, Thursday, September 19, 2024

6pm, Thursday, October 17, 2024

6pm, Thursday, November 21, 2024

Board meeting date, time, and location may be changed at the discretion of the Board and will be announced to the public before each meeting.

Staff recommend the Board approve 2024 Board meeting dates and times listed above.

2024 Library Closure Dates

submitted by Ken Su, CEO

Recommendation

That the Board approve 2024 Library Closure Dates.

Background

To follow the Employment Standards Act, plan for a Staff Development Day, and provide library closure information to staff who will be able to submit vacation requests for the 1st half of 2024 starting October 1, 2023 as outlined in the Collective Agreement, Management recommend the Board approve library closure dates in 2024 listed below:

| | | |
|-----------------------|------------------------------|------------------|
| New Year's Day | Monday, January 1, 2024 | Closed |
| Family Day | Monday, February 19, 2024 | Closed |
| Good Friday | Friday, March 29, 2024 | Closed |
| Easter Sunday | Sunday, March 31, 2024 | Closed |
| Victoria Day | Monday, May 20, 2024 | Closed |
| Canada Day | Monday, July 1, 2024 | Closed |
| Civic Holiday | Monday, August 5, 2024 | Closed |
| Labour Day | Monday, September 2, 2024 | Closed |
| Thanksgiving Day | Monday, October 14, 2024 | Closed |
| Staff Development Day | Monday, November 18, 2024 | Closed |
| Christmas Eve | Tuesday, December 24, 2024 | Closed at 2 p.m. |
| Christmas | Wednesday, December 25, 2024 | Closed |
| Boxing Day | Thursday, December 26, 2024 | Closed |
| New Year's Eve | Tuesday, December 31, 2024 | Closed at 2 p.m. |

Winter Celebration Dinner Closure

submitted by Ken Su, CEO

Recommendation:

THAT the Board approve closing all branches of SCPL at 6:00 pm on Wednesday, November 15, 2023 for the Winter Celebration Dinner.

Background

The Library used to organize holiday dinners for staff and Board members before COVID-19. Due to the pandemic, the Library provided holiday gift baskets to staff and Board members between 2020 and 2022 instead of organizing group dinners.

In the summer, Managers discussed options to celebrate the 2023 winter holiday and decided to organize a group dinner so staff and Board members can get together and socialize.

Recommendation

To allow every staff member to participate, Management recommend that the Board approve closing all branches of SCPL at 6:00 pm on Wednesday, November 15, 2023.