



AGENDA: The Saskatoon Public Library Board Meeting

MEETING DATE: January 17, 2024

MEETING TIME: 4:00 p.m.

LOCATION: Boardroom, Frances Morrison
Central Library

PREPARED BY: Carol Cooley, Director of Libraries &
CEO

A. Call to Order

We are meeting on Treaty 6 territory and the homeland of the Métis and that as a Library Board we affirm our relationship with First Nations Peoples and Métis Peoples of this land.

A.1 Approval of Agenda

Recommended (Move, second)

THAT the agenda of January 17, 2024, be approved as circulated, including any items added to the agenda.

A.2 Declaration of Conflict of Interest

A.3 Previous Minutes

Recommended (Move, second)

THAT the Saskatoon Public Library Board minutes of November 15, 2023, be adopted as circulated, including any revisions to be made.

B. Deputations / Presentations / Public Meeting

In accordance with Saskatchewan's *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP), The Saskatoon Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Saskatoon Public Library's website and/or made available to the public upon request.

C. New Business

C.1 Land Acknowledgement

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information.

C.2 Board & Committee Activity Schedule 2024

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction.

C.3 Board Meeting Schedule 2024

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information and discussion; and THAT the Saskatoon Public Library Board approves the 2024 meeting dates as presented.

C.4 SPL Policies

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information.

D. Reports from the Board

D.1 Chairperson Update

E. Reports from Administration

E.1 Director of Libraries & CEO Report

E.2 Variance Report - Period Ending December 2023

Recommended (Move, second)

THAT the reports from Administration be received as information.

F. In-Camera Session

Recommended (move, second)

THAT the meeting move in-camera for the purpose of addressing matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP and addressing matters pertaining to Economic/Financial-Land (Section 17(1)(d) and (e) of LAFOIPP.

Board moved in camera at:

Board moved into public session at:

G. Adjournment

Recommended (Move, second)

THAT the Saskatoon Public Library Board does now adjourn at (time) p.m. to meet again Wednesday, February 21, 2024, Frances Morrison Central Library, 311-23rd St. E., Saskatoon, or at the call of the Chair.

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, November 15, 2023, in the Boardroom, Frances Morrison Central Library.

Present: Cheryl Starr (Vice-Chair) Hilary Gough
Jasmin Carlton Markel Chernenkoff
Elise Truscott Colleen Norris
Heather Kuttai Carol Cooley, Director of Libraries & CEO
Rachel Landriault (recorder)

Regrets: Jim Siemens

Guests: Janna Sampson, Director, Strategy & Communication
Brad Bird, Director, Reconciliation
Scott Gregor, Director, Finance & Administrative Services
Amanda Lepage, Director, Collections & Service Infrastructure
Beth Côté, Director, Public Services
Amanda Kondra, Director, Human Resources
Two members of the public

C. Starr, Vice-Chair, called the meeting to order at 4:02 p.m.

AGENDA

Moved by H. Gough, seconded by H. Kuttai, **THAT the agenda of November 15, 2023, be approved as circulated, including any items removed from, or added to the agenda.**

Carried.

Declaration of Conflict of Interest

No declaration of conflict of interest.

Consent Agenda

Moved by E. Truscott, seconded by H. Gough, **THAT the consent agenda of November 15, 2023, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by H. Kuttai, seconded by H. Gough, **THAT the Saskatoon Public Library Board minutes of October 18, 2023, be adopted as circulated, including any revisions to be made.**

Carried.

DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

No deputations, presentations or public meeting.

C. NEW BUSINESS**C.1 Strategic Plan Update**

C. Cooley noted that strategic plan updates are regularly provided to the Board. The green highlighted sections of the report indicate an update or change in status.

When asked if the Every Child Ready to Read, now replaced with the Parent-Child Mother Goose program, were third-party programs, C. Cooley responded yes.

The Board was happy with SPL's decision to expand Storytime Month throughout the Fall and Winter instead of limiting it to February.

Moved by H. Gough, seconded by E. Truscott, **THAT the Saskatoon Public Library Board receives this report for information and discussion.**

Carried.

C.2 Dr. Freda Ahenakew Security

C. Cooley reminded the Board that they received a similar security report on Frances Morrison Central Library (FMCL) in October 2023. She noted that she recently read a newspaper article where the Saskatoon Police reported that many of their calls were related to intoxication. Similarly, many of SPL's incidents are associated with intoxication. In addition, many incidents centre on washrooms and patrons spending extended periods in them. Eventually, when the budget allows, SPL intends to trial using washroom attendants to manage those challenges.

The Board was surprised to read about Community Support Officers (CSOs) responding to incidents at Dr. Freda Ahenakew (DFA) because they thought it was outside their boundaries.

B. Bird said CSOs respond to downtown's FMCL and DFA libraries. However, Alternative Response Officers (AROs) do not extend their services as far as DFA's location.

One Board member said a patron who attended a children's program at DFA for the first time told her they were impressed by the level of engagement between employees and patrons while actively and successfully managing various library access needs during a hectic time of day.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board receives this report for information and discussion.**

Carried.

C.3 Year-End Surplus Motions

C. Cooley said SPL intends to spend significant money from the IT Reserve for the new central library and noted that they don't have a budget transfer to fund that reserve. Instead, in November of every year, she presents a motion to the Board with a recommendation to address any budget surpluses. This year, she anticipates an approximate surplus of \$400,000 and recommends transferring it to the IT Reserve. She acknowledged that funding for the new central library (NCL) was also a concern. However, if the Board approved transferring the surplus to the IT Reserve, if needed, SPL could use some of its funds for the NCL if required.

The Board asked when they would see planned spending for the IT Reserve, to which C. Cooley said the 5-Year IT Plan should come to the Board in February 2024. A report on all reserves is presented to the Board annually in March.

When asked if a \$400,000 surplus was typical, C. Cooley said it has been for several years. She feels comfortable with it sitting between \$200,000 and \$600,000. Anything below \$200,000 is worrisome because there could be unexpected cross-charges from the City.

Moved by H. Gough, seconded by E. Truscott, **THAT the Saskatoon Public Library Board transfer any 2023 budget surplus to the IT Reserve.**

Carried.

C.4 Board Self-Evaluation

The Governance Committee Chair noted that although she received and reviewed the evaluation responses, a written report was unavailable at this time. She committed to preparing one for the January meeting. The Governance Committee could then prepare an action plan based on the findings.

Moved by E. Truscott, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information and discussion.**

Carried.

C.5 SPL Collections Policy

C. Cooley noted that A. Lepage, Director of Collections & Infrastructure, led the review of SPL's Collections Policy. A. Lepage provided an overview of the Policy.

C. Cooley noted that the deselection of materials is as important as selecting materials to ensure the collections remain relevant and well used. SPL does this in a way that still adds value to the community.

A Board member referenced a recent posting about storytimes offered in multiple languages, which piqued their curiosity about SPL's collection and the linguistic diversity of that collection.

C. Cooley said that selecting and cataloguing the material in various languages is not something a single public library could do efficiently. SPL relies heavily on the Province to provide multilingual materials. However, looking at the feasibility of acquiring some collections in other languages is in SPL's Strategic Plan.

A. Lepage noted that SPL has a few bilingual books, such as French, English and Mandarin, on its shelves because of past requests. Publishers are seeing a demand for them, so they are becoming more available to libraries.

B. Côté said that through various partnerships, SPL is aware of new languages becoming more popular in Saskatoon. She said that when SPL requested volunteers for storytime in multiple languages, enough people signed up to book storytimes in many different languages until 2025.

When asked if SPL intended to track storytime participation, B. Côté said yes.

Moved by J. Carlton, seconded by E. Truscott, **THAT the Saskatoon Public Library Board receives this report for information.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No report from the Chair.

E. REPORTS FROM ADMINISTRATION

E.1 Variance with Year-End Surpluses

C. Cooley apologized for the delay in getting the report to the Board, as it is usually compiled with the most recent figures from the City a few days before the meeting. She highlighted that as of October 31, 2023, the operating variance report shows a surplus of \$478,000.

Moved by H. Kuttai, seconded by H. Gough, **THAT the report from Administration be received as information.**

Carried.

IN-CAMERA SESSION

Moved by H. Gough, seconded by E. Truscott, **THAT the meeting move in-camera for the purpose of addressing matters pertaining to Economic/Financial – Land as permitted under Sections 17(1)(d) and (e) of LAFOIPP and matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP.**

Carried.

Board moved in-camera at 4:28 p.m.

Board moved into public session at 6:03 p.m.

Moved by M. Chernenkoff, seconded by H. Gough, **THAT the Saskatoon Public Library Board awards the construction management services contract, RFP#23-1002, in the amount of \$17,335,853 to Ledcor Construction Limited, pending the agreement of a contract acceptable to SPL.**

Carried.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approves the 2024-2025 Budget as discussed.**

Carried.

Moved by H. Kuttai, seconded by J. Carlton, **THAT the Saskatoon Public Library Board proceeds with Board Member recruitment as presented.**

Carried.

ADJOURNMENT

Moved by E. Truscott, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board does now adjourn at 6:05 p.m. to meet again January 17, 2024, in the Boardroom, Frances Morrison Central Library, or at the call of the Chair.**

Carried.



REPORT TO: Saskatoon Public Library Board
MEETING DATE: January 17, 2024
SUBJECT: Land Acknowledgement
PREPARED BY: C. Cooley

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information.

B. Background

SPL has a practice of using a short statement to acknowledge that a meeting or event is taking place on land that Indigenous people traditionally inhabited. We developed guidelines on when and how to use land acknowledgements to reaffirm SPL's commitment to reconciliation.

C. The Saskatoon Public Library Strategic Plan

This item supports one of SPL's values as noted in its strategic plan and goal:
- Honouring Indigenous Perspectives

D. Budget Impact

N/A

E. Attached

1. Land Acknowledgement Guidelines

Respectfully submitted,
Carol Cooley, CEO



Land Acknowledgement

Guideline

- ☐ **Management** (applies to directors, senior managers, managers of branches)
- ☐ **Exempt** (applies to exempt personnel)
- ☒ **Operational** (applies to all SPL personnel)

Owner: Director, Reconciliation

Last Reviewed: 2023-11-17

Last Revised: 2023-11-17

Purpose

Land acknowledgements are short statements to acknowledge that a meeting, gathering, or program is taking place on land that was traditionally inhabited by Indigenous people. This guideline provides direction on when and how to use a land acknowledgement on behalf of SPL.

Guideline

Background

A land acknowledgement is not an act of reconciliation. It is used to pay respect to the Indigenous people who first inhabited the land where a meeting or gathering occurs. However, a land acknowledgement can reaffirm an organization's commitment to reconciliation.

Land Acknowledgement

When providing a land acknowledgement on behalf of SPL, the following statement should be used:

We are gathered today on Treaty 6 territory and the homelands of the Métis. On behalf of SPL, we pay respect to the Indigenous ancestors of this place. As an organization that played an important role in the settlement of Saskatoon and as a key memory institution, we acknowledge our responsibility to respond in meaningful ways to the Calls to Action.

Usage

When land acknowledgements should be used:

- As the host of a public program or community event - This is a good practice as some attendees may have never heard of land acknowledgement or are new to Treaty 6.
- As the host or MC of a formal public gathering, whether by invitation or open to the public - A land acknowledgment should be done to open the event. There may be attendees from outside of Treaty 6, which helps them better understand the land they're visiting.

- As the host or MC of an organizational meeting or gathering – It serves as an opportunity for employees to hear SPL's land acknowledgement if they have not heard it before and reaffirms SPL's commitment to reconciliation.

When land acknowledgements can be used:

- To open a series of meetings or negotiations – If there will be ongoing organizational meetings, a land acknowledgement is unnecessary for each instance. A land acknowledgment can be done in the first meeting by acknowledging that the group will continue to meet on this land until the meetings are finished.

When you do not need a land acknowledgement:

- Routine organizational meetings – These meetings do not require a land acknowledgement; it's known and understood where the group is meeting and the organization's commitment to reconciliation.
- If a host or MC has already done a land acknowledgement - Once a land acknowledgment has already been done, it does not need to be done again.

When to acknowledge a land acknowledgement:

- If you are invited to an event outside of Treaty 6, you can thank the host for the invitation to their territory, but you should not repeat their land acknowledgement.



REPORT TO: Saskatoon Public Library Board
MEETING DATE: January 17, 2024
SUBJECT: Board & Committee Activity
Schedule 2024
PREPARED BY: C. Cooley

A. Recommendations

That the Saskatoon Public Library Board receives this report for information, discussion, and direction.

B. Background

Administration prepares a yearly overview of known items for Board and Committee meetings. As always, the document is a work in progress, and we will continue to update and share it with the Board.

C. The Saskatoon Public Library Strategic Plan

Goal #5: Maximize the Community's Investment.

D. Budget Impact

E. Attached

1. 2024 SPL Board & Committee Activity Schedule

Respectfully submitted,

Carol Cooley, CEO

2024 SPL Board & Committee Activity Schedule

January	February	March	April	May
Board	Board	Board	Board	Board
AGM		Regular	Regular	Regular
Board Elections	Public Agenda	Public Agenda	Public Agenda	Public Agenda
	1. Oath of Confidentiality	1. Alice Turner McFarland	1. Board Skills Matrix Report	1. Board Skills Matrix
Regular	& Disclosure of External	Award Committee - Board		Report
Public Agenda	Commitments Renewals	Member Appointment		2. Proposed Closure Dates
1. Variance Report with	2. Committee Appointments	2. Year-end Transfers/Reserve		for next year
Year End Projections		Balances		
2. SPL Policies for Board		3. Risk Discussion		
Oversight				
3. Board Meeting Schedule				
4. Board Activity Schedule				
In-Camera Agenda	In-Camera Agenda	In-Camera Agenda	In-Camera Agenda	In-Camera Agenda
1. New Central Library	1. New Central Library	1. Preliminary Budget	1. Preliminary Budget	1. Preliminary Budget
2. NCL Risk Register	2. Fundraising	2. New Central Library	2. CEO Evaluation	2. CEO Evaluation
3. Fundraising		3. Fundraising	3. New Central Library	3. Fundraising
			4. NCL Risk Register	
			5. Fundraising	
Personnel Committee	Personnel Committee	Personnel Committee	Personnel Committee	Personnel Committee
	1. Orientation for new	1. Receive CEO self-evaluation	1. CEO Evaluation	1. Board Chair/CEO Meet
	Board members	& begin process	2. Board Skills Matrix Report	2. Send Results of Board
			for May Board Meeting	Skills Matrix to City Clerk
Governance Committee	Governance Committee	Governance Committee	Governance Committee	Governance Committee
1. Risk Discussion	1. Policies & Bylaws	1. Policies & Bylaws	1. Policies & Bylaws	1. Policies & Bylaws
2. Policies & Bylaws				

June	September	October	November
Board	Board	Board	Board
Regular	Regular	Regular	Regular
Public Agenda	Public Agenda	Public Agenda	Public Agenda
1. Variance Report	1. Board Self-Evaluation	1. Board Self-Eval Report	1. Year End Surplus
2. Report on Reserves			2. Board Activity Schedule
			3. Board Meeting Schedule
In-Camera Agenda	In-Camera Agenda	In-Camera	In-Camera
1. Finalize Budget	1. Approve Budget Adjust-	1. Board Recruitment	1.. Strategic Plan Update
2. Finalize CEO Eval	ments	2. New Central Library	2. New Central Library
3. Audit	2. New Central Library	3. Fundraising	3. Fundraising
4. Strategic Plan Update	3. NCL Risk Register		
5. Alice Turner McFarland	4. Fundraising		
Award - Recipients			
6. New Central Library			
7. Fundraising			
Personnel Committee	Personnel Committee	Personnel Committee	Personnel Committee
		1. Select & Interview Board	1. Send Board Candidate
		Candidates	Recommendations to
			City Clerk
Governance Committee	Governance Committee	Governance Committee	Governance Committee
	1. Board Self Evaluation		
	Report for Oct Board		
	Meeting		



REPORT TO: Saskatoon Public Library Board
MEETING DATE: January 17, 2024
SUBJECT: Board Meetings 2024
PREPARED BY: C. Cooley

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information and discussion;

AND

THAT the Saskatoon Public Library Board approves the 2024 meeting dates as presented.

B. Background

The Board's regular meetings are scheduled on the third Wednesday of the month from January to June and September to November. Meetings start at 4:00 pm.

The proposed tentative meeting dates are intended to be used to deal with emerging issues or deferred items.

C. The Saskatoon Public Library Strategic Plan

Goal #5 – Maximize the Community's Investment.

D. Budget Impact

E. Attached

1. 2024 SPL Board Meeting Schedule

Respectfully submitted,

Carol Cooley, CEO

C.3 - Board Meeting Schedule 2024

2024 SPL Board Meeting Schedule

WinCalendar January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WinCalendar February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

WinCalendar March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WinCalendar April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WinCalendar May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WinCalendar June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WinCalendar July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WinCalendar August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WinCalendar September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WinCalendar October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WinCalendar November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WinCalendar December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Regular Board Meetings
Tentative Board Meetings

Board Agenda Released
Stat Holidays/Closure Dates



REPORT TO: Saskatoon Public Library Board
MEETING DATE: January 17, 2024
SUBJECT: SPL Policies – Board Oversight
PREPARED BY: C. Cooley

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information.

B. Background

In September 2022, the Governance Committee and SPL Administration developed a plan to regularly review the Board Bylaws, Committee Terms of Reference and Resolutions review cycles and identify gaps. In addition, they examined a list of SPL Policies for Board oversight, as shown in the table below.

The Committee and SPL Administration agreed to the following process to ensure compliance with the review cycles:

- Annually, in January, SPL Administration prepares a report to the Governance Committee, including the SPL Bylaws and Policies list. The report will highlight the documents that require a review that year for planning purposes. However, SPL Administration may bring Bylaws or Policies to the Committee outside their review cycle as needed.
- SPL Administration will review the Safe Use Bylaw and the policies listed below as required. Recommendations for amendments will go to the Governance Committee, which will make recommendations to the Board.

SPL Bylaws, Policies - Board Oversight

Document	Approved	Last Revision	Review Cycle	Next Review
Gift Acceptance Policy	January 15, 2020	February 18, 2022	5 years	2027
Naming Policy	January 15, 2020	February 18, 2022	5 years	2027
IT Acceptable Use Regulation	February 19, 2020	March 18, 2020	5 years	2025
Pandemic, Public Health & Emergency Response Policy	September 16, 2020	June 1, 2020	5 years	2025
Violence-Free Workplace Policy	January 16, 2019	July 13, 2020	5 years	2025
Respectful Workplace Policy	January 1 st 2020	January 1 st , 2020	5 years	2025
Personal Information Policy	February 13, 2019	July 13, 2020	5 years	2025
Harassment-Free Environment Policy	March 20, 2019	July 13, 2020	5 years	2025

Gift Acknowledgement & Stewardship Policy	January 15, 2020	July 13, 2020	5 years	2025
Sponsorship Policy	January 15, 2020	July 13, 2020	5 years	2025
Partnership Policy	April 21, 2021	April 23, 2021	5 years	2026
Finance & Fiscal Responsibility Policy	October 20, 2021	October 28, 2021	5 years	2026
Room Rental Regulation	April 20, 2022	April 20, 2022	5 years	2027
Occupational Health & Safety Policy	April 20, 2022	May 10, 2022	5 years	2027
Tangible Capital Asset Policy	June 15, 2022	June 15, 2022	5 years	2027
Safe Use Bylaw	September 21, 2022	September 21, 2022	5 years	2027
Inclusivity Policy	June 26 th , 2023	June 26 th , 2023	5 years	2028
Intellectual and Expressive Freedom	July 13 th , 2023	July 13 th , 2023	5 years	2028
Political Use of Library Space Policy	July 13 th , 2023	July 13 th , 2023	5 years	2028

C. The Saskatoon Public Library Strategic Plan

Goal #5: Maximize the Community's Investment.

D. Budget Impact

N/A

E. Attached

N/A

Respectfully submitted,

Carol Cooley, CEO



REPORT TO: Saskatoon Public Library Board
MEETING DATE: January 17, 2024
SUBJECT: Director's Report
PREPARED BY: C. Cooley

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information and discussion.

B. Background

1. The City of Saskatoon awarded the parking and public realm study to a consultant (ISL Engineering and Land Services Ltd.) in the fall of 2023. The work aims to plan and design an enhanced 2nd Avenue North and a portion of 24th Street East adjacent to the new Saskatoon Public Library (SPL) Central Library to enhance the accessibility of the street. This includes the provision of accessible on-street parking, a loading zone, public on-street parking and an accessible and welcoming public realm to interface with the new library.

The project is moving into the public consultation phase. In addition to SPL and City departments, other advocacy groups and stakeholders will be consulted, including groups who participated on SPL's Resident Accessibility Advisory Committee.

They anticipate providing a report to the Committee in 2024. The cost of the study is \$175,000.00.

2. We have an elder spending time at Dr. Freda Ahenakew once a month. The first visit took place on December 20th and started with a smudge.
3. We launched the new patron incident database. The new database replaces an in-house version that was less flexible and difficult to generate reports.
4. The Accessible Saskatchewan Act came into force on December 3, 2023. It requires, among other things, that we develop an accessibility plan in consultation with people with disabilities. We have begun working on this and are still in the preliminary stages.
5. Microsoft has changed its classification of libraries from academic to non-profit. Libraries are expecting an increase of at least 200% for licences. We are looking at several options to maintain costs, including tiered licenses and resellers.

6. In November, the Board approved \$6,600.00 to construct additional fencing at the back of the Mayfair Branch. This project is complete and under budget by \$600.00.
7. The Writer In Residence is mid-way through their term. Their report is attached.
8. The Residential School Survivors have been working with SPL on a Storytelling Project. The report is attached.

C. The Saskatoon Public Library Strategic Plan

Goal #5: Maximize the Community's Investment

D. Budget Impact

E. Attached

1. Writer In Residence Report
2. Storytelling Project Report

Respectfully submitted,

Carol Cooley, CEO

Writer in Residence Report to the Board of Directors

September 1st 2023 - December 31st 2023

Meredith Hambrock

In my first four months as Writer in Residence at the Saskatoon Public Library, my activities included: events and workshops, community engagement and outreach, individual consultations with writers in the community, and planning for events in 2024. In total, I was able to reach 213 members of the community through these activities and look forward to furthering my engagement with Saskatoon writers in 2024.

Events + Workshops in 2023

- **Welcome Event** – On September 14th we held my welcome event at the library. I spoke to 25 members of the public about plans for my term as writer in residence, outlined programming, read from my novel in progress and met local writers in attendance. I invited Saskatoon writers Leah Horlick and Michael Afenia to read with me. (25 participants)
- On September 24th I held the first of my two-part **“Introduction to Screenwriting”** workshop at the library. Screenwriting is a somewhat unique discipline and I provided an introduction to the form, explained script formatting, read aloud scripts with the participants, and answered questions. (20 participants)
- On October 15th I held the second part of my **“Introduction to Screenwriting”** workshop series. There I introduced writers to the three-act structure that is used by screenwriters, walked them through the process of outlining using beat sheets, introduced them to some narrative theory developed at Pixar and answered questions. (16 participants)
- On October 18th, I was asked to speak to a group of local writers who were gearing up for National Novel Writing Month in November. We discussed developing outlines for novels and worked out a story beat sheet together. I worked with them on the concept of story development using a group writing exercise. (9 participants)
- On November 26th, a small but mighty group of teens came together to do some writing exercises and learn about developing complex characters through narrative. (4 participants)

Community Engagement + Outreach

School Visits

- On November 15th I was invited to speak to a creative writing class at Holy Cross High School. I lead a workshop I developed for students that uses narrative theory developed at Pixar to guide them in developing story and plot. (18 students)
- On November 24th I was invited to Walter Murray High School where I shared the same workshop listed above. (22 students)

- On November 27th, I recorded an interview for the Shaw Community Television Show “Lit Happens” where I discussed the Writer in Residence Program, future programming, and my own work.
- On December 6th I participated in the “Dial in for Seniors” Call in Program and discussed the writing process for Corner Gas Animated. (18 participants)
- On December 12th I was invited to speak to some writers at The Ability Hub who are in the pre-employment program. We talked about the Writer in Residence program, different writing career pathways, narrative strategies and theory, and I answered questions. (4 participants)

In-Person Consultations

In-person writing consultations remained a really important part of how I spent my time at the library. I had 77 meetings in my first four months. These meetings, for the most part, took place in the office at Frances Morrison Central Library, however, I worked with several folks over the phone and email. I spoke to two kids, one ten-year-old and one eleven-year-old, both who love writing and who had a lot of passion.

There was a wide range of projects brought in: children’s books, poetry, non-fiction, essays, mystery novels, science fiction novellas, literary fiction, television scripts and feature film scripts. I offered advice about publishing, finding agents, reviewed query letters and synopses, helped folks access resources to help them create non-fiction book proposals, submit poems to literary magazines, develop their creativity and assisted them in improving their craft.

Upcoming Events and Collaborations in 2024

During the last few months, I took several meetings with local arts practitioners, writers, and librarians and was able to arrange some exciting collaborations for 2024.

Remai Modern Collaboration

- I’ve been invited to collaborate with the Remai Modern Art Museum and worked on this event through the fall. The Remai is commissioning four short literary pieces from local writers inspired by works from their permanent collection. I’ll be selecting writers to participate in January, working with the writers to develop their pieces, and then we’ll be reading them at an event at the Remai scheduled for Thursday, April 25th at 7:00 pm.

University of Saskatchewan Library Collaboration

- In February, I’ll be running a workshop about editing and rewriting at the University of Saskatchewan’s library.

Saskatoon MFA in Creative Writing Program

- In 2024, dates TBD, I’m going to be speaking to students at the University of Saskatchewan’s Master of Fine Arts in Creative Writing Program. I’m going to be

speaking to them about narrative structure and doing a Q & A about my writing career.

Saskatchewan Writer's Guild Event

- On February 6th, I'm going to be moderating a panel with Leah Horlick via the Saskatchewan Writer's Guild. We're going to be discussing strategies for dealing with rejection in one's writing life.

Film Industry Networking Event

- I've spoken to many local writers who wish to feel better connected to the local film industry. In 2024, I'm going to be reaching out to different groups in this community to see if we can come together for a networking event so screenwriters can meet producers and directors who might be interested in collaboration.

Weekend Workshop Series in 2024

In 2024, I'm going to be continuing to run my weekend workshop series. Here's what we have in store:

- In January, I'll be running a workshop focusing on Writing the Half-Hour TV Comedy. I'll be introducing the concept of writing half-hour comedy and doing a writer's room demo.
- In February, I'll be running a workshop about narrative structure and how fiction writers can learn how to plot and to integrate plot into more literary work.
- In February, I'll additionally be running a workshop about getting a literary agent.
- In March I'll be bringing the "Writing for Animation" workshop that I taught for many years at Vancouver Film School to the library.
- In April I'll be running a revision workshop for novelists and screenwriters.
- In May, I'll be running a workshop for teenagers focused on writing and creating 'zines. I'm excited to run something more hands-on for this age group.



REPORT

Oral Storytelling Project

Report To: Carol Cooley

Date: 2023-12-21

Prepared By: Brad Bird

A. Background

The Oral Storytelling project will be hosted on a platform called Mukurtu, an open-sourced software that is free to users specifically designed for managing and sharing digital heritage in culturally relevant and ethically minded ways. An updated version is set to launch in 2024 and will replace the current version making it obsolete within a few years. Due to this, we will wait until the updated version is released before beginning developing the site. While waiting we have been collecting content to upload to the software once it is ready including videos produced during Covid, Indigenous speakers at events hosted by SPL, videos produced by the Wicahitowin Conference and most recently videos of residential school survivors.

We contracted Tim Neal Design, a First Nation owned design company to shoot and edit the videos. Tim Neal and his team have a great deal of experience filming and editing videos with Knowledge Keepers, Elders, and residential school survivors for the Wicahitowin Conference. Through this experience, they do an excellent job at making the Old People comfortable while filming and can edit the videos in a way that is respectful of what is being shared.

B. Overview

On December 12, 2023, three residential school survivors met with Brad Bird and Stevie Horn at Wanuskewin to share their stories. Lorna Arcand assisted in organizing the survivors, providing cultural guidance, and offered emotional support when needed. The day started with a smudge and prayer in Wanuskewin's Story Circle before the others arrived as their times to share their stories were staggered throughout the day. Eugene Arcand, Wallace Awasis and Marina Gardypie were provided with the opportunity to smudge and offered tobacco as they arrived to share their stories.

It was important that they understood they were free to share whatever they felt is important to for people to hear, young and old. If they wanted some direction, we offered that 20 years from now a group of kids in elementary school could be watching this because they may not have access to a residential school survivor. The survivor could use this opportunity to share firsthand what life was like before they were taken to residential school, what they experienced during those years at the school and the effects it had on them and their families later in life.

In conversations with each survivor before and after they shared their story, they talked about the difficulty they have sharing their stories, before, during and after, but felt that it's important to pass it on. They also talked about the healing it provides themselves and in turn their families and

the appreciation for the opportunity to do so in a good way. We were very fortunate to have 3 strong and well-respected individuals open and willing to work with us on this project.

In 2024 we will film a few more stories of residential school survivors and then focus on family members of Dr. Freda Ahenakew reading the stories she wrote of Wisahkecahk. Once those are finished up, we will shift our focus to some Metis content.

C. Alignment with Strategic Plan

Inspire Community Learning

1.4 Diversity the Library Collection

1.4.4 Help preserve Indigenous knowledge and histories by creating an oral stories collection