



## **AGENDA: The Saskatoon Public Library Board Meeting**

**MEETING DATE:** February 21, 2024

**MEETING TIME:** 4:00 p.m.

**LOCATION:** Boardroom, Frances Morrison  
Central Library

**PREPARED BY:** Beth Côté

### **A. Call to Order**

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.

#### **A.1 Approval of Agenda**

**Recommended** (Move, second)

THAT the agenda of February 21, 2024, be approved as circulated, including any items added to the agenda.

#### **A.2 Declaration of Conflict of Interest**

#### **A.3 Consent Agenda**

**Recommended** (Move, second)

With the adoption of the consent agenda, all recommendations found within previous committee reports or minutes and correspondence are received by the Board as noted. The consent agenda is not subject to discussion from the floor.

That the consent agenda of February 21, 2024, be adopted as circulated, less any items requested for separate review and discussion.

#### **A.4 Previous Minutes**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board minutes of January 17, 2024, 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 Oath of Confidentiality & Disclosure of External Commitments**

**Recommended** (Move, second)

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

### **C.2 SPL Board Committee Appointments**

**Recommended** (Move, second)

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

### **C.3 FMCL Front Door Mechanism Replacement – Ratification of Expenditure**

**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 expenditure of up to \$9,000 from the FMCL Maintenance Reserve to replace the front door locking and safety mechanisms.

### **C.4 ITS Multi-Year Spending Plan 2023-2027**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction; And, THAT the Saskatoon Public Library Board approves an allocation of \$207,000 in 2024 from the SPL IT Reserve fund to purchase technology to support SPL public service and operations.

### **C.5 Collections Spending Plan - 2024**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction; And, THAT the Saskatoon Public Library Board approves this allocation adjustment to the 2024 Collections Spending Plan as approved in November of 2023.

### **C.6 SPL Service to Saskatoon**

**Recommended** (Move, second)

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

## **D. Reports from the Board**

### **D.1 Chairperson Update**

## **E. Report from Administration**

### **E.1 Director of Libraries & CEO Report**

### **E.2 Variance Report – Period Ending December 31, 2023**

**Recommended** (Move, second)

**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, March 20, 2024, Rusty Macdonald Library, 225 Primrose Drive, Saskatoon, or at the call of the Chair.

**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** Consent Agenda  
**PREPARED BY:** Beth Côté, Interim Director of  
Libraries & CEO

**A. Recommendation**

With the adoption of the consent agenda, all recommendations found within previous Committee reports or minutes and correspondence are received by the Board as noted. The consent agenda is not subject to discussion from the floor.

That the consent agenda of February 21, 2024, be adopted as circulated, less any items requested for separate review and discussion.

**A.1 Correspondence**

	<b>Author</b>	<b>Subject</b>	<b>Recommendation</b>
A.1.1	Gregory Marchildon	Helpfulness of Local History Staff	FYI

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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**Rachel Landriault**

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**Subject:** FW: New submission from Message to the Board

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**From:** noreply@saskatoonlibrary.ca <noreply@saskatoonlibrary.ca>

**Sent:** Thursday, February 8, 2024 5:27 PM

**To:** Rachel Landriault <r.landriault@saskatoonlibrary.ca>

**Subject:** New submission from Message to the Board

**Warning:** This email originated from outside the organization. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious email to IT.

**Name**

Gregory Marchildon

**Email**

**Phone**

**Address**

**Subject**

Helpfulness of Local History Staff

**Message**


I just wanted the Board of Trustees to be aware of the superb assistance I received in accessing your extensive collection of historical photographs. You have built over time an incredible resource for all Canadians, not just residents of Saskatoon. In particular, I want to thank Dawn who I have never met but was extremely responsive and helpful with my email requests.

Gregory P. Marchildon

**Would you like to be contacted?**

No

**Consent**

 I understand the message I am sending becomes part of the public record, and is publicly available on the SPL website.

The Saskatoon Public Library Board met on Wednesday, January 17, 2024, in the Boardroom, Frances Morrison Central Library.

Present: Jim Siemens (Chair) Hilary Gough  
Markel Chernenkoff Colleen Norris  
Heather Kuttai Lindsay Brumwell  
Jasmin Carlton Carol Cooley, Director of Libraries & CEO  
Stacey Sirois Rachel Landriault (recorder)

Regrets:

Guests: Brad Bird, Director, Reconciliations  
Scott Gregor, Director, Finance & Administrative Services  
Amanda Lepage, Director, Collections & Service Infrastructure  
Janna Sampson, Director, Strategy & Communication  
Amanda Kondra, Director, Human Resources  
One member of the public

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J. Siemens, Chair, called the meeting to order at 4:12 p.m.

### **AGENDA**

Moved by H. Gough, seconded by J. Carlton, **THAT the agenda of January 17, 2024, 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.

### **Previous Minutes**

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board minutes of November 15, 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 Land Acknowledgement**

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. C. Cooley informed the Board that they recently

reviewed and updated their statement following consultations with the community and knowledge keepers.

B. Bird said he spoke with colleagues in the community and knowledge keepers about land acknowledgements and their role within reconciliation. Per his conversations, it is not necessarily an act of reconciliation. It acknowledges those who first inhabited the land where a meeting or gathering occurs. The guidelines serve to standardize acknowledgement throughout the organization and provide an opportunity to give some background information. It is an integral part of SPL's acknowledgement of the work it needs to do within reconciliation continuously. The document also guides the appropriate usage of land acknowledgements.

Regarding the Board's use of the statement, B. Bird felt it applicable at Board meetings. When public members attend meetings, it's an opportunity for them to hear it and acknowledge that they and the Board are on territory that Indigenous people traditionally inhabited and that SPL is committed to reconciliation.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

## **C.2 Board & Committee Activity Schedule 2024**

C. Cooley noted that the activity scheduled is based on the work the Board and Committees have done in previous years. It shows when specific work or discussions take place throughout the year. She highlighted that Committee assignments will take place in February, so there probably wouldn't be any work in January.

When asked about the committee's scheduled work, C. Cooley said the committee schedules meetings as needed. However, they could choose to develop their meeting schedule for the year if they wish to do so.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

## **C.3 Board Meeting Schedule 2024**

C. Cooley explained that the tentative meetings, highlighted yellow, are scheduled for the Board to address urgent matters and could be cancelled if they are not required.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approves the 2024 meeting dates as presented.**

## **C.4 SPL Policies**

C. Cooley noted that the report and list of SPL policies with Board oversight were created per the Board's request. The list identifies each policy's last approval and revision dates and their next review cycle. The Governance Committee has been very active in recent years, so many policies are on the same cycle. However, SPL may update policies outside their review cycle when required, such as when there are legislation changes.

The Board noted eight policies were up for review in 2025. She wondered if they could ask the Governance Committee to choose a couple of policies from the 2025 review cycle and prematurely review them in 2024 to distribute the work more evenly in the future.

C. Cooley agreed and suggested asking the Governance Committee to review the Violence-Free Workplace, Respectful Workplace and Harassment-Free Environment policies in 2024.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

#### **D. REPORTS FROM THE BOARD**

##### **D.1 Chairperson Updates**

No reports from the Chair.

#### **E. REPORTS FROM ADMINISTRATION**

##### **E.1 Director of Libraries & CEO Updates**

###### Security

C. Cooley reported that the Canadian Urban Library Council (CULC) finished their work on the security toolkit, so that Committee was disbanded. However, a different ongoing Committee, which B. Bird, SPL's Director of Reconciliation, is part of, will ensure the toolkit remains updated and that best practices are shared.

###### Period Products – Soroptimist International of Saskatoon

Soroptimist Western Canada International members created a menstrual equity program called "No Barriers. Period." to deal with period poverty. A representative of Soroptimist attended a meeting of the Executive Directors across Saskatoon to provide background information on the intent of their initiative. To date, SPL is the only organization participating in this pilot project by distributing menstrual hygiene products for free in its libraries. Since October 2023, SPL has distributed approximately 7,300 items, which accounts for nearly \$730 of the \$10,000 Soroptimist was able to raise to fund this project. However, the entire \$10,000 was expensed within six months. By providing better distribution statistics, SPL hopes Soroptimist can obtain more funding.

###### New Central Library (NCL) Construction Management Services Contract Award

SPL announced the NCL Construction Management Services Contract award to Ledcor this week. SPL, the design team and Ledcor held a two-day workshop on January 8 – 9, 2024, and met again today via Zoom. They scheduled three regular weekly meetings with different groups consisting of the same participants from the January workshop.

###### Accessible Saskatchewan Act

The Board requested more information about the accessibility plan to understand it better. They asked if it was an external-facing plan regarding the accessibility of SPL's services to the public and if SPL could advise the Board how it would be consulting around that.



C. Cooley said the accessibility framework will be internal and public-facing. SPL's HR and Facilities departments must look at measures. They are starting to work on a framework but haven't gotten to the point of deciding who they will consult with. She believes that for the built environment, they could turn to the NCL's Advisory Committee and the broader public.

#### Oral Storytelling Project

B. Bird noted that E. Arcand, W. Awasis and M. Gardypie each prepared a video, which captured the story of their lives before they were taken to residential school, what they experienced during those years at the school, and how it affected their lives and their families. It was an opportunity to share their story with future generations of children who might never be able to hear directly from a residential school survivor. It was challenging for them to share their experiences, but they were grateful to do it because they respect and trust SPL.

E. Arcand is known nationally for his advocacy work for other residential school survivors and for sharing his story.

The Board congratulated the team for successfully executing this work. The content of these initiatives makes a lot of sense for both the value it will bring to people who can access it later and SPL's specific role in being a place of knowledge and stories for the community.

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

Carried.

#### **E.2 Variance Report – Period Ending December 2023**

S. Gregor provided highlights of the non-audited projections to year-end. The numbers in this report were obtained on January 15, 2024. He expects to receive more information that will impact the final variance, which will be presented to the Board in February.

The projections to year-end as of October 31, 2023, showed a surplus of approximately \$470,000. As of December 31, 2023, that surplus increased to \$913,000. When investigating the new projections, S. Gregor discovered the following:

- The payroll cost estimates for CPP and EI, which cease sometime mid-year for many people, were calculated for the entire year. This accounts for \$191,000 of the additional surplus. They will adjust for the CPP and EI accordingly for future calculations.
- The projected tools and general equipment line item for Facilities of \$120,000 was not spent.
- SPL has no control over and doesn't receive information on the levy, supplemental tax, municipal service agreement, and tax abatements until the end of the year - \$76,000.
- Three other categories were underspent, totalling \$131,000.
  - There was a reduction in vacation accruals equalling \$70,000 because SPL has improved their management of employee vacation banks.
  - Marketing & Communications underspent its advertising budget by \$35,000.
  - Labour relations were underspent by \$27,000.

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C. Cooley reminded the Board that, at their November 15, 2023, meeting, they approved a motion to transfer any 2023 surplus to the IT Reserve, understanding that a portion of this reserve would be used for the NCL.

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

Carried.

#### **IN-CAMERA SESSION**

Moved by H. Gough, seconded by L. Brumwell, **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 4:44 p.m.

Board moved into public session 7:03 p.m.

#### **ADJOURNMENT**

Moved by L. Brumwell, **THAT the Saskatoon Public Library Board does now adjourn at 7:05 p.m. to meet again on February 21, 2024, in the Boardroom, Frances Morrison Central Library, or at the call of the Chair.**

Carried.

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**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** Oath of Confidentiality and  
Disclosure of External  
Commitments  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

#### **B. Background**

The Board Resolution on Conflict of Interest and Conflict of Commitment states that no less than annually, an opportunity would be provided for Board members to update their declaration with any new information that is relevant.

The Board Resolution on Member Rights and Responsibilities states that members of the Board are expected to maintain the confidentiality of information received by them in their capacity as Board members, and to sign the Oath of Confidentiality annually.

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #4 – Maximize the Community's Investment

#### **D. Budget Impact**

No impact.

#### **E. Attached**

1. Board Resolution on Member Rights and Responsibility
2. Oath of Confidentiality Form
3. Disclosure of External Commitments

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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<b>BOARD RESOLUTION</b>
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<b>Title:</b>	<i>Board Member Rights and Responsibilities</i>
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<b>Category</b>	<i>Board Culture and Performance</i>
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<b>Date Approved:</b>	September 21, 2016
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<b>Date Revised:</b>	
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### Purpose

This resolution provides guidance to the Board on the rights and responsibilities of Board members.

### Principles

- The Board has final authority under *the Saskatchewan Libraries Act* for the management and control of the Saskatoon Public Library.
- Under the Bylaws, Board members are trustees of a valuable public resource, with responsibility for effective oversight and advocacy.
- Board members should conduct themselves in all of their Board-related activity with the highest ethical standards, and promote a culture of trust and respect among Board members.
- Board members are legally obliged to uphold the duties that come with participation on a Board, including fiduciary duty, the duty of loyalty, the duty of care, and Board solidarity.

### Definitions

*Fiduciary Duty:* The requirement that Board members, when exercising their powers as Board members, act honestly and in good faith with a view to the organization's best interests.

*Duty of loyalty:* The requirement that Board members must not place their own interest in conflict with those of the organization.

*Duty of Care:* The requirement that Board members exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

*Board Solidarity:* The requirement that individuals who serve on a Board speak with one voice and must support the decisions of the Board in their public statements and actions.

## **Policy Statement**

1. Board members of the Saskatoon Public Library accept the following responsibilities:

- To support the mission and aims of the Library, and adhere to the bylaws and resolutions of the Board;
- To fulfil their role as a Board member, without remuneration, as described in *The Public Libraries Act, 1996*;
- To understand that the Board's role is one of policy making and oversight, and not management;
- To regularly attend regular and special meetings of the Board as required by the Bylaws, to come fully prepared for all meetings, and to participate actively in the Board's deliberations;
- To commit the time needed to attend and participate in regular and special Board and committee meetings as required by the Bylaws, and to come fully prepared for all meetings;
- To attend and participate in Board training and development sessions, and to seek additional training and information if needed to enhance their effectiveness as a Board member and their understanding of trends and issues facing the library;
- To recruit, assess, strengthen and support the CEO;
- To act as advocates and champions for the Saskatoon Public Library, seeking to understand the educational, cultural, social, recreational and informational needs of the community, and the library's role in meeting those needs, and promoting where possible legislation that promotes and extends library service;
- To be open-minded and respectful of the opinions of others, and to respect and support all decisions made by the Board as a decision of the whole;
- To bring diligence, creativity, decisiveness, tolerance and an appreciation for diversity to their role;
- To adhere to the City of Saskatoon's Code of Conduct for members of civic Boards;
- To conduct themselves so as to avoid a conflict of interest or commitment, or the appearance of such conflicts, as required by the bylaws; and
- To maintain the confidentiality of information received by them in their capacity as Board members, and to sign the Oath of Confidentiality at the January Board meeting.

2. Service as a Board member also carries with it the following rights:

- To participate in the discussions and decisions of the Board, subject to any conflict of interest;
- To request a recorded vote, a vote by a show of hands, or a vote by secret ballot;

- To abstain from any vote;
  - To be reimbursed for reasonable expenses incurred in the carrying out of duties as a Board member; and
  - To use library equipment (i.e., photocopiers, telephone, FAX and/or courier services), free of charge, in the course of performing Board-related activities or committee work.
3. Service as a Board member does not carry the following rights or privileges:
- a) To influence hiring or promotion decisions, or to provide individual direction to staff or to be involved in staff performance issues except as explicitly set forth in policy;
  - b) To provide direction to the CEO, or to take individual action regarding the performance of the CEO, except through the Board chair;
  - c) To speak on behalf of the Board without authorization from the Board;
  - d) To raise operational issues at the Board table; or to suggest, by their words or actions outside the Board room that they are at odds with the Board on which they serve or that they do not support the collective decision of the Board.

#### **Related Policies and Procedures**

- City of Saskatoon Code of Conduct for Members of Civic Boards
- Oath of Confidentiality
- Board Resolution on Reimbursement of Board Member Expenses
- Board Resolution on Protocols for Board Communication
- Board Resolution on Conflict of Interest and Conflict of Commitment

#### **Review Cycle**

At a minimum every three years.



## OATH OF CONFIDENTIALITY

All members of The Saskatoon Public Library Board are subject to the provisions of the *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees*. Section 22 of the Code of Conduct states:

Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of such Civic Board, Commission, Authority or Committee. Information which is confidential, proprietary to the Civic Board, Commission, Authority or Committee or the City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.

As a member of the Saskatoon Public Library Board, I agree to abide by the requirement for confidentiality.

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Date

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Name (Print)

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Signature



***DISCLOSURE OF EXTERNAL COMMITMENTS***

I, \_\_\_\_\_, hereby declare that in addition to my role as Board member of the Saskatoon Public Library, I have the following commitments:

1. *Entities (including the Saskatoon Public Library) by whom I or persons closely connected to me are employed or have contracts, or which are owned by my family, and/or which may have or seek a partnership or business relationships with SPL:*

2. *Other organizations/corporations of which I or persons closely connected to me are officers or directors or major shareholders, and which may have or seek a partnership or business relationship with SPL:*

3. *Connection(s) with elected officials and/or candidates seeking elected office:*

4. *Other affiliations or commitments that may give rise to a real or perceived conflict of interest:*

I hereby certify that the information provided above is true and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** Committee Appointments  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

#### **B. Background**

The Board reviews committee assignments each year and adjusts its membership as required.

For reference, the following Board members formed the 2023 Committee memberships:

1. Governance Committee
  - Hilary Gough
  - Markel Chernenkoff
  - Jasmin Carlton
2. Personnel and Nominations Committee
  - Heather Kuttai
  - Jim Siemens
  - Colleen Norris

#### **C. The Saskatoon Public Library' Strategic Plan**

Goal #5: Maximize the Community's Investment

#### **D. Budget Impact**

N/A

#### **E. Attached**

1. Terms of Reference - Governance Committee
2. Terms of Reference - Personnel & Nominations Committee

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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<b>Committee:</b>	<i>Governance Committee</i>
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<b>Type of Committee:</b>	<i>Standing Committee</i>
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<b>Date Approved:</b>	January 20, 2016
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<b>Date Revised:</b>	November 20, 2019
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### Purpose

The Governance Committee exists to assist the Board in developing and maintaining effective governance documents and processes.

### Membership, chair and secretary

The committee will consist of no fewer than 3 Board members, to be appointed annually by the full Board.

The vice chair of the Board will normally chair the committee.

The chair of the Board is a voting member, *ex officio*, in accordance with the Bylaws.

The CEO is secretary to the committee (non-voting) in accordance with the Act.

### Meetings

The committee will meet at least 2 times per year, and at the call of the committee chair or at the request of the CEO or of any member.

Meetings are held in closed session. Board members who are not members of the committee may attend with voice but no vote. At the discretion of the committee, resource officers and external consultants may be invited to attend and to assist in the discussion and consideration of matters before the committee.

In accordance with the Bylaws, quorum is 2 members. The Board chair, as an *ex officio* member, may be counted for the purpose of quorum.

### Accountabilities and Responsibilities

1. To review the SPL Board's bylaws, committee structure, committee terms of reference, and governance resolutions on a regular basis, to ensure that they are current, relevant, and reflective of sound governance practices, and to recommend any proposed changes to the Board for approval.

2. To develop a succession plan and role descriptions for the chair and vice chair and to develop role descriptions for committee chairs.
3. To identify and/or create opportunities for Board education and development that include:
  - a. reinforcement of expectations for Board member conduct and responsibility;
  - b. opportunities for strategic planning, generative thinking and risk identification;
  - c. education on current trends and developments relating to Saskatoon Public Libraries and to public libraries in general.
4. To develop a process for the annual self-evaluation of the Board, and to ensure the process is carried out and the results communicated to the Board.
5. To develop, in consultation with the CEO and the Board, a process for strategic planning for the library that engages the library's staff, Board and stakeholders.

#### **Related policies and documents**

- City of Saskatoon Council Policy on *Appointments to Civic Boards, Commissions, Authorities and Committees* and related procedures.
- The following Board Governance Resolutions:
  - Role and procedures for selection of the Board chair and vice chair\*
  - Board self-evaluation and peer evaluation procedures\*
  - Board agenda and use of the consent agenda

\* to be determined



### BOARD COMMITTEE TERMS OF REFERENCE

**Committee:** *Personnel and Nominations Committee*

**Type of Committee:** *Standing Committee*

**Date Approved:** November 16, 2016

**Date Revised:** November 20, 2019

#### Purpose

The Board and its committees do not involve themselves directly in management of Library's employees (except the Director of Libraries and Chief Executive Officer, hereafter "the CEO"). Rather, the Board exercises oversight, ensuring that appropriate, effective and current policies, processes and plans are in place to guide the CEO's management of the human resources of the Library. The Personnel and Nominations Committee has also been charged with responsibility for evaluation and emergency succession procedures for the position of CEO in addition to evaluation, recruitment, nomination and orientation of new Board members.

The Personnel and Nominations Committee exists to assist the Board in this oversight role, and to recommend any new or revised policies for approval.

#### Membership, chair and secretary

The committee will consist of no fewer than 3 Board members, to be appointed annually by the full Board on the recommendation of the Governance Committee. The chair of the Board is a regular voting member of the committee and will normally serve as its chair.

The CEO is secretary to the committee (non-voting) in accordance with the Act.

#### Meetings

The committee will meet at least 2 times per year, and at the call of the committee chair or at the request of the CEO or of any member.

Meetings are held in closed session. Board members who are not members of the committee may attend with voice but no vote. At the discretion of the committee, resource officers and external consultants may be invited to attend and to assist in the discussion and consideration of matters before the committee.

In accordance with the Bylaws, quorum is 2 members. The Board chair, as an *ex officio* member, may be counted for the purpose of quorum.

## **Accountabilities and Responsibilities**

### *Policy and Procedure Development*

1. To review and make recommendations to the Board through the Governance Committee regarding development of and revisions to human resource policies including, but not limited to, policies concerning employee recruitment, orientation and ongoing training, performance review, compensation and benefits, workplace harassment, vacation and leave provisions, and succession planning.
2. To make recommendations to the Board concerning the adoption or revision of policies related to the health and safety of employees, including the policy on workplace violence, and to review, revise and approve the workplace violence program in consultation with the Library's Occupational Health and Safety Committee.
3. To ensure that salary ranges and benefits recommended to the Board for approval are competitive.
4. To develop procedures for the regular evaluation of the CEO.
5. To develop procedures for emergency succession planning for the senior leadership of the library.

### *Planning*

6. To exercise oversight in the development of human resources plan and other related plans and programs that will assist in achieving the Library's strategic objectives, including its objectives for a diverse and representative workforce.

### *Advice and Oversight*

7. To provide advice and support to the CEO on human resource issues that the CEO may bring to the committee, including Collective Bargaining.
8. To receive reports concerning senior staff appointments, suspension or removal of employees, and concerning legal action or investigation relating to the Library's role as employer.
9. To receive reports about the Library's compliance with statutes and regulations that govern such matters as environmental protection, intellectual property, privacy, and occupational health and safety, and to identify and bring to the attention of the Board any perceived risks.

### *Board/Committee Liaison*

10. To provide leadership to the Board in understanding the human resource policies, collective agreements, and employment contracts to which the Board is a signatory.
11. To protect the confidentiality of matters before the committee, in accordance with legislation and with due regard for the privacy of employees and patrons.
12. To report to the next regular meeting of the Board after each meeting of the committee.
13. To review the committee's terms of reference every three years at a minimum, and to make recommendations for any change to the Governance Committee.
14. To review the CEO's position profile on a regular basis and make recommendations to the Board for any changes.
15. To perform such other functions as the Board may assign.

### *Board Recruitment*

16. To maintain a matrix of the skills, strengths and diversity that the Board as a whole should have, and to identify potential candidates to apply to serve on the Board.
17. To identify the desired attributes of new appointments based on the matrix of skills, strengths and diversity, and provide this input to Council.
18. To receive applications from the City Clerk's office and undertake a formal review of candidates including interviewing shortlisted candidates.
19. To make recommendations to the Board based on the formal review and to submit Board's approved recommendations to the City Clerk's office for Council's consideration.
20. To provide a comprehensive orientation to new members of the Board.

### **Related policies and documents**

- Collective agreement between SPL Board and CUPE Local 2669
- The Local Authority Freedom of Information and Protection of Privacy Act
- SPL handbook of Administrative Practices\*
- Board member orientation, education and development\*
- Board skills, strengths and diversity matrix\*
- The following Board Governance Resolutions:
  - CEO Position Profile
  - CEO Evaluation and Emergency Succession Planning

\*in progress



**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** Ratification – FMCL Door  
Mechanism Replacement  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

And

THAT the Saskatoon Public Library Board approves the expenditure of up to \$9,000 from the FMCL Maintenance Reserve to replace the front door locking and safety mechanisms.

#### **B. Background**

The Frances Morrison Central Library entrance features four full-length reinforced glass doors, each secured by a vertical rod locking mechanism and push bar to exit. In January, we discovered that the door lock and safety mechanism are worn and require immediate replacement to ensure continued security. SPL has been securing the doors with a chain and padlock from the inside to prevent unauthorized entry.

As door locks are a critical security measure and would take several weeks to be delivered, new lock and safety mechanisms were immediately ordered.

The unencumbered balance of the FMCL Maintenance Reserve is \$4,182,800

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #5 – Maximize the Community's Investment.

- Support a healthy and safe workplace.

#### **D. Budget Impact**

Up to \$9,000 from the FMCL Maintenance Reserve.

#### **E. Attached**

1. FMCL Front Door Mechanism Replacement Report

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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# REPORT

**France Morrison**

## **Front Door Mechanism Replacement**

**C.3 - FMCL Front Door  
Mechanism Replacement -  
Ratification**

Report To: Beth Côté / Interim Director of Libraries & CEO

Date: 2024-02-12

Prepared By: Amanda D. Lepage / Director, Collections & Service Infrastructure  
Brad Koehn / Senior Manager, Facility Services

### **A. Recommendations**

That SPL allocates up to \$9,000.00 from the Frances Morrison Maintenance Reserve to replace the front door locking and safety mechanisms.

### **B. Background**

The entrance at Frances Morrison Central Library features four full-length reinforced glass doors each secured by a vertical rod locking mechanism and push bar to exit. In January it was discovered that, if the doors were pushed repeatedly and firmly from the exterior, the lock would disengage enough to allow entry even if the mechanism was fully locked. A contractor has identified that the lock and safety mechanisms are worn and require replacement.

As door locks are a critical security measure and would take several weeks to be delivered, new lock and safety mechanisms were immediately ordered. Since then, SPL security has been securing the doors with a chain and padlock from the inside to prevent unauthorized entry. It is expected that the parts will arrive and repair scheduled in February. Replacement of the locking mechanism includes:

1. Replacement parts for four locks and emergency exit mechanisms;
2. Installation service call;
3. Adjustment of security door sensors;
4. 15% contingency

### **C. Alignment with Strategic Plan**

Goal #5: Maximize the Community's Investment

Objective: Support a healthy and safe workspace

### **D. Budget Impact**

Budget item	Dollar Amount
Replacement Parts (4 doors)	\$6,010
Installation	\$960
Alarm Sensor Adjustment Service Call	\$350
Tax	\$440
Contingency 15%	\$1,164
<b>Total Project Budget</b>	<b>\$8,924.00</b>





**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** ITS Multi-Year Spending Plan  
2023-2027  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

AND

THAT the Saskatoon Public Library Board approves an allocation of \$207,000 in 2024 from the SPL IT Reserve fund to purchase technology to support SPL public service and operations.

#### **B. Background**

As part of the ongoing 2023-2027 ITS Multi-Year Spending Plan, this request for approval covers spending for the planned upgrades to existing equipment as detailed in the report.

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #5 – Maximize the Community's Investment

#### **D. Budget Impact**

\$207,000 from the SPL IT Reserve for 2024 spending.

#### **E. Attached**

1. Report: ITS Multi-Year Spending Plan 2023-2027

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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# REPORT

## ITS Multi-Year Spending Plan 2023-2027

Report To: Beth Côté, / Interim Director of Libraries & CEO

Date: 2024-02-08

Prepared By: Amanda Lepage / Director, Collections & Service Infrastructure

Greg Ives / Senior Manager, Information Technology

### A. Recommendation

That SPL allocates \$207,000 in 2024 from the SPL IT Reserve budget to purchase technology to support SPL public service and operations.

### B. Background

SPL prioritizes continued development of technology services for patrons and modernization of existing infrastructure. The IT budget balances both elements by providing enough resources to remain responsive to community's technology needs while ensuring efficient operation of existing services.

The IT budget is monitored by the Senior Manager, Information and Technology, and reviewed regularly with the CEO, the Director, Collections & Service Infrastructure, and the Director, Finance.

#### **SPL's Evergreening Schedule**

IT Evergreening emphasizes making manageable, planned incremental updates to hardware and software on a predefined schedule, rather than undertaking significant large-scale purchases or software migrations. Every piece of equipment is kept within warranty or lease and is assessed and refreshed on a predictable timeline. In evergreening, the schedule for replacing IT equipment is always a guideline. If equipment is in good working condition and is not at imminent end of life, scheduled replacement for that unit will be deferred and reassessed the following year.

#### **Other Projects Funded From IT Reserve**

Some purchases happen occasionally that fall outside of the 5-year projection or are in support of strategic priorities. In order to support opportunities that arise requiring small unplanned reserve purchases, and to replace "large ticket" equipment or priorities that unexpectedly emerge, additional special requests for IT reserve funds will be brought to the board for approval.

#### **Strategic Multi-Year Technology Planning**

Long term strategic planning for resource use is essential to ensure SPL continues offering effective technology solutions to public service and internal operations. Last year, a high-level overview of SPL IT expenses was proposed for resource planning and decision making. The 2023 and 2024 Spending Plans were based on this 5-year overview.

This 5-year overview is currently under review to ensure it considers all critical factors necessary for strategic technology planning, and accounts for critical events in SPL's future. A revised multi-

year plan is expected to be presented to the SPL Library Board along with the 2025 Spending Plan in late 2024.

## C. 2023 Spending Plan Update

### 2023 Spending Still In Progress

Last year, the SPL Library Board approved a request for \$251,000 to fund the 2023 Spending Plan. Due to procurement challenges and supply chain delays, several projects within the 2023 plan are still in progress and are expected to be completed within the next 6 months. These funds are operated as a separate project and do not impact the need to fund a 2024 Spending Plan.

## D. 2024 Spending Plan Request

The 2024 IT Spending Plan was developed based a high level 5-year plan for strategic evergreening purchases. Equipment lifecycle can sometimes be extended, and in the right circumstances, this allows flexibility to participate in advantageous purchasing opportunities offered by vendors. Regardless of opportunity, all IT operating and reserve expenses are driven by SPL's organizational need and strategic goals.

### Recommended 2024 IT Spending Plan

Item	Qty	Price	2024	2023 (for reference)
IT Infrastructure - Server Room: Includes UPS (Uninterruptible Power Supply), data storage devices, servers, switches, routers, firewall			\$2,000	\$19,700
IT Infrastructure - Branches: includes switches, routers, access points			\$80,000	\$90,000
Monitors - public	0	\$250	-	\$4,200
Monitors - employee	40	\$250	\$10,000	\$12,600
Desktop Computers - employees	30	\$1,000	\$30,000	\$33,000
Laptop Computers - employees	25	\$1,400	\$35,000	\$35,000
Desktop Computers - public	0	\$886	-	\$29,300
Laptop Computers - public	5	\$1,000	\$5,000	\$15,000
Gaming Console Refresh - Round Prairie, Rusty Macdonald	0	\$600	-	\$4,800
Self Checkout Machine	2	\$8,000	\$16,000	\$7,000
Digital Displays	1	\$2,000	\$2,000	-
<b>Total Reserve Expense Requested</b>			<b>\$180,000</b>	
15% Contingency (Price stabilization and/or emergency replacements)			\$27,000	-
<b>Total Reserve Expense Requested</b>			<b>\$207,000</b>	<b>\$250,600</b>



**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** 2024 Collections Spending Plan  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

AND

THAT the Saskatoon Public Library Board approves this allocation adjustment to the 2024 Collections Spending Plan as approved in November of 2023.

#### **B. Background**

In November of 2023, the Saskatoon Public Library Board received the 2024 Collections Spending Plan.

Adjustments to the spending plan are recommended for approval in order to reallocate spending to re-establish the loanable and in-house use video game collections and adjust for increased demand and costs in print and electronic collections.

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #1 – Inspire Community Learning  
Goal #5 – Maximize the Community's Investment

#### **D. Budget Impact**

Overall budget remains the same.

#### **E. Attached**

1. Report: 2024 Collections Spending Plan

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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# REPORT

## 2024 Collections Spending Plan

Report To: Beth Côté / Interim Director of Libraries & CEO

Date: 2024-02-08

Prepared By: Amanda Lepage / Director, Collections & Service Infrastructure

Karen Jensen / Senior Manager, Collections

### A. Recommendation

That SPL makes the following adjustments to the 2024 Collections Spending Plan:

- Decrease Audiovisual Materials Spending by \$40,000
- Increase Print Materials Spending by \$17,000
- Increase Periodical Materials Spending by \$3,000
- Increase Electronic Materials Spending by \$20,000

### B. Overview

#### **Borrowing Trends and Format Demand**

Although circulation of print books at SPL has recovered to 96% of pre-pandemic levels, demand for AV materials, however, is still only at 53%. National library trends indicate use and availability of AV materials (such as CDs, DVDs, and physical audiobooks) is declining, possibly due to availability and popularity of streaming services.

SPL's Digital Library (<https://saskatoonlibrary.ca/collections/digital/>) use increased dramatically during the pandemic and remains strong. Digital Library use is up 43% over 2019, dominated by Overdrive use. Circulation of eBooks and eAudiobooks on Overdrive is up 300% since 2019. An increased budget is required to ensure SPL's digital collection meets community needs during this time of format migration.

To keep up with inflation and continue meeting user demand for a diverse range of titles, while also minimizing the need for items to be shipped from outside Saskatoon, the Print project budget requires an increase.

The Increase to Print and Electronic budgets can be offset by decreasing the Audio-visual budget. Circulation of AV materials remains low as so much content is moving to digital streaming formats.

#### **Planning for Flexibility to Address Strategic Priorities and Meet Community Need**

In 2024, we will continue to prioritize Indigenous content, characters, and creators in our selection, and track spending on items for the Indigenous collection to create benchmarks for future spending goals.

In 2023, budget was set aside for "Initiative Planning" to support unforeseen needs and opportunities that arise throughout the year. In 2023 the Initiative Planning budget allowed opportunities to support the following projects: Rainbowish Book Club, Discovery Passes, Microfilm Star Phoenix, unexpected shipping costs on Indigenous books ordered from a special publisher, and additional Book Club In A Bag collection development for high-demand titles. Leftover Initiative Planning funds were used to purchase additional patron requests.

SPL's Request-A-Title service continues to provide an essential conduit to listen for and respond to community need. Performance of the 363 patron requests purchased in 2022 was tracked, and it was found that 87% demonstrated frequent circulation beyond the original request. These are often more niche titles that can sometimes prove to have broader interest amongst SPL patrons once they are visible as part of our collection. Increased budgets in Print and Electronic categories will also allow purchasing additional copies of titles with long SPL hold lists, and items SPL patrons frequently request from SILS locations.

SPL is hearing strong, continuous feedback from the community that discontinuing the video game collection has had a widespread, negative impact. Although previous losses were significant in this collection, the SPL team is confident that successful reinstatement of video game lending can be achieved by making small changes to processes and practices to minimize loss. Reinvesting in the video game collection will provide value to our collection and allow SPL to reinstate a much-loved lending service. Since we have not purchased video games for 12 months, there will be some gaps in our collection; however, that can be remedied over time.

#### **Recommended Changes to Collection Spending Plan in 2024**

<b>Capital Project</b>	<b>2024 approved (in November 2023)</b>	<b>2024 recommended (if approved)</b>
<b>Audiovisual 2024</b> GL 622300 WBS P.01760.03.004	<b>\$500,000</b>	<b>\$460,000</b>
<b>Print 2024</b> GL 622300 WBS P.01760.01.004	<b>\$1,096,600</b>	<b>\$1,113,600</b>
<b>Serials 2024</b> GL 622300 WBS P.01760.02.004	<b>\$76,000</b>	<b>\$79,000</b>
<b>Electronic Data 2024</b> GL 622303 WBS P.01760.04.003	<b>\$850,000</b>	<b>\$870,000</b>
<b>Transfer to NCL Reserve 2024</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>TOTAL</b>	<b>\$2,672,600</b>	<b>\$2,672,600</b>

## Budget Allocations 2024

Collection	Budget amount	Change from 2023	Notes
<b>Audiovisual Materials</b>	<b>\$460,000</b>	<b>- \$40,000</b>	Reallocations to Print, Serials and Electronic Resources (if approved)
CDs	\$10,800	- \$1,000	Adjustment to reflect 2023 actual spending, which fully met demand.
Spoken Word	\$58,500	- \$22,300	Decrease to Read-Along budget (2023 we had increased spending to develop that collection)
DVDs	\$180,000	- \$54,600	DVD circulation continues to be low. Library trends indicate significant reduction of content available to purchase, likely due to popularity of streaming services.
Initiative Planning	\$7,000	- \$3,000	To support unforeseen needs that arise throughout the year: new formats, collection gaps, etc.
Patron Requests	\$5,000	- \$5,000	Purchases in response to the Recommend A Title submissions, adjusted based on actual 2023 spending in 2023. We often can't buy the items requested (not available for purchase)
Patron Holds	\$14,000	- \$3,000	Purchases in response to SPL patron holds lists. Adjusted based on actual 2023 spending.
STEAM Kits	\$18,000	- \$2,000	Actual 2023 spending was lower, but budget should be maintained in case it is needed to replace broken kits or new opportunities arise.
Local History AV	\$500	No change	
Video Games	\$70,000	New Line	To re-develop the video game collection
Video Game Rooms	\$5,000	New Line	To buy games and content subscriptions for SPL in-house video consoles.
Cataloguing/Processing	\$65,000	-\$15,000	Decrease reflects overall AV budget decrease
Shipping	\$1,200	- \$1,100	Decrease reflects overall AV budget decrease
PST	\$25,000	-\$5,000	Decrease reflects overall AV budget decrease

Collection	Budget amount	Change from 2023	Notes
<b>Print</b>	<b>\$1,113,600</b>	<b>+ \$22,000</b>	Reallocation from AV (if approved) Meeting increasing demands for print materials require additional resources.
Adult Fiction	\$215,500	+ \$22,000	A larger adult fiction budget will allow us to order a fuller range of upcoming titles.
Adult Non-Fiction	\$185,000	No change	
Hot Title Books	\$72,000	- \$2,700	Reflects 2023 actual spending.
French Books	\$16,000	No change	
Large Print	\$53,000	- \$1,000	Small adjustment to divert resources to fulfil title-specific holds.
Juvenile Books	\$260,500	- \$4,000	Reduction to Beginning Readers. In past 2 years, we had increased spending to fill gaps in this collection.
YA Books	\$43,500	-\$1,000	Small adjustment to divert resources to fulfil title-specific holds.
Initiative Planning	\$4,000	- \$8,700	Reflects 2023 actual spending, but some resources are needed for opportunities that may arise.
Patron Requests	\$19,000	+ \$4,000	Purchases in response to the Recommend A Title submissions. The requested budget increase will fund this line to better meet patron needs.
Patron Holds	\$30,000	No change	Purchases in response to SPL patron holds lists, to reduce wait times.
Programming materials	\$6,000	No change	Materials for growing in-house collection to support program delivery.
Local History materials	\$4,100	+ \$2,100	Books selected by Special Collections Librarian. Increase is to cover Star Phoenix microfilm
Book Club In A Bag (BCIB)	\$6,000	+ \$5,000	Increase reflects actual spending in 2023. Previously we repurposed old Hot Titles for BCIB once demand dies down. In 2023 we better served patron needs by creating kits of titles while they were still in high demand.
Shipping	\$2,000	+ \$1,300	Increase commensurate with overall Print budget increase
Cataloguing/Processing	\$192,000	+\$5,000	Increase commensurate with overall Print budget increase



<b>Collection</b>	<b>Budget amount</b>	<b>Difference from 2023</b>	<b>Notes</b>
<b>Serials</b>	<b>\$79,000</b>	+ \$5,000	Reallocation from AV (if approved)
EBSCO	\$51,000	+ \$7,000	Increase to match 2023 actual spending
Publisher Direct	\$21,000	+ \$1,000	Increase to match 2023 actual spending
Adult Special Interest Magazines	\$7,000	- \$3,000	Libraries reported receiving more special magazines than could be accommodated or circulated during their season.

<b>Collection</b>	<b>Budget amount</b>	<b>Difference from 2023</b>	<b>Notes</b>
<b>Electronic Data</b>	<b>\$870,000</b>	+ \$20,000	Reallocation from AV (if approved)
HOOPLA	\$70,000	-\$14,000	Reduction to align with 2023 actual usage.
Overdrive	\$520,000	+\$34,000	Increased allocation to meet increasing SPL patron demand and reduce hold lists.
Miscellaneous Electronic (all annual subscriptions)	\$280,000	No change	This pays for all digital library resources other than Hoopla and Overdrive

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**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** February 21, 2024  
**SUBJECT:** SPL Service to Saskatoon  
**PREPARED BY:** B. Côté

#### **A. Recommendations**

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

#### **B. Background**

SPL provides library services to Saskatoon residents in a number of categories across the City of Saskatoon. As part of our community-inspired approach to service, SPL continues to examine how services compare to existing neighbourhood needs and library patron use patterns and identified City growth trends.

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #1 – Inspire Community Learning  
Goal #2 – Improve the Quality of Life for All Residents  
Goal #5 – Maximize the Community's Investment

#### **D. Budget Impact**

N/A

#### **E. Attached**

1. SPL Service to the Community Report
2. SPL Service to the Community by Location

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO

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# REPORT

## SPL Service to Saskatoon

Report To: Beth Côté / Interim Director of Libraries & CEO

Date: 2024-02-13

Prepared By: Amanda D. Lepage / Director, Collections & Service Infrastructure

### A. Recommendations

To receive this report for information.

### B. Report Background

Saskatoon Public Library prepares a variety of internal reports that are shared with the Library Board and the public every year. However, a full review of SPL branches, services, and usage has not been presented to the current Library Board. This overview outlines the variety of services provided at each of the nine library locations across Saskatoon and includes library facility details.

### C. Current Service to the Community

The Saskatoon Public Library has nine locations, serving a population of 290,750 (*City of Saskatoon Growth Monitoring Report Nov 2023*). In 2023 SPL had 151,743 registered patrons, 52% of the estimated 2023 population of Saskatoon. The branches and amenities are:

<b>Alice Turner</b>  <b>110 Nelson Rd</b>  <b>14,000 sq. ft.</b>  Opened in 1998. Expanded in 2011.	<b>Public Rooms</b> Auditorium (95) Meeting Room (60) Story Room (65)	<b>Seating &amp; Workspaces</b> 24 Soft Seating 31 Chairs 12 Tables & Booths 6 Study Carrels	<b>Technology</b> 5 Public Printers/Copiers 14 Public Computers 6 WiFi Access Points 6 Digital Displays 2 Quick Check Kiosks
	<b>Exterior:</b> External book drop (room), bike rack, 15 employee parking spots, 50 public parking spots, greenspace.		
<b>Caryle King</b>  <b>3130 Laurier Dr.</b>  <b>8,814 sq. ft.</b>  Opened in 1979. Refreshed in 2015.	<b>Public Rooms</b> Meeting Room (26) Story Room (23)	<b>Seating &amp; Workspaces</b> 17 Soft Seating 12 Chairs 3 Tables & Booths 0 Study Carrels	<b>Technology</b> 1 Public Printer/Copier 18 Public Computers 4 WiFi Access Points 4 Digital Displays 2 Quick Check Kiosks 1 Holds Locker 4 Security Cameras
	<b>Exterior:</b> External book drop (bin), bike rack, 5 employee parking spots, public parking in Civic Centre lot, greenspace.		

<b>Cliff Wright</b>	<b>Public Rooms</b> Auditorium (147) Meeting Room (48) Story Room (50)	<b>Seating &amp; Workspaces</b> 5 Soft Seating 42 Chairs 9 Tables & Booths 5 Study Carrels	<b>Technology</b> 5 Soft Seating 42 Chairs 9 Tables & Booths 5 Study Carrels
<b>1635 McKercher Dr</b> <b>14,000 sq. ft.</b>  Opened in 1989.	<b>Exterior:</b> External book drop (bin), bike rack, 11 employee parking spots, public parking in Civic Centre lot, greenspace.		
<b>Dr. Freda Ahenakew</b>	<b>Public Rooms</b> Meeting Room (35) Study Room (10)	<b>Seating &amp; Workspaces</b> 0 Soft Seating 6 Chairs 3 Tables & Booths 1 Study Carrels	<b>Technology</b> 1 Public Printer/Copier 16 Public Computers 2 WiFi Access Points 4 Digital Displays 4 Security Cameras
<b>100-219 Ave K S.</b> <b>5,005 sq. ft.</b>  Opened in 2009.	<b>Exterior:</b> External book drop (room), bike rack, 2 employee parking spots, 5 public parking spots in shared lot.		
<b>Frances Morrison</b>	<b>Public Rooms</b> Theatre (192) Meeting Room (120) Pooh Corner (80) Gallery (80) Computer Room (18) Innovation Lab (6)	<b>Seating &amp; Workspaces</b> 41 Soft Seating 143 Chairs 36 Tables & Booths 6 Study Carrels	<b>Technology</b> 41 Soft Seating 143 Chairs 36 Tables & Booths 6 Study Carrels
<b>311 23<sup>rd</sup> St East</b> <b>80,000 sq. ft.</b>  Opened in 1966. Renovation dates?	<b>Exterior:</b> External book drop (bin), bike rack, 8 reservable employee parking spots, public parking on street or in paid lots.		
<b>J.S. Wood</b>	<b>Public Rooms</b> Auditorium (70) Matthew Haultain (20)	<b>Seating &amp; Workspaces</b> 16 Soft Seating 14 Chairs 4 Tables & Booths	<b>Technology</b> 1 Public Printer/Copier 5 Public Computers 3 WiFi Access Points 3 Digital Displays 2 Quick Check Kiosks
<b>1801 Lansdowne Ave</b> <b>9,680 sq. ft.</b>  Opened in 1961. Refreshed in 2017 (upstairs) and 2020 (downstairs).	<b>Exterior:</b> External book drop (bin), bike rack, 8 employee parking spots, 34 public parking spots in shared lot, greenspace.		
<b>Mayfair</b>	<b>Public Rooms</b> Community Room (42)	<b>Seating &amp; Workspaces</b> 4 Soft Seating 4 Chairs 2 Tables & Booths	<b>Technology</b> 1 Public Printer/Copier 9 Public Computers 2 WiFi Access Points 1 Digital Display
<b>602 33<sup>rd</sup> St W</b> <b>3,940 sq. ft.</b>  Opened in 1991.	<b>Exterior:</b> External book drop (bin), bike rack, 3 employee parking spots, public parking on street.		

<b>Round Prairie</b>	<b>Public Rooms</b>	<b>Seating &amp; Workspaces</b>	<b>Technology</b>
<b>170 250 Hunter Rd</b> <b>8,815 sq. ft.</b> Opened in 2016.	Meeting Room (60) Innovation Lab (6) Video Game Room (8)	16 Soft Seating 32 Chairs 9 Tables & Booths 5 Study Carrels	1 Public Printer/Copier 14 Public Computers 3 WiFi Access Points 4 Digital Displays 2 Quick Check Kiosks
	<b>Exterior:</b> External book drop (room), bike rack, 5 employee parking spots, 20 public parking spots in shared lot.		

<b>Rusty Macdonald</b>	<b>Public Rooms</b>	<b>Seating &amp; Workspaces</b>	<b>Technology</b>
<b>225 Primrose Dr</b> <b>14,934 sq. ft.</b> Opened in 1989. Renovated in 2019. Meeting rooms 2023.	Auditorium (100) Meeting Room (40) Story Room (60) Innovation Lab (12) Video Game Room (8)	18 Soft Seating 16 Chairs 7 Tables & Booths 14 Study Carrels	1 Public Printer/Copier 13 Public Computers 6 WiFi Access Points 2 Digital Displays 2 Quick Check Kiosks
	<b>Exterior:</b> External book drop (room), bike rack, 22 employee parking spots, public parking in civic centre lot, greenspace.		

### SPL Branches and Catchment Areas:

Although Saskatoon patron can visit any branch in the community, each branch has a designated catchment area. Catchment areas include schools, organizations, and other community amenities supported by Neighbourhood Librarians and other members of the public service library team.

Catchment Area	Population Served	Schools	Neighbourhoods
Alice Turner	51,431	12 elementary 2 secondary	Arbor Creek, Aspen Ridge, Brighton, Erindale, Evergreen, Forest Grove, Silverspring, Sutherland, U of S Lands SMA, University Heights UC, Willowgrove
Carlyle King	52,428	15 elementary 2 secondary	Blairmore UC, Confederation Park, Confederation UC, Dundonald, Fairhaven, Hampton Village, Kensington, Massey Place, Pacific Heights, Parkridge, Westview
Cliff Wright	45,140	12 elementary 1 secondary	Briarwood, College Park, College Park East, Lakeridge, Lakeview, Lakewood UC, Rosewood, Wildwood
Dr. Freda Ahenakew	22,166	9 elementary	Downtown, Holiday Park, King George, Meadowgreen, Montgomery Place, Pleasant Hill, Riversdale
J.S. Wood	34,143	12 elementary 3 secondary	Adelaide/Churchill, Avalon, Buena Vista, Exhibition, Grosvenor Park, Haultain, Holliston, Nutana, Queen Elizabeth, Varsity View
Mayfair	22,093	10 elementary 4 secondary	Caswell Hill, City Park, Hudson Bay Park, Kelsey – Woodlawn, Mayfair, Mount Royal, Westmount
Round Prairie	32,937	10 elementary 2 secondary	Brevoort Park, Eastview, Greystone Heights, Nutana Park, Nutana UC, Stonebridge, The Willows
Rusty Macdonald	24,737	10 elementary 2 secondary	Lawson Heights Lawson Heights UC, North Park, Richmond Heights, River Heights, Silverwood Heights

*City of Saskatoon Neighbourhood Profiles, 21<sup>st</sup> edition Dec 2022.*

## D. Use of SPL Materials, Spaces, Services, and Resources

SPL Branches are busy, vibrant community spaces. Although public computer sessions, programs, and circulation of physical materials remain core services to the community, the library provides access to a wide variety of additional services. Some locations offer all services while others, due to resource constraints, offer limited access to additional services.

### Branch Usage 2023:

Branch	Visits	Circulation	Patron Service Interactions	Computer sessions	Collection size
<b>Alice Turner</b>	202,452	396,333	38,298	23,895	55,896
<b>Carlyle King</b>	115,936	127,545	16,410	37,644	33,213
<b>Cliff Wright</b>	232,030	385,088	53,474	25,378	59,623
<b>Dr. Freda Ahenakew</b>	119,635	35,141	43,389	50,678	10,380
<b>FMCL</b>	295,402	306,084	69,246	110,570	258,406
<b>J.S. Wood</b>	97,478	243,365	16,219	8,744	29,880
<b>Mayfair</b>	64,063	71,868	32,068	17,596	12,011
<b>Round Prairie</b>	108,261	219,128	28,963	12,334	22,605
<b>Rusty Macdonald</b>	182,536	312,317	25,818	23,225	44,058
<b>Total</b>	<b>1,417,793</b>	<b>2,096,869</b>	<b>323,885</b>	<b>310,063</b>	<b>526,072</b>

### Total Additional Services Provided by SPL:

- Wifi Connections: 374,166
- Programs and Events: 4,140 with 76,812 attendees
- Outreach worker appointments: 1,516
- Local History Usage: 3,445
- Assistive Technology Use: 911
- Accessibility Service Loans: 1,043
- Partnerships with 163 organizations

## E. Trends in Community Growth

Several areas of significant residential growth have been identified, including both new neighbourhoods and infill development:

Neighbourhood	Population now	Anticipated Population at 500,000 people
Blairmore Sector (Far west side)	7,047	72,168
Holmwood Sector (East)	3,775	76,143
University Heights Sector (NorthEast)	49,720	79,464

In addition to neighbourhood growth, residential infill development is a stated priority for the City of Saskatoon. They have set a goal of 25% of residential development occurring in infill neighbourhoods by 2023 and 50% as a long-term goal. This would increase the number of patrons we serve at all library branches within the infill neighbourhoods. Alice Turner and Rusty Macdonald, the two largest neighbourhood branches, are also serving the increase in population in neighbourhoods such as University Heights, Holmwood as well as recently-built Brighton, Evergreen and Aspen Ridge. Carlyle King, a mid-sized branch, is in a geographical position to serve the increase in population from Blairmore as well as recently-built areas of Kensington and Hampton Village.

## **F. Attached**

1. Services by Library Location (spreadsheet)

Frances Morrison	Alice Turner	Carlyle King	Cliff Wright	Dr Freda Ahenakew	JS Wood	Mayfair	Round Prairie	Rusty Macdonald
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Accessibility Services										
Accessibility Services Loans		✓	Holds sent to branches for patron pickup							
Print Disabled Service		Welcoming Initiatives coordinate this for patrons needing the service.								
Assistive Technology										
	DAISY Players	✓	Holds sent to branches for patron pickup							
	Hearing Loop				✓					
	Kurzweil 1000 Scanner Read	✓								
	Large Print and ScreenReader Computer	✓								
	Braille Keyboard	✓								
	Optelec Video Magnifier	✓								
	Trackball Mouse	✓								
	Zoomtext Screen Magnification		Available via the internet							
Print Disability AudioBooks and Downloadable Audio										
	DAISY Discs	Coordinated through Welcoming Initiatives for patron access.								
	CELA (Centre for Equitable Library Access	Coordinated through Welcoming Initiatives for patron access.								
	NNELS (National Network for Equitable Library Access)	Coordinated through Welcoming Initiatives for patron access.								
Collection										
Book Club in a Bag		✓	Holds sent to branches for patron pickup							
Book Worm Bags		✓	Holds sent to branches for patron pickup							
Digital Library Collection		Via website only. Available to patrons from any branch and from their homes 24/7.								
Discovery Passes										
	Nutrien Wonderhub	✓				✓		✓		
	Regional Parks	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Wanuskewin	✓	✓	✓	✓	✓	✓	✓	✓	✓



	Western Development Museum	✓	✓	✓	✓	✓	✓	✓	✓	✓
	YMCA	✓	✓	✓	✓	✓	✓	✓	✓	✓
English Language Learning (ELL) Resources		✓	✓							
Roleplaying Game Kits		✓	Holds sent to branches for patron pickup							
STEAM Kits		✓	Holds sent to branches for patron pickup							
ices										
Children's Innovation Lab		✓								
Events		✓	✓	✓	✓	✓	✓	✓	✓	✓
Gaming Room									✓	✓
Homework Help and Tutoring*		✓	✓	✓	✓	✓	✓	✓	✓	✓
Innovation Lab										✓
Library Tours		✓	✓	✓	✓	✓	✓	✓	✓	✓
Outreach Support Walk-up Window		✓								
Outreach Workers		✓				✓				
Programs		✓	✓	✓	✓	✓	✓	✓	✓	✓
Room Rentals		✓	✓		✓		✓	✓	✓	✓
Second Chapter		✓	✓	✓	✓	✓	✓	✓	✓	✓
Technology and Printing										
	Faxing	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Free WiFi	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Laptops (bookable to use in the library)						✓		✓	
	Microfilm Readers	✓								
	Microfilm Scanner	✓								
	Photocopying & Printing	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Public Computers	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Public Telephones	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Scanning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Technology Training		✓	✓	✓	✓	✓	✓	✓	✓	✓
The Gallery		✓								
Writer in Residence		✓								

\*Partnership program

## Operating Variance Report

Actuals, as of Dec 31, 2023

Area	2023 Approved Budget	2023 Budget Reallocation	2023 Revised Budget	2023 Revised Budget YTD - December	2023 Actuals YTD - December	2023 - December \$ Variance	2023 - December % Variance
						+ More than Budgeted - Less than Budgeted	
Property Levies	\$ 30,570,600	\$ -	\$ 30,570,600	\$ 30,570,600	\$ 30,647,979	\$ 77,379	100.3% Favourable
Province of Saskatchewan	\$ 667,500	\$ -	\$ 667,500	\$ 667,500	\$ 701,543	\$ 34,043	105.1% Favourable
Misc. Revenue	\$ 89,000	\$ -	\$ 89,000	\$ 89,000	\$ 83,360	\$ (5,640)	93.7% Unfavourable
Room Rental Revenue	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ 24,679	\$ (15,321)	61.7% Unfavourable
Grant Revenue	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 13,889	\$ (6,111)	69.4% Unfavourable
<b>Total Revenue</b>	<b>\$ 31,387,100</b>	<b>\$ -</b>	<b>\$ 31,387,100</b>	<b>\$ 31,387,100</b>	<b>\$ 31,471,449</b>	<b>\$ 84,349</b>	<b>100.27% Favourable</b>
						+ Budget Remaining - Overspent	
Admin & Support	\$ 5,091,700	\$ (29,900)	\$ 5,061,800	\$ 5,061,800	\$ 4,654,460	\$ 407,340	92.0% Favourable
Tenant Management	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ (0)	No Bud Unfavourable
Fund Development	\$ 115,600	\$ -	\$ 115,600	\$ 115,600	\$ 126,973	\$ (11,373)	109.8% Unfavourable
IT Services	\$ 1,389,500	\$ -	\$ 1,389,500	\$ 1,389,500	\$ 1,158,909	\$ 230,591	83.4% Favourable
Collections - Operations	\$ 789,500	\$ 900	\$ 790,400	\$ 790,400	\$ 836,637	\$ (46,237)	105.8% Unfavourable
Collections - Spending Plan	\$ 2,697,600	\$ -	\$ 2,697,600	\$ 2,697,600	\$ 2,697,600	\$ -	100.0% Favourable
Public Services	\$ 10,669,800	\$ 26,900	\$ 10,696,700	\$ 10,696,700	\$ 10,596,979	\$ 99,721	99.1% Favourable
Facilities	\$ 2,878,100	\$ 2,100	\$ 2,880,200	\$ 2,880,200	\$ 2,776,154	\$ 104,046	96.4% Favourable
Security	\$ 786,900	\$ -	\$ 786,900	\$ 786,900	\$ 804,208	\$ (17,308)	102.2% Unfavourable
Contributions to Reserves	\$ 6,968,400	\$ -	\$ 6,968,400	\$ 6,968,400	\$ 6,968,400	\$ -	100.0% Favourable
<b>Total Expenses</b>	<b>\$ 31,387,100</b>	<b>\$ -</b>	<b>\$ 31,387,100</b>	<b>\$ 31,387,100</b>	<b>\$ 30,620,320</b>	<b>\$ 766,780</b>	<b>97.6% Favourable</b>
<b>Net Revenue less Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 851,129</b>	<b>\$ 851,129</b>	<b>Favourable Variance</b>

**E.2 - Variance Report - Period Ending  
Dec. 2023**