



AGENDA: Saskatoon Public Library Board Meeting

MEETING DATE: May 15, 2024

MEETING TIME: 4:00 p.m.

LOCATION: Meeting Room, Rusty Macdonald 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 May 15, 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 May 15, 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 April 24, 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 Closure Dates - 2025

Recommended (Move, second)

THAT That the Saskatoon Public Library Board approves the proposed 2025 closure dates.

C.2 SPL Substance-Free Workplace Policy

Recommended (Move, second)

THAT the Saskatoon Public Library Board reviews and approves the Substance-Free Workplace Policy.

C.3 SPL Safe Use & Conduct Bylaw

Recommended (Move, second)

THAT the Saskatoon Public Library Board approves revisions to the Safe Use and Conduct Bylaw as recommended.

D. Reports from the Board

D.1 Chairperson Update

E. Report from Administration

E.1 Director of Libraries & CEO Report

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)

THAT the Saskatoon Public Library Board does now adjourn at (time) p.m. to meet again Wednesday, June 19, Alice Turner Library, 110 Nelson Rd., Saskatoon, or at the call of the Chair.

REPORT TO: Saskatoon Public Library Board
MEETING DATE: May 15, 2024
SUBJECT: Consent Agenda
PREPARED BY: Beth Côté

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 May 15, 2024, be adopted as circulated, less any items requested for separate review and discussion.

A.1 Governance Committee minutes – April 22, 2024

A.2 Program Assessment at SPL

A.3 Correspondence

| | Author | Subject | Recommendation |
|-------|-----------------|--|-----------------------|
| A.2.1 | Janet Broughton | West Side Library Reduction in Hours and Crime | FYI |
| A.2.2 | Jim Siemens | Response to Janet Broughton | FYI |

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO



**MINUTES of the
SPL GOVERNANCE COMMITTEE**

The Governance Committee met on April 22, 2024, at 4 pm via video conference.

Present: Jasmin Carlton (Chair) Hilary Gough
Markel Chernenkoff Beth Côté, Director of Libraries & CEO
Stacey Sirois Amanda Kondra, Director, Human Resources

J. Carlton, Chair, called the meeting to order at 4:10 pm.

AGENDA

Moved by S. Sirois, seconded by M. Chernenkoff, **THAT the agenda be adopted as circulated, including any items added to the agenda.**

Carried.

Declaration of Conflict of Interest

No conflict of interest and general nature thereof stated.

B. NEW BUSINESS

B.1 SPL Policy Review

B.1.1 Respectful & Harassment-Free Workplace Policy

The Committee recommended that the Respectful & Harassment-Free Workplace Policy be revised by Administration as discussed and returned with the Code of Conduct for reference.

B.1.2 Substance-Free Workplace Policy

The Committee recommended that the Substance-Free Workplace Policy be taken to the SPL Board for approval with the changes as discussed.

B.1.3 Whistleblower Protection Policy

The Committee recommended that the Whistleblower Protection Policy be revised by Administration as discussed, with the addition of the third-party anonymous reporting option and returned to the Committee via email for further revisions.

B.2 Future Meeting Dates

The Committee decided to schedule virtual meetings for the first Thursday of June, September, October, November and December 2024, from 12:00 pm to 1:00 pm, to be cancelled if there is no business to discuss.

C. ADJOURNMENT

Moved by M. Chernenkoff, **THAT the Governance Committee does now adjourn at 5:25 pm to meet again on Thursday, June 6, 2024, or at the call of the Chair.**

Carried.



PUBLIC REPORT

Program Assessment at SPL

| | |
|------------------------------|---|
| MEETING DATE | May 15, 2024 |
| PREPARED BY | Senior Manager, Neighbourhood Services - K. Edwards |
| INPUT FROM | Public Services, Planning |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | May 3, 2024 |

REPORT SUMMARY

Program assessment is an ongoing process that helps us to improve and create community impact. It is an integral part of our Community-Inspired Library Service philosophy. There are a variety of ways that we assess our programs including: consultation with community members, quantitative and qualitative data gathering, and regular audits for representation.

BACKGROUND

Planning with Community Need in Mind

Librarians begin the process of developing new programs, events, and partnerships with a brief proposal sent to their Manager. Proposals must explain what the community need is and how that need was discovered. All requirements of the proposal must be met in order to proceed. Community need can be identified in many ways, such as:

- Patron suggestions
- Information from library partners
- News and community newsletters
- Library surveys

Gathering Qualitative and Quantitative Data

SPL has an internal webpage dedicated to gathering statistics and feedback from our community. Public service employees enter this information. Using this site, we track quantitative data such as:

- Number of programs and events
- Number of school visits
- Number of attendees at programs and events
- Number of reference questions at each service point (including by phone or chat)

Additionally, we gather qualitative data with this tool. If employees hear comments, concerns, or compliments, they record those as well. These are collected in many situations, for example:

- At service points in libraries
- After library programs
- During events outside the library
- During tours or school visits
- At meetings with partners

Data is gathered and reported to Managers on a regular basis. Managers and their teams use the feedback to guide future work or to make changes to current work. For instance, we may cancel a program with

consistently low attendance (a form of community feedback), or we may start a new program that's been requested by several patrons (an identified community need). SPL has also conducted several major surveys recently. For example, a survey about library programs was conducted in 2023. It was distributed online, in branches, and through our partners (to reach non-library-users). We asked our community about the types of programs they want to see, if they prefer virtual or in-person programs, and what days and times they prefer. We have been using the data gathered to guide our program planning since then. We also seek regular feedback from other organizations that we work with in partnership. In Feb 2024, we are asking partners to fill out a brief survey about their experiences working with the library.

Diversity Audit

Assessment can also take other forms, such as the Diversity Audit of SPL's Storytime Collection. The goal of the audit was to discover to what extent marginalized and diverse groups are represented in that collection, in terms of both authors/illustrators and characters. We compared the findings to Saskatoon's census data to determine which areas were a priority for growth, in order to ensure our community is fully represented during Storytimes. The Diversity Audit will happen again in 2024 so that we can gauge our success and determine new goals.

Action Based on Data

As SPL has a culture of continual improvement, action or changes based on community feedback can happen at any time. New programs or large changes would restart the assessment cycle with a proposal based on community need.

COMMUNITY IMPACT

A robust process of on-going assessment ensures the community sees itself reflected in the library. It will also create the most value for residents by removing barriers to access and connecting more people to library resources, services, and programming.

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | 1. Inspire community learning

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

ATTACHMENTS

1. Diversity Audit Report

Diversity Audit Report: 2020

Purpose

In 2020, the Programming Librarians performed a diversity audit on the Storytime Collection. The purpose of the audit is to find out how diverse and inclusive the collection is, so that we can create a strategy to grow areas that are under-represented.

Timing

Due to factors such as the pandemic and staff turnover, the 2020 Diversity Audit was not analyzed and reported on until 2023.

Goals

The goals of the diversity audit of the Storytime Collection are:

1. To discover to what extent marginalized and diverse groups are represented in the collection
2. To inform future development of the Storytime Collection
 - a. All kids should see themselves represented in SPL's Storytimes
 - b. Diverse books should go beyond "issues" and include fun and positive stories
 - c. Whiteness and cisgenderedness should be decentralized
 - d. Own Voices books should be available and used regularly
 - e. Indigenous perspectives are represented and honoured

Process

- 1) We created a spreadsheet listing every book in the Storytime Collection
- 2) We determined identity markers that we wanted to know. We gathered these from resources like Stats Canada (racial identity markers) and Out Saskatoon (gender modality, gender identity, sexual orientation). We aimed to identify groups using their own preferred language.

The list of markers is not perfect, and could potentially never be complete or detailed enough.

- 3) We examined and researched each book for:
 - a. Author Markers
 - b. Illustrator Markers
 - c. Main Character Markers

We did not deeply investigate authors or illustrators. If they clearly identified as part of a certain group (eg, "Queer" in bio or Twitter profile), we assigned that marker to them. We used only public and official sources, to avoid violations of privacy.

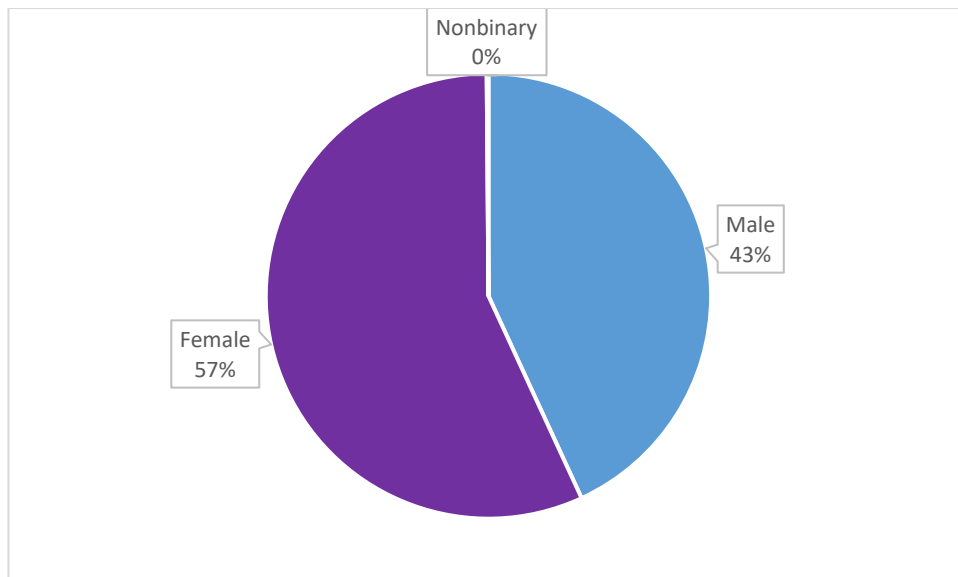
- 4) On our spreadsheet, each book had a "1" for each column where the marker was found. For example, if a book had a First Nations author, the book was marked with a "1" on the Author spreadsheet under "Indigenous (First Nations)."

Results

Creator (Author & Illustrator) Diversity in the Storytime Collection

Results are based on 795 unique authors and illustrators represented in the Storytime Collection.

Creators & Gender Identity



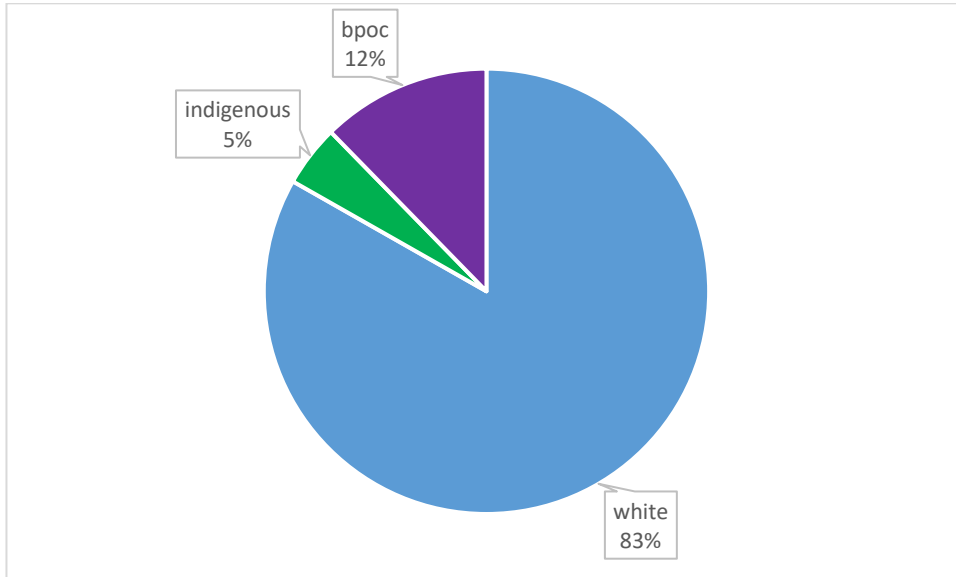
Female creators (446) and male creators (339) are relatively evenly represented. One nonbinary creator was present in the collection.

Creators & Racial Identity

739 authors had a stated racial identity, or seemed clearly white-presenting:

- 615 of the creators in the collection present as white (83%).
- 33 of the creators in the collection are Indigenous (5%). Of those, 23 identified as First Nations, 5 as Metis, and 5 as Inuit.

- 91 creators are Black or other People of Colour (12%).



Other Creator Markers

- 1 author identified as neurodivergent
- 74 of the creators are Canadian (9.3%)
- 12 creators identified as 2SLGBTQ+ (1.5%)
- 43 creators (5.4%) were #ownvoices, meaning they covered topics they have personally experienced (eg a queer author writing a queer character)

Main Character Diversity in the Storytime Collection

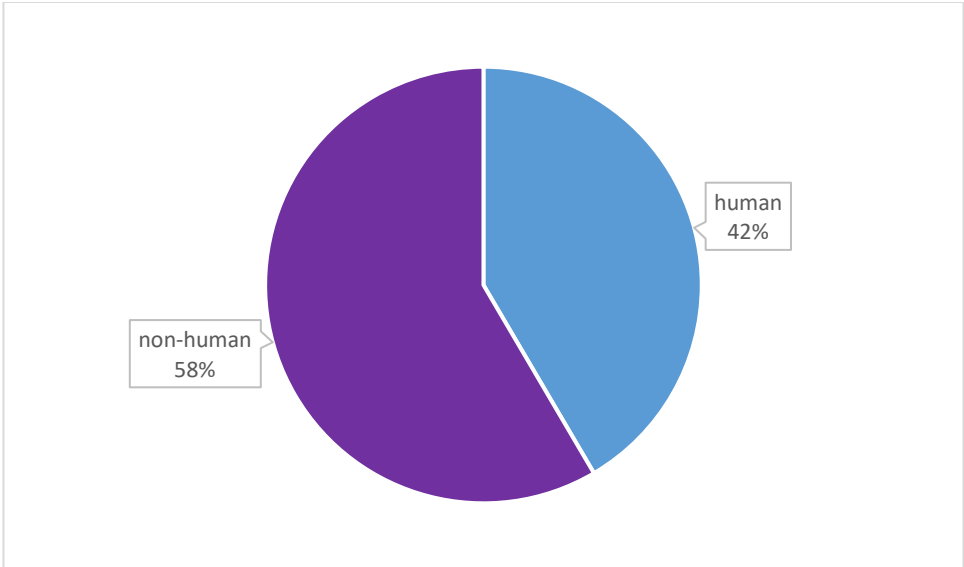
It’s incredibly important for kids to see themselves in the pages of storytime books. It gives them a sense of belonging and allows them to connect with the book on a deeper level. Books also create accessible opportunities for kids to build understanding of people different from them.

645 books in the Storytime Collection have a discernable main character. Some books, such as alphabet books, do not have characters.

Human vs Non-Human Characters

Non-human characters such as animals or objects are popular in children’s fiction. They are often part of great stories, but they can also be seen as a missed opportunity for racial representation.

In the Storytime Collection, 268 books have human main characters, and 377 have non-human main characters.

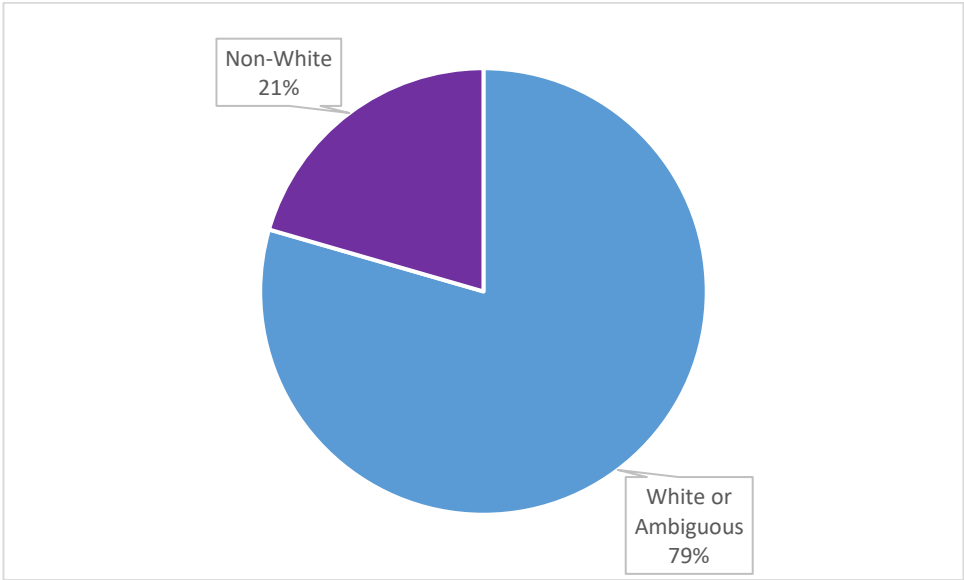


Main Characters & Racial Identity

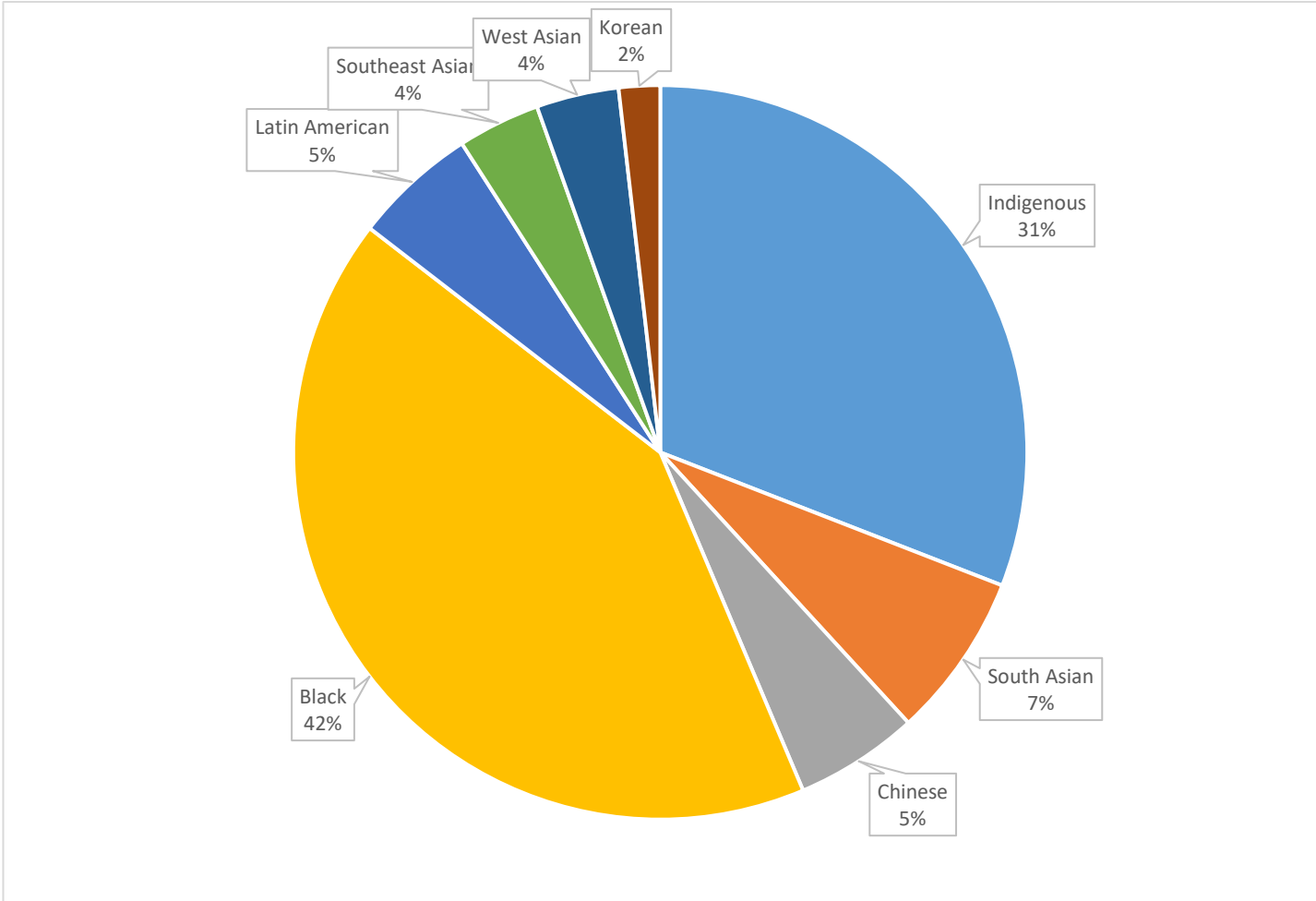
The racial identity markers we used are based on those used by Stats Canada. They include:

- Indigenous (First Nations)
- Indigenous (Metis)
- South Asian (East Indian, Pakastani, Sri Lankan)
- Southeast Asian (Vietnamese, Cambodian, Laotian, Thai)
- West Asian (Afghan, Iranian)
- Chinese
- Korean
- Japanese
- Black
- Filipino
- Latin American
- Arab

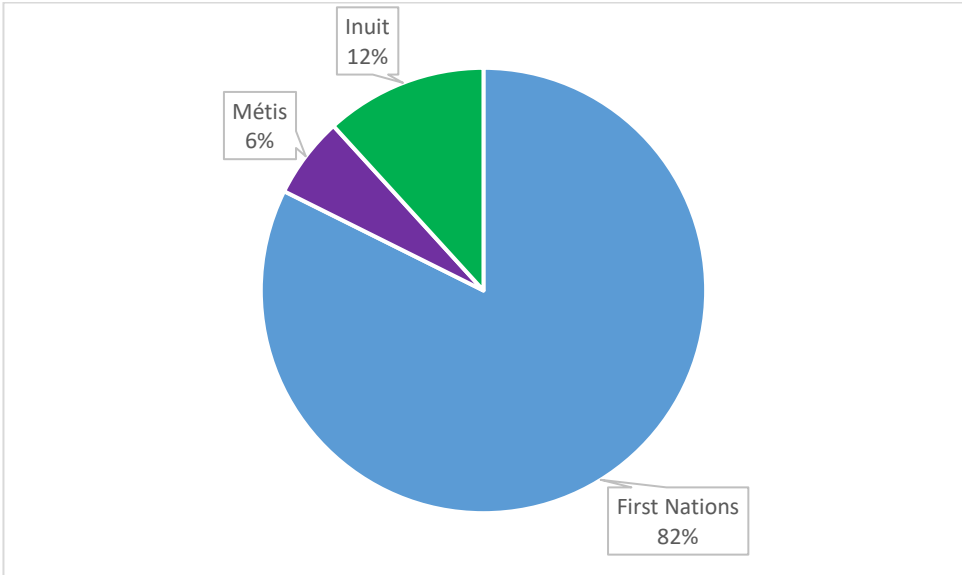
Of the 268 books with human characters, 55 have a clear non-white racial identity. 213 characters are ambiguous or presumed white.



Of the 55 books with non-white main characters, the majority were either Black or Indigenous.



Of the books with Indigenous main characters, the vast majority were First Nations.



Main Characters & Gender Modality

Gender modality refers to whether or not a person identifies with their assigned sex and gender. This is rarely specified in picture books, and characters are presumed cisgender unless otherwise stated.

The current collection has one book with a transgender main character.

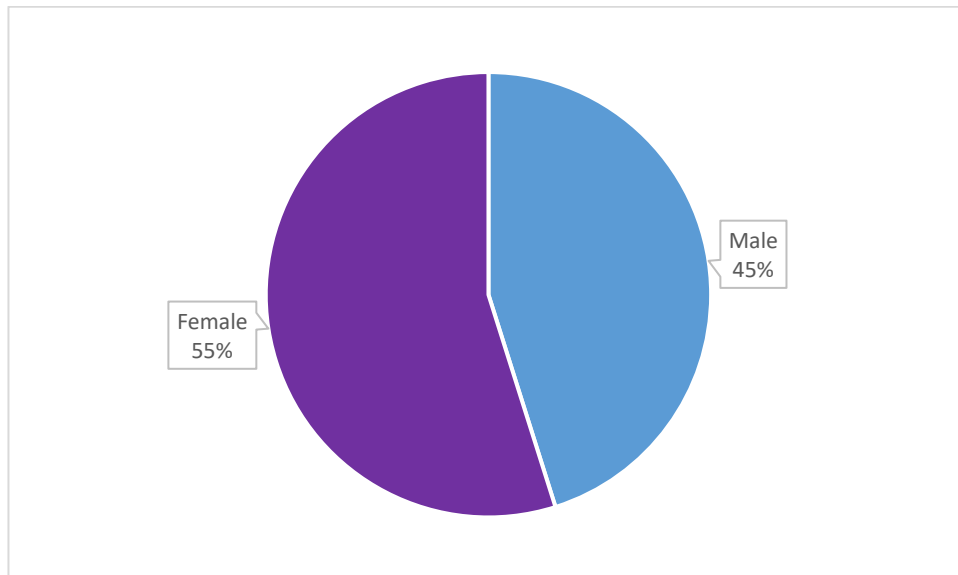
Main Characters & Gender Identity

Our list of gender identities is from [Out Saskatoon](#), and includes:

- Bigender (combination of 2 gender identities)
- Gender fluid (changes with time or situation)
- Genderqueer (umbrella term, do not identify in gender binary)
- Male (transgender or cisgender)
- Female (transgender or cisgender)
- Nonbinary (gender exists outside of binary)

Picture books rarely provide gender identity details about characters. Although many books have characters with ambiguous features, no books were present with characters who were specified as being outside the gender binary.

The split between male and female main characters was fairly even.



Main Characters & Sexual Orientation

We checked books to see if any of the main characters were specified as being Two Spirit, Gay, Lesbian, Bisexual, Polysexual, Pansexual, or Questioning. No books were found.

Main Characters & Other Identity Markers

Books with main characters in the following categories were also identified:

- Interracial families (4)
- Immigrants (1)

- Physical disabilities (1)

We also looked for characters who are neurodivergent, but found none.

Recommendations

Recommendations for the Next Audit

- 1) Diversity Audits of the Storytime Collection should occur every two years, with results analyzed by the end of the year.
- 2) For each audit, the markers should be reconsidered – is there different or better terminology? Do the identity markers align with the makeup of the city of Saskatoon?
- 3) Have a “creator” tab rather than separate tabs for authors and illustrators. Ensure each creator appears only once.
- 4) Have more detail in racial identity markers for creators (eg Black, Indigenous, Asian rather than BIPOC)
- 5) Include “white or presumed white” and “ambiguous” in racial identity markers for characters.
- 6) Have less detail in racial identity markers for characters (combine some categories) - [2016 census data](#) suggests Saskatoon has large populations of people who are:
 - a. South Asian (13,315)
 - b. Filipino (10,845)
 - c. Chinese (7,660)
- 7) Add “ambiguous/unknown” under gender identity for characters – this is different than Agender and should be treated as such.

Recommendations for the Storytime Collection Development

- 1) Focus on OwnVoices authors, especially those who are:
 - 2SLGBTQ+
 - First Nations (in Canada)
 - Métis (in Canada)
 - Canadian
- 2) Deprioritize books with animal characters
- 3) Proactively search for books with characters who are:
 - Neurodivergent (no main character representation currently)
 - Physically disabled (one main character currently)
 - Filipino (Saskatoon population nearly 11,000 but 0 main characters)
 - South Asian (Saskatoon population over 13,000 but 4 main characters - Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives, Nepal, Pakistan, and Sri Lanka)
 - Chinese (Saskatoon population nearly 8,000 but 3 main characters)

From: noreply@saskatoonlibrary.ca
Sent: April 23, 2024 1:40 PM
To:
Subject: New submission from Message to the Board
Categories: Requested Support

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.

Subject

West Side Library Reduction In Hours And Crime

Message

Dear Board,

I am writing with great concern about the level of crime, culminating in an assault to staff, at C.K Branch, and resulting in reduction of operating hours of libraries on the West side of the City. We are entitled to the services on the West side that we were taxed for and staff also must have a safe environment to work. The library should never have been promoted as a stop gap to the housing and addictions issues. It has resulted in the loss of the library in uses that it is was intended for, to most of the tax paying base on the west side, due to the crime. I was a regular user, now only in and out, and would not dream of bringing my grandchildren there anymore, where once we were regular story time attendees. I struggle to obtain materials that once were accessible to borrow , due to theft and damage. I have witnessed, in the middle of the afternoon, an individual just outside the entrance, sucking on a crack pipe. I have witnessed foul language and intimidating behavior inside the library. It is not feeling a safe place and I should not have to drive continually to the East side to access these services. Many will not have access with the new hours due to work commitments in the day and weekends, and the library closes in May on Sundays. Computer and material resources, needed by students will be greatly strained as everyone tries to access them at the same time on the weekends. I feel it is your obligation to lobby the governments at all levels, including Civic, to change bylaws and seek more meaningful solutions, such as mandatory rehab in locked facilities outside the City, along with a punitive system where punishments fit crimes, as it is dangerous to the public to have individuals who are intoxicated on substances, and experiencing psychosis, mingling among the public. I recommend these aids to some solution as well: 1-The library can ban individuals, and I recommend that tool be fully utilized.

2- Library cards are free and provide identification in the event there are issues. Only provide services when that is shown and implement a desk at door with security to obtain this I.D upon entry. Anyone showing signs of intoxication should not be allowed in .

3- The outside of the C.K branch is too obstructed from view and invites, negative behaviors to occur and the large, roof overhang is encouraging individuals to want to set up encampments there. This needs a reconfiguration.

4- One branch in the City now keeps Hot Title DVDs and holds behind the desk, due to theft and all the branches should do the same, to reduce theft of materials.

These are a few suggestions to start with. The citizens of this city are loosing more and more each day, as the priority has been on housing and addictions with a lack of consideration or balance to maintaining safety and services , and that has to change.

Name

Janet Broughton

Pronouns

Email

Address

Would you like to be contacted?

Yes

The Local Authority Freedom of Information and Protection of Privacy Act

Yes. I understand my correspondence becomes part of the public record.

May 7, 2024

Janet Broughton

Dear Ms. Broughton,

We appreciate your frustration and assure you that the decision to decrease operating hours at four libraries was a last resort. SPL is committed to protecting the health and safety of library workers and patrons. We have a robust security strategy, including:

- **On-Site Security:** We have contracted security personnel at locations that routinely experience incidents. The Frances Morrison Central Library has five security personnel, the Dr. Freda Ahenakew Library has two security personnel, and the Mayfair and Carlyle King Libraries have one security personnel during open hours. In addition, we also have a Senior Manager, Security. Our security team is supported by community resources such as the Alternative Response Officers (Saskatoon Police Service) and Community Support Officers.
- **Safe Use and Conduct Bylaw (Bylaw No. 332):** We actively enforce our [Safe Use and Conduct Bylaw](#). Our response includes suspending access to physical facilities for individuals, which can range from short-term to permanent, depending on the situation. We call Saskatoon Police Service to respond to incidents that exceed the ability and authority of library employees and security personnel.
- **Outreach Workers:** We have had two Outreach Workers (licensed social workers) on staff since 2018 to help patrons experiencing problems relating to housing, mental health, addictions, crisis support, employment, income, or other confidential and important needs.
- **Employee Training:** We offer extensive employee training, including Situational Awareness, Critical Incident Group Debriefing, Mental Health First Aid, Naloxone and First Aid.
- **Incident Tracking & Debriefing:** We have Incident Reporting Procedures and Incident Debriefing Guidelines to support the health and well-being of employees following emergencies and other safety-related incidents.
- **Safe Workplace Policies:** Our policies (Harassment-Free Environment, Violence-Free Workplace, Respectful Workplace) prohibit harassment and violence. We review these policies with employees annually.
- **Occupational Health & Safety:** We have an Occupational Health & Safety Policy, which we review with employees annually, and active Occupational Health & Safety Committees comprised of both management and union members at all our locations. We also have a dedicated Human Resources Occupational Health and Safety Practitioner.

In addition to the support employees receive from managers following incidents, we also offer all employees access to an Employee Family Assistance Program (EFAP) to help address and mitigate the effects of issues they may encounter while at work. EFAP sessions for employees are held on location after more serious incidents or after a series of incidents. Employees also have access to Homewood Health and the Headversity mental health app.

.../2

The safety of employees and library patrons is our primary concern, and the severity of incidents taking place at libraries in recent months has become deeply concerning. We want to ensure that library patrons across Saskatoon can enjoy safe and equal access to library services and are actively working with partners and stakeholders in various sectors on measures that will allow us to reinstate evening operating hours at all locations. While we are still early in this process, all options are on the table, and we appreciate you sharing some suggestions with us. We will provide updates to the community as discussions with partners continue, and more information becomes available in the coming months.

Best,



Jim Siemens
Board Chair
Saskatoon Public Library



MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, April 24, 2024, in the Auditorium of the Cliff Wright Library.

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

Regrets: Colleen Norris

Guests: Amanda Lepage, Director, Collections & Service Infrastructure
 Scott Gregor, Director, Finance & Administrative Services
 Amanda Kondra, Director, Human Resources
 Greg Ives, Senior Manager, Information Technology Services
 Brad Koehn, Senior Manager, Facilities
 Rhonda Coakwell, OH&S Practitioner

J. Siemens, Chair, called the meeting to order at 4:02 p.m.

AGENDA

Moved by S. Sirois, seconded by H. Kuttai, **THAT the agenda of April 24, 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.

Consent Agenda

Moved by S. Sirois, seconded by M. Chernenkoff, **THAT the consent agenda of April 24, 2024, be adopted as circulated, less any items requested for separate review and discussion.**
 Carried.

Previous Minutes

Moved by S. Sirois, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board minutes of March 20, 2024, be adopted as circulated, including any revisions to be made.**
 Carried.

DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

No depositions, presentations or public meeting.

C. NEW BUSINESS

C.1 Board Recruitment – Skills, Strength & Diversity Matrix

Members complete the Skills, Strength, and Diversity matrix every spring as part of the Board recruitment process. The matrix results are discussed by the Board and submitted to the City Clerk's office for advertising vacancies. The results also guide the Board in seeking out community members, encouraging them to apply and inform the interview process.

The Board requested amendments to the representation and diversity section of the matrix, which SPL Administration will make. Board members agreed to email their completed matrix to Administration by May 9, 2024.

Moved by H. Kuttai, seconded by L. Brumwell, **THAT the Saskatoon Public Library Board directs SPL Administration to amend the matrix as discussed.**

Carried.

C.2 FMCL Server Room Relocation

SPL's central server infrastructure for public and employee network activity at all nine libraries is located at FMCL on the second floor. Due to the impacts of the aging building, the current server room environment is placing SPL's network equipment at urgent risk, more than waiting for New Central Library will allow. SPL's Facility and IT Services teams propose moving existing network equipment within FMCL to an environment more suitable for sensitive network equipment to ensure continuity of service and adequate protection of infrastructure and data.

When asked about communicating the service disruption to the community, A. Lepage said they would start communicating the outage plan with employees and the public one to two months in advance.

G. Ives clarified that the outage would impact public services like the local history database and SPL's room booking system. However, all other services would remain available, including SILS and digital services like eBooks on Libby and Overdrive.

Moved by H. Kuttai, seconded by S. Sirois, **THAT the Saskatoon Public Library Board allocates up to \$18,000 from the FMCL Maintenance Reserve for the relocation of IT network infrastructure.**

Carried.

C.3 Violence-Free Workplace Policy

The Violence-Free Workplace Policy has been updated to ensure compliance with the Saskatchewan Employment Act and Saskatchewan Occupational Health and Safety Regulations. These modifications were enacted to ensure our compliance with the new regulations set forth by the Act and to enhance the safety and well-being of our employees.

As outlined in the Saskatchewan Employment Act, Section 3-21, which takes effect on May 17, 2024, all employers must implement specific measures regarding workplace violence prevention and response, including policy and a prevention plan. In alignment with these

requirements, our organization has reviewed and revised our existing violence policy and is creating a prevention plan to incorporate the necessary adjustments.

When the Board asked if specific items prompted SPL to make changes, B. Côté said that many of the changes were made to comply with legislation, clean up or clarify some of the language, and add information about SPL's OH&S committees and risk assessments. Their legal consultant also reviewed the revised policy to ensure it aligned with the legislation.

The Board wondered about SPL's review cycle for this policy. A. Kondra said SPL reviews this policy annually and is submitted to the Board every five years. However, if changes are required sooner, they would be brought to the Board earlier.

Moved by L. Brumwell, seconded by S. Sirois, **THAT the Saskatoon Public Library Board approves the updated Violence-Free Workplace Policy.**
Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

There were no reports from the Chair.

E. REPORTS FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

B. Côté informed the Board that due to continuing high volume of incidents and reductions in community supports, SPL has reduced opening hours at Frances Morrison Central Library, Dr. Freda Ahenakew Library, Mayfair Library and Carlyle King Library for the time being. Employee and public communications indicated that beginning Monday, April 22, 2024, the hours will change to 10 a.m. – 6 p.m., Monday to Saturday and 1 p.m. – 5:30 p.m. on Sunday for the foreseeable future. This adjustment is not permanent, but B.Côté shared that Administration must ensure they can open safely and securely for library workers and patrons. Some patrons and employees expressed disappointment about losing some evening library services in the short term. SPL has also heard very positive conversations in the community about finding solutions to what is a community-wide issue.

They will speak with employees, various community stakeholders, and partners. They intend to do public consultations about opening hours and what people observe in SPL libraries as part of the strategic plan goals in 2024.

The Board wondered about indicators potentially leading to reopening the libraries fully.

B. Côté said that SPL's outreach workers have a list of all the community services for housing and health care services SPL connects people with. There is nobody on the list to call after hours, so SPL must rely on calling 911, Saskatoon Police, or Fire Department as appropriate. Currently, the community services for people who are experiencing homelessness, addiction or mental health crisis are minimal. For SPL to fully reopen those branches, a shift must be seen in those service areas, even in the short term.

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

Carried.

E.2 Q1 Operating Variance Report

S. Gregor provided an overview of the operating variance report. He indicated that he had not thoroughly analyzed the figures because he had been focused on the 2023 financial audit. However, spending is on pace with the budget.

B. Côté assured the Board that they would analyze the variance report figures more as the year progressed. They will have year-end projections starting August/September.

The Board wondered why the Collections Spending Plan line item was already fully expended.

S. Gregor noted that the Collections Spending Plan is a capital project. It's a contribution to the Material Purchase Reserve, which is fully allocated in one entry in the year's first quarter.

Moved by L. Brumwell, seconded by M. Chernenkoff, **THAT the report from Administration be received as information.**

Carried.

Members of the public, G. Ives, B. Koehn and R. Coakwell, left the meeting.

IN-CAMERA SESSION

Moved by L. Brumwell, seconded by H. Kuttai, **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 4:45 p.m.

Board moved into public session at 9:45 p.m.

ADJOURNMENT

Moved by M. Chernenkoff **THAT the Saskatoon Public Library Board does now adjourn at 9:42 p.m. to meet again on Wednesday, May 15, 2024, in the Meeting Room, Rusty Macdonald Library, or at the call of the Chair.**

Carried.



PUBLIC REPORT

CLOSURE DATES - 2025

| | |
|------------------------------|---|
| MEETING DATE | May 15, 2024 |
| PREPARED BY | Executive Assistant – R. Landriault |
| INPUT FROM | Directors |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | January 1, 2025 |

REPORT SUMMARY

Every year, the Board approves our planned closure dates for statutory and observed holidays, early closures and one day per year for staff development.

PROPOSED MOTION

That the Saskatoon Public Library Board approves the proposed 2025 closure dates.

BACKGROUND

Per the 2021-2023 Collective Agreement, CUPE 2669 and SPL agreed to forgo the usual closure of Easter Monday and Boxing Day, which are not statutory holidays. Instead, we decided to add two additional days off for all employees to take to observe days that are meaningful to them. The 2025 closure dates reflect these changes.

COMMUNITY IMPACT

On closure days, patrons cannot access any Saskatoon Public Libraries.

Early closures on Christmas Eve and New Year's Eve will reduce the opening hours of all Saskatoon Public Libraries.

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | Choose Strategic Plan Goal
Choose Strategic Initiative

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

RISK ASSESSMENT & MITIGATION

ATTACHMENTS

1. Proposed Closure Dates - 2025

Proposed Closure Dates – 2025

Statutory & Recognized Holidays

| | |
|----------------------------|-----------------------|
| New Year's Day | Wednesday, January 1 |
| Family Day | Monday, February 17 |
| Good Friday | Friday, April 18 |
| Victoria Day | Monday, May 19 |
| Canada Day | Tuesday, July 1 |
| Civic Day | Monday, August 4 |
| Labour Day | Monday, September 1 |
| Truth & Reconciliation Day | Tuesday, September 30 |
| Thanksgiving | Monday, October 13 |
| Remembrance Day | Tuesday, November 11 |
| Christmas Day | Thursday, December 25 |

Lieu Days

No lieu days in 2025

Sunday Closures

July 5 to August 31

Early Closures:

| | |
|----------------|---------|
| Christmas Eve | 5:00 pm |
| New Year's Eve | 5:00 pm |

Employee Development Day

Wednesday, November 6, 2025



PUBLIC REPORT

Substance-Free Workplace Policy

New Policy – Substance-Free Workplace – May 2024

| | |
|------------------------------|--|
| MEETING DATE | May 15, 2024 |
| PREPARED BY | Director, HR A. Kondra |
| INPUT FROM | HR OHS Practitioner Sr Manager Planning & Assessment Human Resources |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | June 1, 2024 |

REPORT SUMMARY

Introducing a Substance-free workplace policy for Saskatoon Public Library. It is recommended that this policy be introduced for safety, employee well-being and legislative requirements.

PROPOSED MOTION

The Saskatoon Public Library Board reviews and approves the Substance-Free Workplace Policy.

BACKGROUND

Saskatoon Public Library's Safe Use & Conduct Bylaw currently includes a statement that speaks to our patrons but not specifically to our workforce. This policy states expectations to be followed by personnel and all levels of responsibility in the workplace.

COMMUNITY IMPACT

N/A

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | Choose Strategic Plan Alignment

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

RISK ASSESSMENT & MITIGATION

N/A

ATTACHMENTS

- Substance-Free Workplace Policy

Substance-Free Workplace Policy

- Governance Policy** (Approved by SPL Board)
- Operational Policy** (Approved by Director of Libraries & CEO)

Date Effective: 2024-05-01

Date Last Reviewed or Revised: 2024-05-01

Review Cycle: Every five years by Director, Human Resources

Purpose

Saskatoon Public Library's *Substance-Free Workplace Policy* aims to provide a safe, healthy and productive environment, free from the effects of substance use or impairment.

Policy Statement

SPL is committed to identifying potential substance use and reducing its impact on employee performance, workplace behavior and safety and is required by Legislation to maintain a safe environment for employees and patrons.

SPL Personnel are prohibited from:

- 1) Possessing or using alcohol, cannabis and illegal drugs while engaged in library business, working on Library premises or worksites, or when operating Library vehicles, tools or equipment. This includes consuming alcohol, cannabis or illegal drugs during meals and breaks.
- 2) Reporting to work, returning to work or being at work while under the influence of alcohol, cannabis, illegal drugs or any other substance that causes impairment and impacts their ability to perform their job safely and productively.

Roles & Responsibilities

All roles are to maintain the confidentiality of personal information obtained under this Policy unless there is a legal, professional, or ethical duty or right to disclose it.

Board

- 1) Approves the Policy, ensuring it is consistent with current Legislation.
- 2) Provides funding for training and education.

Human Resources

- 1) Stays abreast of current Legislation and recommends Policy revisions as required.
- 2) Provides employees with training and education on the harms associated with substance use in the workplace, including signs of possible impairment.
- 3) Administers the Policy and investigates suspected or actual contraventions.
- 4) Supports employees with substance dependence by providing them with the opportunity to seek professional treatment and rehabilitation and works with managers to accommodate said employees up until the point of undue hardship.

Managers

- 1) Communicate the Policy to employees and monitor for compliance.
- 2) Address, document and report to Human Resources all suspected or actual contraventions of the Policy or any serious concerns about an employee's fitness for work.
- 3) Work with Human Resources to accommodate employees with substance dependence up until the point of undue hardship.

Personnel

- 1) Read, understand and comply with the Policy and any related policies or procedures.
- 2) Report and remain fit for work.
- 3) Notify their manager of suspected or actual contraventions of the Policy or any serious concerns about their own or another employee's fitness for work.
- 4) Cooperate with any investigation into suspected or actual contraventions of the Policy, participate in the accommodations process and comply with any accommodations, work modifications or restrictions resulting from an investigation, as per the Substance-Free Workplace Procedure.

Definitions

- 1) **"Accommodation"**: An adjustment to work conditions to the extent required by Legislation, up to the point of undue hardship.
- 2) **"Personnel"**: SPL's term, part-time and full-time employees, circulation associates, casuals, security guards, contractors, consultants, Board, and volunteers.
- 3) **"Fit for work"**: The ability to perform assigned duties safely and acceptably without limitations.

- 4) **"Impairment"**: Mentally or physically unable to perform work functions safely due to the use or after-effects of alcohol, cannabis, illegal, prescription or over-the-counter drugs.
- 5) **"Legislation"**: *The Saskatchewan Employment Act, (Saskatchewan), The Occupational Health and Safety Regulations, 2020 (Saskatchewan), The Local Authority Freedom of Information and Protection of Privacy Act, (Saskatchewan), The Saskatchewan Human Rights Code, 2018, the Cannabis Act, (Canada), the Controlled Drugs and Substances Act, (Canada), and the Criminal Code of Canada.*
- 6) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 7) **"Library business"**: Business activities performed by employees on or off Library Premises.
- 8) **"Over-the-counter medication"**: Any substance that can be purchased at a pharmacy or drug store without a prescription from a qualified licenced medical practitioner, e.g., cold medicine, sleeping aids and pain relievers.
- 9) **"Patron"**: Any person other than SPL Personnel using the Library and its services.
- 10) **"Prescription medication"**: Any substance prescribed by a licenced medical practitioner.
- 11) **"Policy"**: *Substance-Free Workplace Policy.*
- 12) **"SPL"**: Saskatoon Public Library.
- 13) **"Substance Dependence"**: Previous or existing addiction or dependence on alcohol or drugs and is considered a disability under the Canadian Human Rights Act.
- 14) **"Undue Hardship"**: As defined by the Saskatchewan Human Rights Commission, "an intolerable financial cost, or a disruption to business, or interference with the rights of others."



PUBLIC REPORT

SAFE USE & CONDUCT BYLAW

REVISION RECOMMENDATIONS (2024)

| | |
|------------------------------|--|
| MEETING DATE | May 15, 2024 |
| PREPARED BY | Director, Collections & Service Infrastructure – Amanda D. Lepage |
| INPUT FROM | Senior Manager, Planning & Assessment - Susan Grant Senior Manager, Programming & Creative Spaces – Katie Edwards |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | May 15, 2024 |

REPORT SUMMARY

The SPL Safe Use & Conduct Bylaw describes caregiver supervision requirements for children nine years and under attending SPL programs. The current parameters for caregiver supervision described in the bylaw leaves gaps in care SPL program leaders are unable to effectively fill. This report recommends updates to the Safe Use & Conduct Bylaw to enhance safety of children attending programs, allows SPL to improve programming experiences for participants and SPL employees, and mitigates risks of allowing unsupervised children in the library.

PROPOSED MOTION

That the Saskatoon Public Library Board approve revisions to the Safe Use and Conduct Bylaw as recommended.

BACKGROUND

The Safe Use and Conduct Bylaw defines ages at which children must be supervised by their guardian or designated caregiver in the library. However, in practice caregiver supervision in programs differed from the Bylaw and, sometimes, was defined on a program by program basis. To support consistency and improve clarity, caregiver supervision during programs was added to the Safe Use & Conduct Bylaw in March 2022. However, the changes approved in 2022 are proving to be challenging.

CURRENT BYLAW

CAREGIVER SUPERVISION PARAMETERS:

Section 2 of the current Safe Use & Conduct Bylaw describes the following caregiver supervision parameters during programs:

- Caregivers must accompany children under three.
- Caregivers of children ages three to five years who are attending a program must remain in the library for the duration of the program.
- Caregivers of children ages six to nine years who are attending a program can leave the library during the scheduled time of the program.

At the same time, the Bylaw also states that children under 10 years (ie, nine and under) must be supervised by a caregiver 12 years and older.

CHALLENGES WITH CURRENT BYLAW:

In practice, the current Bylaw is not effectively supporting excellence in program delivery. SPL program leaders must manage behavior and needs of young children attending without a caregiver while delivering group programs and/or performances. This means program audiences experience more frequent disruptions or interruptions when the program leader is attending to both individual and group needs. Sometimes, young program participants have needs that are best managed by caregivers. If a child becomes ill or requires washroom use during a program, for example, the SPL program leader would be required to assume duty of care.

In principle, the Bylaw contradicts itself within Section 2. Caregivers of children three to nine cannot adequately supervise the children in their care if they are not within a reasonable vicinity.

BYLAW CHANGES

RECOMMENDED SUPERVISION PARAMETERS:

These recommended revisions will resolve the conflicts within Section 2 and provide young children with caregiver supervision to improve program experience for all participants:

- Caregivers must accompany children six and under.
- Caregivers of children seven to nine years who are attending the program must remain in the library for the duration of the program.
- Children ten years and over may be in the library and/or program unattended.

This recommendation aligns with information gathered in community scans and reduces risks created by the need to assume duty of care for young children.

COMMUNITY IMPACT

It is expected that the recommended changes will create barriers for some program participants, particularly in families where young children are accustomed to a high level of independence. However, the overall improvement to program experiences, program delivery, and support for young children is critical.

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | Choose Strategic Plan Goal
Choose Strategic Initiative

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

A nominal expense will be required to update Safe Use & Conduct Bylaw signage in SPL locations.

RISK ASSESSMENT & MITIGATION

Risk: Recommended revisions create unexpected barriers or dissatisfaction for program participants and caregivers.

Mitigation: SPL will communicate changes to the community as soon as possible, ensuring families are aware of changes in advance. Program leaders and employees will work with families to encourage and support caregivers to attend programs.

Risk: SPL may receive complaints or negative press.

Mitigation: SPL will engage the Marketing & Communication team to release changes and support public service employees with FAQ, focusing on benefits of improved safety for children and an enhanced program experience for all.

ATTACHMENTS

1. Safe Use & Conduct Bylaw

Safe Use & Conduct BYLAW

Date Effective: 2022-10-05

Date Last Reviewed or Revised: ~~2022-09-21~~[2024-05-03](#)

Review Cycle: Every five years by SPL Board

Purpose

*Bylaw No. 332, enacted in 1910 by City of Saskatoon Council under the authority of *The Public Libraries Act, 1996* (Saskatchewan), established Saskatoon Public Library and its Board. Under the Act, the Board "may make bylaws respecting the safety and use of its libraries, the admission of the public to its libraries, and all other matters and things connected with the library and with the management of all property under its control intended to affect persons in their use of the library and its property" [ss. 68(2)].*

The *Safe Use & Conduct Bylaw* governs the conduct of people who use and access Library spaces, services and programs for the safety of Patrons and Personnel.

Commitment to Safety

SPL aspires to change lives through community connections, engagement and inclusivity. In order to do this, this Bylaw seeks to create a safe, welcoming environment for this vision to take place.

In keeping with the requirements of legislation, SPL has adopted a video surveillance procedure in the interests of privacy, security and to maintain a safe, welcoming environment.

Rules for Safe Use & Conduct

Section 1: Behaviour & Conduct

- 1.1 Excessive Noise & Disruption of Others**
Disrupting others in the Library by yelling or making undue or excessive noise is prohibited.
- 1.2 Sleeping**
Sleeping is not permitted in the Library.
- 1.3 Clothing**
Patrons using library spaces must be clothed, including shirts and shoes.

1.4 Smoking & Vaping

Smoking and vaping are prohibited inside the Library and within three metres of an entrance.

1.5 Use of Alcohol or Drugs

Consuming, carrying, selling or being under the influence of drugs or alcohol is prohibited on Library property.

When sanctioned by the CEO and a liquor permit has been obtained, alcoholic beverages may be consumed in designated areas.

1.6 Weapons

Carrying weapons is prohibited on Library premises.

1.7 Physical Harassment

Physical harassment is prohibited. This includes, but is not limited to: fighting, unwanted or unsolicited touching, pushing, grabbing, hitting, assault and physical violence.

1.8 Verbal Harassment & Vulgar Language

Verbal harassment or the use of vulgar language is prohibited. This includes, but is not limited to: taunts, threats, swearing or yelling at, name calling, slurs and language that demeans, discriminates against or devalues a person or group of people.

1.9 Sexual Harassment & Misconduct

Sexual harassment is prohibited. This includes, but is not limited to, sexual suggestions or comments, deliberately brushing against someone, encroaching on someone's personal space, inappropriate gestures and public nudity.

1.10 Theft of Personal Property

Stealing the personal property of others is prohibited.

1.11 Other Dangerous & Unlawful Activity

Patrons cannot engage in dangerous or unlawful behaviour or activity at the Library.

1.12 Online Harassment

Patrons cannot threaten, defame, abuse or otherwise harass those working at the Library through online commentary or correspondence.

Section 2: Children

Children under the age of ten must be accompanied by a caregiver who is at least 12 years old.

During programming:

- Caregivers must accompany children [under threesix and under](#).
- Caregivers of children aged [three to five](#) [seven to nine](#) who are attending a program must remain in the Library for the duration of the program.
- ~~Caregivers of e~~Children aged [six to nine](#) [who are attending a program can leave the Library during the scheduled time of the program](#) [ten and over can be in the Library/program unattended](#).
- [People who require extra support must be accompanied by a caregiver during a program](#).

SPL is not responsible for children's use of the internet while in the Library. Children must comply with appropriate use rules outlined in Section 10.

Section 3: Animals

Only service animals are permitted in Library buildings.

Section 4: Food & Drink

Non-alcoholic beverages and food can be consumed in the Library, except near computers or in Innovation Labs, unless posted temporary measures state otherwise.

Section 5: Smudging & Ceremony

Ceremonial combustible materials used in Indigenous ceremonies, such as sweetgrass, tobacco and sage, are permitted with prior approval from a Manager and in designated spaces.

Section 6: Soliciting & Advertising

Except with the permission of the CEO, on Library property Patrons must not:

- a) Sell, offer for sale or distribute any newspaper, magazine, pamphlet, leaflet, printed material or merchandise of any kind.
- b) Beg or solicit for any purposes.
- c) Post a bill, poster or notice.

Section 7: Unauthorized Entry & Refusal to Leave

Patrons must not enter:

- a) Unauthorized areas of Library property.
- b) The Library on the same day they were asked by Library Personnel to leave for the day.
- c) The Library when they are suspended.

Patrons must:

- a) Leave the Library at closing time.
- b) Exit the Library immediately when they have been asked by Personnel to leave for the day.

Section 8: Library Property

Patrons may not steal, vandalize, mutilate or destroy Library property including, but not limited to, buildings, grounds, Library materials, equipment and technology.

Section 9: Health Regulations

Patrons must comply with applicable public health regulations, orders and other health and safety measures set by the Library or government body.

Section 10: Technology Use

10.1 Device, Equipment & Network Usage

Patrons must not:

- a) Use Library devices, equipment or networks for illegal or criminal purposes.
- b) Use Library devices, equipment or networks to seek access to unauthorized websites or proprietary information of any kind.
- c) Use Library devices, equipment or networks to access inappropriate content. This includes, but is not limited to, content that is sexually explicit or that depicts violence toward a group of people.
- d) Download, transmit or export illegal material or material from inappropriate sites using Library equipment or on the Library's network.
- e) Install software on Library devices or develop or use programs that infiltrate, damage or alter a computer system or network
- f) Infringe upon copyright rules in the Library or on the Library's network.
- g) Tamper with the Library's software, network, computer settings or data.

10.2 Time Limits

Time limits and reservations for use of a computer vary by location. Patrons must abide by these time limits and reservation rules.

Roles & Responsibilities

Board

- 1) Reviews this Bylaw every five years. A resolution to amend this Bylaw requires the support of a two-thirds majority of Board members.

Personnel

- 1) Are responsible for implementing and enforcing this Bylaw.

Format for Notice

- 1) Any documents or information required to be given in writing under this Bylaw must be delivered by an SPL representative to the address provided by the Patron. Email and hand-delivered documentation are considered received the same day issued, while mail delivered by Canada Post is considered received three days following the posting.

Consequences of Non-Compliance

Contravention of Bylaw

- 1) If a Patron contravenes any provision of this Bylaw, a Library employee may require them to leave the Library for the rest of the day.
- 2) If a Patron contravenes any provision of this Bylaw, the CEO or designate may:
 - a) Suspend library borrowing privileges.
 - b) Suspend access to Library facilities for a specified period of time.
 - c) Initiate a prosecution under the *Public Libraries Act*.
 - d) Contact the Saskatoon Police Service, which may commence proceedings under the Criminal Code of Canada or other applicable legislation.
- 3) As per the *Public Libraries Act*, a Patron who commits a breach of any provision of this Bylaw is guilty of an offence under section 68(5) and is liable on summary conviction to a fine of not more than \$5,000.

Appeals

- 1) A Patron whose borrowing privileges have been suspended or who has been suspended from entering a Library can appeal the decision to the Board.
- 2) Appeals must be made in writing. The Patron must state the grounds of the appeal and the facts relied on in its support and file it within 30 days of the decision.
- 3) The Board may allow the appellant to make oral representations in support of the appeal in a manner consistent with other requests for deputations from members of the public.
- 4) The Board may delegate the authority to hear and determine appeals to a standing or special committee of the Board.
- 5) On appeal under this Section, the Board or its committee may confirm, modify or repeal the CEO's decision, or substitute its own decision for that of the CEO.

Definitions

- 1) **"Act"**: *The Public Libraries Act, 1996 (Saskatchewan)*, the provincial statute that provides for the establishment of municipal libraries in the province.
- 2) **"Board"**: Saskatoon Public Library Board as established by the City of Saskatoon Council under the provisions of the Act.
- 3) **"Bylaw"**: *Safe Use & Conduct Bylaw*.
- 4) **"CEO"**: Saskatoon Public Library CEO.
- 5) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 6) **"Patron"**: Any person using the Library or its services.
- 7) **"Personnel"**: SPL's permanent and temporary employees, Circulation Associates, Casuals, security guards, contractors, consultants, Board and volunteers employed by or working at SPL.

DRAFT

Safe Use & Conduct BYLAW

Date Effective: 2022-10-05

Date Last Reviewed or Revised: 2024-05-03

Review Cycle: Every five years by SPL Board

Purpose

*Bylaw No. 332, enacted in 1910 by City of Saskatoon Council under the authority of *The Public Libraries Act, 1996* (Saskatchewan), established Saskatoon Public Library and its Board. Under the Act, the Board "may make bylaws respecting the safety and use of its libraries, the admission of the public to its libraries, and all other matters and things connected with the library and with the management of all property under its control intended to affect persons in their use of the library and its property" [ss. 68(2)].*

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Patrons using library spaces must be clothed, including shirts and shoes.

1.4 Smoking & Vaping

Smoking and vaping are prohibited inside the Library and within three metres of an entrance.

1.5 Use of Alcohol or Drugs

Consuming, carrying, selling or being under the influence of drugs or alcohol is prohibited on Library property.

When sanctioned by the CEO and a liquor permit has been obtained, alcoholic beverages may be consumed in designated areas.

1.6 Weapons

Carrying weapons is prohibited on Library premises.

1.7 Physical Harassment

Physical harassment is prohibited. This includes, but is not limited to: fighting, unwanted or unsolicited touching, pushing, grabbing, hitting, assault and physical violence.

1.8 Verbal Harassment & Vulgar Language

Verbal harassment or the use of vulgar language is prohibited. This includes, but is not limited to: taunts, threats, swearing or yelling at, name calling, slurs and language that demeans, discriminates against or devalues a person or group of people.

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1.10 Theft of Personal Property

Stealing the personal property of others is prohibited.

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Patrons cannot engage in dangerous or unlawful behaviour or activity at the Library.

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Patrons cannot threaten, defame, abuse or otherwise harass those working at the Library through online commentary or correspondence.

Section 2: Children

Children under the age of ten must be accompanied by a caregiver who is at least 12 years old.

During programming:

- Caregivers must accompany children six and under.
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- Children aged ten and over can be in the Library/program unattended.
- People who require extra support must be accompanied by a caregiver during a program.

SPL is not responsible for children's use of the internet while in the Library. Children must comply with appropriate use rules outlined in Section 10.

Section 3: Animals

Only service animals are permitted in Library buildings.

Section 4: Food & Drink

Non-alcoholic beverages and food can be consumed in the Library, except near computers or in Innovation Labs, unless posted temporary measures state otherwise.

Section 5: Smudging & Ceremony

Ceremonial combustible materials used in Indigenous ceremonies, such as sweetgrass, tobacco and sage, are permitted with prior approval from a Manager and in designated spaces.

Section 6: Soliciting & Advertising

Except with the permission of the CEO, on Library property Patrons must not:

- a) Sell, offer for sale or distribute any newspaper, magazine, pamphlet, leaflet, printed material or merchandise of any kind.
- b) Beg or solicit for any purposes.
- c) Post a bill, poster or notice.

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Patrons must not enter:

- a) Unauthorized areas of Library property.
- b) The Library on the same day they were asked by Library Personnel to leave for the day.
- c) The Library when they are suspended.

Patrons must:

- a) Leave the Library at closing time.
- b) Exit the Library immediately when they have been asked by Personnel to leave for the day.

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Section 9: Health Regulations

Patrons must comply with applicable public health regulations, orders and other health and safety measures set by the Library or government body.

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- d) Download, transmit or export illegal material or material from inappropriate sites using Library equipment or on the Library's network.
- e) Install software on Library devices or develop or use programs that infiltrate, damage or alter a computer system or network
- f) Infringe upon copyright rules in the Library or on the Library's network.
- g) Tamper with the Library's software, network, computer settings or data.

10.2 Time Limits

Time limits and reservations for use of a computer vary by location. Patrons must abide by these time limits and reservation rules.

Roles & Responsibilities

Board

- 1) Reviews this Bylaw every five years. A resolution to amend this Bylaw requires the support of a two-thirds majority of Board members.

Personnel

- 1) Are responsible for implementing and enforcing this Bylaw.

Format for Notice

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Consequences of Non-Compliance

Contravention of Bylaw

- 1) If a Patron contravenes any provision of this Bylaw, a Library employee may require them to leave the Library for the rest of the day.
- 2) If a Patron contravenes any provision of this Bylaw, the CEO or designate may:
 - a) Suspend library borrowing privileges.
 - b) Suspend access to Library facilities for a specified period of time.
 - c) Initiate a prosecution under the *Public Libraries Act*.
 - d) Contact the Saskatoon Police Service, which may commence proceedings under the Criminal Code of Canada or other applicable legislation.
- 3) As per the *Public Libraries Act*, a Patron who commits a breach of any provision of this Bylaw is guilty of an offence under section 68(5) and is liable on summary conviction to a fine of not more than \$5,000.

Appeals

- 1) A Patron whose borrowing privileges have been suspended or who has been suspended from entering a Library can appeal the decision to the Board.
- 2) Appeals must be made in writing. The Patron must state the grounds of the appeal and the facts relied on in its support and file it within 30 days of the decision.
- 3) The Board may allow the appellant to make oral representations in support of the appeal in a manner consistent with other requests for deputations from members of the public.
- 4) The Board may delegate the authority to hear and determine appeals to a standing or special committee of the Board.
- 5) On appeal under this Section, the Board or its committee may confirm, modify or repeal the CEO's decision, or substitute its own decision for that of the CEO.

Definitions

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- 3) **"Bylaw"**: *Safe Use & Conduct Bylaw*.
- 4) **"CEO"**: Saskatoon Public Library CEO.
- 5) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 6) **"Patron"**: Any person using the Library or its services.
- 7) **"Personnel"**: SPL's permanent and temporary employees, Circulation Associates, Casuals, security guards, contractors, consultants, Board and volunteers employed by or working at SPL.