



St. Catharines Public Library Board

Regular Meeting

Thursday, February 20, 2025, 6:00 pm
Mills Room, Central Library & Microsoft Teams

AGENDA

Chair calls meeting to order and Gail Riihimaki to read SCPL Land Acknowledgment.

1. **Adoption of Agenda**

1.1 Additions/Deletions to Agenda

1.2 Adoption of Agenda

Motion

2. **Chair's Remarks & Declarations of Interest**

3. **Adoption of Minutes (attachment)**

3.1 Regular Meeting – January 16, 2025

Motion

4. **Monthly Updates (verbal)**

4.1 St. Catharines City Council

4.2 OLS Update – J. Coles

4.3 CEO Update – K. Su

4.4 Department Update – SCPL Connects Committee – Brendan Poulouski,
Customer Service Assistant

4.5 Department Update - OLA Presentation – Diana Smith, Branch Librarian, Gabby
Dheilly and Andy Richardson, Customer Service Assistants

5. **Consent Agenda (attachments)**

Motion

5.1 Correspondence

5.2 CEO Report – K. Su

5.3 Department Reports – January 2025

5.3(a) Customer Service – J. Spera & M. Haanstra

5.3(b) Innovation, Collections, and Technology – D. Bott

5.3(c) Programming & Promotions – H. Jones

5.3(d) Human Resources – A. Maciukas

5.4 Financial Reports – L. DiDonato

5.4 (a) Endowment & Trust Statement at December 31, 2024

5.4 (b) Short-Term Investments Statement at December 31, 2024

6. Discussion Reports (attachments)

6.1 2024 Financial Results and Forecast at December 31, 2024 – L. DiDonato Motion

6.2 Policy (G-20) Video Surveillance – D. Bott Motion

6.3 Policy (F-06) Naming – K. Su Motion

6.4 Policy (P-09) Employee and Trustee Recognition – A. Maciukas Motion

7. In-Camera Session

7.1 In-Camera Agenda (attachment)

7.1(a) Additions/Deletions to In-Camera Agenda

7.1(b) Adoption of In-Camera Agenda Motion

7.2 Motion to Move In-Camera Motion

7.3 Adoption of In-Camera Minutes

7.3(a) In-Camera Session – January 16, 2025 (attachment) Motion

7.4 In-Camera Consent Agenda (attachments)

7.4(a) Staffing Update (January 2025) – A. Maciukas

7.5 In-Camera Discussion Reports (attachments)

7.5(a) Personnel Matter – J. Coles, L. Littleton, and G. Riihimaki (to be distributed)
(Closed Session in accordance with the Public Libraries Act section 16.1(4)(b)
personal matters about an identifiable individual)

7.6 Return to Open Session Motion

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

Motion

9. Motion to Adjourn

Motion

10. Next Meeting / Upcoming Events

- Board Meeting – Thursday, March 20, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, January 16, 2025, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present: M. Brousseau L. Littleton
P. Clausi Councillor G. Miller (joined at 6:05pm)
J. Coles (Chair) G. Riihimaki
S. Dimick (Vice-Chair)

Regrets: K. Diiorio Councillor J. Lindal

Staff: L. DiDonato S. Mannella (left at 7:40pm)
M. Haanstra (left at 7:40pm) C. Phillips (left at 7:40pm)
L. Jenter (Recording Secretary) J. Spera (left at 7:40pm)
H. Jones (left at 7:40pm) K. Su (Secretary)
A. Maciukas

Chair calls Regular Meeting to order at 6:01 pm.

Joanna Spera reads the following SCPL Land Acknowledgment:

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

Michael Brousseau resigned from the Library Board effective upon the completion of the meeting. M. Brousseau thanked the Board Members and staff for their support.

1. Adoption of Agenda

- 1.1 Additions/Deletions to Agenda
Pull Item 6.2 CEO Report for discussion as Item 8.4 – Lori Littleton
Add Item 8.5 Board Vacancy
- 1.2 Adoption of Agenda

MOTION: 2025-01 THAT the Agenda be adopted as amended.

MOVED BY: M. Brousseau
SECONDED BY: L. Littleton
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair welcomed the Board for the first meeting of 2025, remarking that the new year will bring a new Board Member and a new branch. The Chair welcomed Clinton Phillips as IT support. There were no Declarations of Interest.

Councillor G. Miller joined the meeting at 6:05pm.

3. Presentation

- 3.1 Fundraising Feasibility Study – Martin van Zon, President, and Lee Zhang, Director, Interkom
Interkom updated the Board on the fundraising feasibility study for a capital campaign supporting the Central Branch renovation. The Board discussed naming opportunities for donors, contractual removal of a donor name, and ethical considerations.

4. Adoption of Minutes (attachment)

- 4.1 Regular Meeting – November 21, 2024

MOTION: 2025-02 THAT the Regular Meeting Minutes of November 21, 2024 be adopted.

MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

5. Monthly Updates (verbal)

- 5.1 St. Catharines City Council
Councillor G. Miller shared news of Councillor Garcia's passing and updated the Board regarding selection of a new member of City Council and the Budget Committee.
- 5.2 CEO Update – K. Su and L. DiDonato
The CEO updated the Board about the following:
- Fundraising Feasibility Study – Managers are reviewing the Naming Policy and will bring a draft to the Board in February.
 - Inclusive Community Grant – SCPL received grant for improvements at the Merritt Branch, applied for prior to the decision to relocate to the Pen Centre. Staff have contacted the Ministry about transferring the grant to the new facility.

- State of the City – The Board can contact the CEO if they wish to attend on February 27.
- Merritt Relocation – Demolition is in the beginning stages. Staff are working with the architect and the furniture vendor to determine layout and furniture order. Cautiously optimistic for a June branch opening.

6. Consent Agenda

- 6.1 Correspondence
- 6.2 CEO Report – K. Su
- 6.3 Department Reports – November & December 2024
 - 6.3(a) Customer Service – J. Spera & M. Haanstra
 - 6.3(b) Innovation, Collections, and Technology – D. Bott
 - 6.3(c) Programming & Promotions – H. Jones
 - 6.3(d) Health & Safety – L. DiDonato
- 6.4 Quarterly Progress Update on 2024 Work Plan

MOTION: 2025-03 THAT the Consent Agenda be received as circulated except for Item 6.2 CEO Report pulled for Discussion.

MOVED BY: S. Dimick

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

7. Correspondence

7.1 Customer Correspondence – J. Coles/K. Su

The CEO updated the Board that the Library will investigate to ensure the collection is balanced. The Board discussed the substance of the customer correspondence. The Chair suggested the development of a procedural bylaw to guide the Board's response in future, incorporating suggestions including visibility of names and use of the standard complaint process.

MOTION: 2025-04 THAT the Board receive the customer correspondence.

MOVED BY: M. Brousseau

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

5 in favour/2 opposed

Discussion Reports

8.1 Policy (G-13) Occupational Health & Safety – A. Maciukas

The Board received Policy (G-13) Occupational Health & Safety with recommended amendments. The Board amended the policy to align the language with Policy (P-01) Workplace Violence and Harassment.

MOTION: 2025-05 THAT the Board approve Policy (G-13) Occupational Health & Safety as amended.

MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

- 8.2 Policy (P-01) Workplace Violence and Harassment – A. Maciukas
The Board received Policy (P-01) Workplace Violence and Harassment. The Board amended the policy to share language with Policy (G-13) Occupational Health & Safety.

MOTION: 2025-06 THAT the Board rescind Policies (P-01) Workplace Violence, (P-02) Workplace Harassment, and (P-03) Sexual Harassment and approve Policy & Program (P-01) Workplace Violence and Harassment as amended.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

- 8.3 Policy (P-06) CEO Evaluation – J. Coles (verbal)
The Evaluation Committee considers the CEO Evaluation complete. The Chair thanked the Board and staff for their participation.

- 8.4 CEO Report – L. Littleton
L. Littleton requested clarification from the CEO regarding the RFP for the shared Integrated Library System (ILS) with the Niagara Falls Public Library. Both libraries are outside of Libraries In Niagara Cooperative (LINC) and at the end of the contract with current ILS providers. The Board discussed impact of the shared ILS and future system integration.

MOTION: 2025-07 THAT the Board receive the CEO Report.
MOVED BY: L. Littleton
SECONDED BY: M. Brousseau
MOTION CARRIED.

- 8.5 Board Vacancy – J. Coles

MOTION: 2025-08 THAT the Board accept Michael Brousseau's resignation from the Library Board.
MOVED BY: S. Dimick
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

The Board discussed the process and timelines for appointing a new Board Member. The Chair recommended the Board submit a list of ideal skills and strengths to guide the Nominating Committee.

MOTION: 2025-09 THAT the Board appoint members Janice Coles, Lori Littleton and Gail Riihimaki to the Nominating Committee to review the Board membership applications and make a recommendation.

Moved BY: P. Clausi
SECONDED BY: S. Dimick
MOTION CARRIED.

9. In-Camera Session

9.1 In-Camera Agenda

9.1 (a) Additions/Deletions to In-Camera Agenda
Pull Item 9.4(a) Staffing Update for discussion.

9.1 (b) Adoption of In-Camera Agenda

MOTION: 2025-10 THAT the In-Camera Agenda be adopted as amended.
Moved BY: M. Brousseau
SECONDED BY: L. Littleton
MOTION CARRIED.

M. Haanstra, H. Jones, S. Mannella, C. Phillips and J. Spera left the meeting at 7:40pm.

9.2 Motion to Move In-Camera

MOTION: 2025-11 THAT the Regular Meeting move to In-Camera Session to discuss a personnel matter.
Moved BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:42pm.

9.5 Return to Open Session

MOTION: 2025-13 THAT the In-Camera Session return to Open Session.
Moved BY: G. Riihimaki
SECONDED BY: M. Brousseau
MOTION CARRIED.

The Meeting returned to Open Session at 7:49pm.

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

MOTION: 2025-14 THAT the Board receive the information presented during the closed session.
MOVED BY: P. Clausi
SECONDED BY: S. Dimick
MOTION CARRIED.

11. Motion to Adjourn

MOTION: 2025-15 THAT the Regular Meeting be adjourned.
MOVED BY: M. Brousseau
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 7:49pm.

12. Next Meeting / Upcoming Events

Board Meeting – Thursday, February 20, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair

Secretary

Consent Agenda

5. **Consent Agenda (attachments)**

- 5.1 Correspondence
- 5.2 CEO Report – K. Su
- 5.3 Department Reports – January 2025
 - 5.3 (a) Customer Service – J. Spera & M. Haanstra
 - 5.3 (b) Innovation, Collections, and Technology – D. Bott
 - 5.3 (c) Programming & Promotions – H. Jones
 - 5.3 (d) Human Resources – A. Maciukas
- 5.4 Financial Reports – L. DiDonato
 - 5.4 (a) Endowment & Trust Statement at December 31, 2024
 - 5.4 (b) Short-Term Investments Statement at December 31, 2024

CEO Report

submitted by Ken Su, CEO (January 2025)

For Information

Central Library Renovation Update

The Architect notified the Library on January 23, 2025 that they were unable to have the cost estimate done by the Cost Consultant by February 20, so unfortunately, they had to reschedule the final report to the Board to its March meeting.

Staff will follow up with the Architect in the next few weeks to confirm their presentation date and time.

Fundraising Feasibility Project

Consultants from Interkom provided an update to the Library on February 1, 2025. They have started feasibility study interviews and several Board members were interviewed in the week of January 27 with more interviews scheduled in the coming weeks.

Once the Naming Policy is approved by the Board, staff will share it with the Consultants.

Inclusive Community Grant

The Minister for Seniors and Accessibility confirmed the approval of the Library's application to the 2024-2025 Inclusive Community Grants Program in January 2025. Further instructions were received on January 31, 2025 that outlined terms and conditions related to the grant.

The Library is expected to receive an initial payment of \$48,000 in February and the final payment of up to a maximum of \$12,000, based on actual expenditures, will be made once the final report has been reviewed and deemed satisfactory by the ministry.

The Library can start project activities as of January 9, 2025 and the project must be completed and funds spent by November 30, 2025.

This grant will help improve accessibility at the Merritt Branch and reduce social isolation in the community.

Asset Management Plan

Consultants from SLBC have been drafting an Asset Management Plan for proposed levels of service in the last few months. Staff met with them on January 23, 2025 to discuss approaches, answer questions, and clarify comments provided before. The legislative requirement is to have an approved asset management plan for proposed levels of service by July 1, 2025.

The Library plans to have Consultants present their draft plan at the March Board meeting and make any revisions needed before getting the plan approved by the Board and then submitting it to City Council.

Customer Service

submitted by Joanna Spera, Customer Service Manager (January 2025)

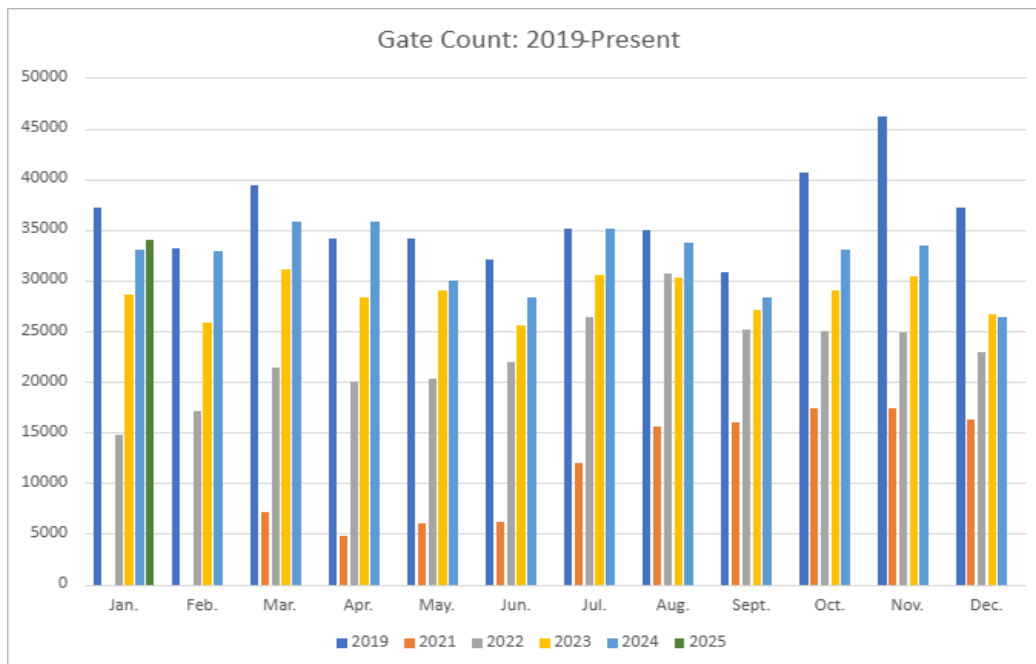
For Information

All data provided is for January 2025 compared to the same month in 2024. The library continues at full operations.

	January 2025	% change from 2024
Gate Count	33,993	33,076 (+3%)
Membership	654	534 (+22%)
Holds Placed	14,233	13,934 (+2%)
Questions	7,017	6,528 (+7%)

Gate Count

In January, our system-wide gate count was up 3% compared to January 2024. Our gate count system-wide continues its upward climb toward pre-pandemic 2020 levels.



Membership

New memberships continue to grow, with 22% over January 2025. January was very busy with online memberships renewals and new membership requests. West Lincoln Public Library has signed the reciprocal borrowing agreement with SCPL, which now includes all Niagara Libraries as part of the initiative. Since the initiative launched in September 2024, there has been 240 memberships issued.

Holds Placed

The number of holds placed this month was up 2% over January 2024. The holds system continues to be an integral library service for customers across the city.

Customer Feedback Report

The library collects passive customer feedback to help SCPL understand what customers are noticing and appreciating and how we can improve. Highlights from the feedback collected through November and December 2024 include:

- Our friendly, knowledgeable and efficient customer service
- Appreciation for the selections of programs we offer
- Offer bright, eye catching library card designs
- Launch reciprocal borrowing
- Create a new look for Port

The library is continually evaluating the suggestions for improvements and new services. Highlights of actions taken based on feedback collected in 2024 include:

- Offering a self-scanning service
- Offering charging stations on site
- Offering more swag items for sale

Innovation, Collections & Technology

submitted by David Bott, Manager Innovation, Collections & Technology (January 2025)

For Information

Physical Circulation

Physical circulation increased by 32.3% from December 2024 to January 2025. The most significant increases in physical circulation occurred at the Dr. Huq and Central branches, with 38.8% and 30.3% increases, respectively. Merritt and Port Dalhousie branches each saw a 20% increase. Compared to January 2024, overall physical circulation has increased by 5%.

Library of Things

The 12 Ontario Park Passes and 8 Niagara Peninsula Conservation Authority (NPCA) Natureplus Park Passes were updated for 2025.

A blood pressure monitor was added and will be launched in February to celebrate Heart Month.

New copies of our most popular board games (Operation, The Sneaky, Snacky Squirrel Game, Boggle, Guess Who, Connect 4, Scattergories, Game of Life, UNO, Bananagrams, Twister, and Candy Land) were purchased to replace the very well-used copies in our collection.

Digital Circulation

Digital circulation increased by 15.6% from December 2024 to January 2025. While most online resources saw increases in circulation, the biggest contributors to this overall increase were PressReader (+16%), LinkedIn Learning (+63%), Hoopla (+16%), and CloudLibrary (+9%). Digital circulation for January 2025 was also 17% higher than that of January 2024.

Public Internet Computers

IT staff worked with facilities to move the public internet computers from the 2nd floor to the 1st floor.

Merritton Hold IT Lockers

The new Hold IT lockers arrived in mid-January and were configured. Vinyl-wrapping of the lockers was performed during the last week of January.

Security Cameras and Wireless Access Points

As part of the surveillance system upgrade, six additional 360-degree cameras were installed on the 2nd floor. There are now a total of 13 additional cameras installed throughout the 1st and 2nd floors.

IT Staff also installed 2 additional wireless access point on the 2nd floor to provide better coverage.

Customer Letter to Board

With regards to the letter received by the Board with concerns regarding Christmas materials, collections staff reviewed our collection and found that the library has over 3,700 items with Christmas as the subject, 463 on Christianity, 34 on the Nativity and 173 with Jesus Christ as the subject. Depending on the branch location, a customer may not see a wide variety of subjects due to shelf space, popularity, as well as the nature of floating collections.

Programming and Promotions

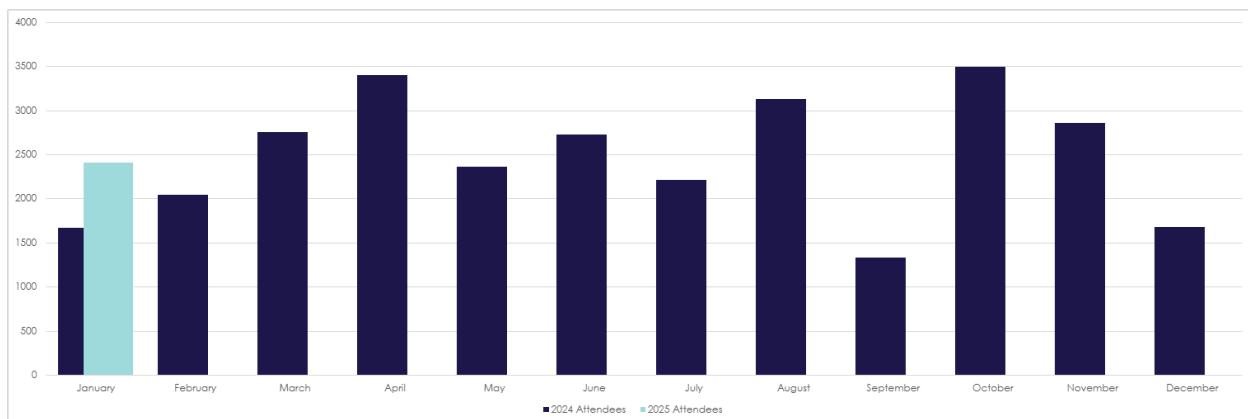
submitted by Holly Jones, Manager Programming & Promotions (January 2025)

For Information

Programming Highlights

In total, 2,407 customers attended or engaged in 115 programs and outreach events in January. Attendance increased by 45% from the same period in 2024. This spike can be attributed to the success of a number of popular events and group visits, including “Drop-in: Dog Man Day!” (65 attendees), Brock’s political science panel “Donald Trump and US Authoritarian Turn” (50 attendees), Folk Arts “Lunar New Year” drop-in event (115 attendees), and a visit from Brockview Bible Chapel’s Ladies Coffee Social group (80 attendees).

Attendees by Month, 2025 vs. 2024



Of special programming note in January:

- Donald Trump and US Authoritarian Turn: Implications for the United States, Canada, and the World:** In partnership with The Brock University Department of Political Science. Attendees were invited to a panel discussion exploring the implications of Trump's incoming US administration (50 attendees).
- Drop-in: Biboon (Winter) Storytime with Odrohyageweh EarlyON:** Families from all cultural backgrounds were welcomed to learn about our local Indigenous communities. This ongoing partnership program is facilitated by staff from the Niagara Region Native Centre's Odrohyageweh EarlyON. Children and caregivers explored animals, art, and culture through stories, songs, and crafts (17 attendees).

3. **Folk Arts: Lunar New Year:** Community Connections staff of the Niagara Folk Arts Multicultural Centre welcomed community members to the library to learn about Lunar New Year, the most important holiday in China, and widely celebrated in South Korea and Vietnam, with family-friendly activities and cultural displays (115 attendees).
4. **Connections First with Alzheimer Society of Niagara Region:** Community members concerned with normal aging, persons living with a diagnosis of dementia, and care partners were invited to participate in an interactive session to learn about living with memory change (10 attendees).
5. **Drop-in: Literacy Day Celebration:** In collaboration with the Mayor's Office, the library marked Family Literacy Day (January 27) and celebrated the completion of the 2024 Mayor's Reading Challenge with family friendly literacy-related activities that included a storytime with Mayor Siscoe (50 attendees).
6. **Teen Reviewers:** A new volunteer opportunity for teens 14-18 aimed at amplifying teen voices, developing writing skills, and promoting library collections. Participants will earn volunteer hours by reviewing books, movies, video games and music. Reviews will be shared on the library's website, social channels, and via library displays (78 applications received).

Communication Highlights

The Communications Specialist was involved in several key projects this month:

- January marked the launch of the Membership Reactivation Campaign, an email strategy targeting customers with expired library cards and inviting them to renew their memberships (353 library card renewals were completed as a direct result of the campaign so far)
- Promotions on the library's website and social channels in support of the Teen Reviewers program
- The introduction of "Born to Read" baby onesies to the SCPL Shop
- The completion of the design and wrap installation for the new Merritt Holds Locker

Media Mentions

09-Jan	CKTB-The Drive	Topics: Professional development with LinkedIn Learning and "Exploring Entrepreneurship: Is Starting a Business Right For You?" in partnership
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with City of St Catharines Small Business
Enterprise Centre, 2025 Ontario Parks and NPCA
NaturePlus passes, return of the 2025 Mayor's
Reading Challenge

30-Jan **Niagara this Week** [Check out these titles at St. Catharines library
during Black History Month](#)

Human Resources

submitted by Albertina Maciukas, Human Resources Manager

For Information

Exempt Job Evaluation/Pay Equity Review

RFP posted January 22, 2025 and set to close on February 21, 2025. The selected applicant will review the current plan and offer any recommendations.

RFP submissions to be reviewed by end of February.

Staff Development Day 2025

Call for volunteers was put out via SharePoint in January. The committee has been assembled and the first brainstorming meeting is scheduled for the end of February.

Performance Review Document

Certain volunteers were identified by managers during a management meeting to ensure a well-rounded representation on the committee. These volunteers were contacted in January, and the committee has now been assembled.

Additionally, a staff survey has been posted on SharePoint to collect feedback on the current performance review process. Based on the survey results, a draft document is in progress.

The next step is to schedule the initial committee meeting.

Endowment & Trust Fund Statement
at December 31, 2024
submitted by Lisa DiDonato, Business Administrator

<u>Income/Expenditures</u>	
Donations	\$ 12,590
Used Books Sale	\$ 5,979
Interest	\$ 87,970
TOTAL INCOME	<u>\$ 106,539</u>
Less Expenditures	<u>-\$ 80,000</u>
Current Year, Net Revenue	\$ 26,539
Fund Balance, Beginning of Year	\$ 1,764,005
Fund Balance	<u><u>\$ 1,790,544</u></u>
<u>Current Assets</u>	
Cash And Cash Equivalent	\$ 402,593
GIC's	\$ 1,362,615
Receivables	\$ 25,336
TOTAL CURRENT ASSETS	<u>\$ 1,790,544</u>
Less Current Liabilities	<u>\$ -</u>
NET ASSETS	<u><u>\$ 1,790,544</u></u>
Encumbered Amount	244,968
Unencumbered Amount	\$ 1,545,576
TOTAL	<u><u>\$ 1,790,544</u></u>

Short-Term Investments Statement at December 31, 2024

submitted by Lisa DiDonato, Business Administrator

Broker	Due	Yield	Market Value
The Canada Trust Company	Dec 15, 2025	3.30%	\$426,704.23
TD Bank	Dec 15, 2025	3.30%	\$171,111.25
TD Bank	Dec 15, 2025	3.30%	\$280,763.51
Bank of Nova Scotia	Aug 18, 2025	5.45%	\$127,500.00
Bank of Nova Scotia Trust	Aug 18, 2025	5.45%	\$100,000.00
Concentra Bank	Apr 15, 2026	4.91%	\$62,300.00
Equitable Bank	Apr 15, 2025	5.13%	\$75,000.00
ICICI Bank Canada	Apr 15, 2026	4.92%	\$100,000.00
Montreal Trust Company	Aug 18, 2025	5.45%	\$100,000.00
National Trust Company	Aug 18, 2025	5.45%	\$100,000.00
Scotia Mortgage Corporation	Aug 18, 2025	5.45%	\$100,000.00

Discussion Reports

6. Discussion Reports (attachments)

- | | | |
|-----|--|--------|
| 6.1 | 2024 Financial Results and Forecast at December 31, 2024 – L. DiDonato | Motion |
| 6.2 | Policy (G-20) Video Surveillance – D. Bott | Motion |
| 6.3 | Policy (F-06) Naming – K. Su | Motion |
| 6.4 | Policy (P-09) Employee and Trustee Recognition – A. Maciukas | Motion |

Financial Results for the Year Ended December 31, 2024

submitted by Lisa DiDonato, Business Administrator

Recommendation

THAT the St. Catharines Public Library (SCPL) Board approve the transfer of the net surplus for the fiscal year ending December 31, 2024, to the SCPL Stabilization Reserve. These funds will be designated, subject to Board approval, to offset any unforeseen future expenditures or revenue shortfalls, in accordance with the SCPL Reserve Policy.

Report

The purpose of this report is to present the unaudited financial results for the SCPL for the year ending December 31, 2024. Subject to adjustments during the preparation of the audited financial statements, the net expenditure surplus for the year is \$10,561. A summary of the results is provided in Appendix A.

Revenue

For the year ended December 31, 2024, Revenue exceeded the budgeted amount, mainly driven by higher interest rates. The budget transfer from the Reserve for strategic plan preparation proved unnecessary, as the surplus interest revenue more than offset the expenditures.

Salaries and Benefits

The surplus in net salaries and benefits is attributed to the timing of retirement and subsequent hiring. In order to ensure alignment with the relocation of the Merritt Branch and the completion of a staffing optimization review, positions will be filled in 2025.

Library Materials

Library materials are actively managed to maintain a balance between fiscal responsibility and meeting customer demand for desired materials. The deficit primarily results from the increased demand for digital media services.

Occupancy Costs

The surplus in Occupancy Costs primarily stems from utility expenses being lower than budgeted.

Supplies and Services

The net deficit in Supplies and Services primarily arises from professional fees for legal, consulting, and architectural services related to the Merritt Branch relocation, enhanced building security features, the asset management plan, the website redesign, and the fundraising feasibility study. These additional costs are offset by the surplus in salaries and benefits.

Operating Costs

In April 2024, the Board approved the use of SCPL Reserves to offset the costs of enhanced security and risk mitigation measures, which included additional security cameras, emergency communication devices, and securing the building perimeter, including the parking garage and loading dock. The Operating Capital Costs reflect the expenses incurred to deploy these measures. However, as the costs were lower than initially anticipated, the transfer from reserves was not required, and the expenses were covered by other expenditure and revenue surpluses.

Surplus/Transfer to Reserve

The SCPL Stabilization Reserve serves to mitigate the impact of unforeseen expenditures and revenue shortfalls. It is funded through annual contributions or transfers from the operating surplus. Currently, the projected balance of the reserve falls significantly below the target threshold of 10% of the operating budget, as shown in Appendix B. In light of this, SCPL recommends that the Board approve the transfer of the net surplus for the fiscal year ending December 31, 2024, to the Stabilization Reserve.

Appendix A - 2024 Financial Results & Forecast at December 31, 2024

	Actual	Budget	%	Variance
REVENUE				
City Contribution	6,641,583	6,641,583	100.0	-
Miscellaneous	489,022	333,155	146.8	155,867
Transfer from Reserves	-	40,000	-	40,000
Total Revenue	7,130,605	7,014,738	101.7	115,867
EXPENDITURES				
Salaries	4,001,959	4,135,474	96.8	133,515
Benefits	935,657	951,814	98.3	16,157
Salaries & Benefits	4,937,616	5,087,288	97.1	149,672
LIBRARY MATERIALS				
Books	406,075	460,300	88.2	54,225
Visual Materials	63,976	66,000	96.9	2,024
Microfilm	-	3,500	0.0	3,500
Periodicals	318,542	236,500	134.7	82,042
Sound Recordings	3,411	3,700	92.2	289
Library Materials	792,005	770,000	102.9	22,004
Occupancy Costs				
Rent/Taxes & Utilities	244,165	287,238	85.0	43,073
Insurance	44,919	45,290	99.2	371
Debt Interest	31,413	33,163	94.7	1,750
Repairs & Maintenance - Building	134,085	140,413	95.5	6,328
Repairs & Maintenance - Grounds	-	5,076	0.0	5,076
Communications	41,191	41,900	98.3	709
Occupancy Costs	495,772	553,080	89.6	57,308
SUPPLIES & SERVICES				
General Supplies	76,047	47,748	159.3	28,299
Audio Visual Supplies	5,264	4,200	125.3	1,064
Professional Fees	197,070	98,503	200.1	98,567
Staff Training & Development	32,019	44,495	72.0	12,476
Rental of Equipment	10,877	13,145	82.7	2,268
Software Maintenance	132,316	140,402	94.2	8,086
Transportation	11,146	33,500	33.3	22,354
Sundry	18,364	14,059	130.6	4,304
Printing and Stationary	1,701	2,200	77.3	499
Public Relations	26,917	23,575	114.2	3,342
Account Collection	1,627	1,400	116.2	227
Programs	15,097	13,420	112.5	1,677
Data Processing	21,234	28,280	75.1	7,046
Supplies & Services	549,678	464,927	118.2	84,751
OPERATING CAPITAL COSTS				
Furniture & Equipment	250,530	45,000	556.7	205,530
Debenture Debt - Aquatic Centre	94,443	94,443	100.0	-
Operating Capital Costs	344,973	139,443	247.4	205,530
Total Expenditures	7,120,043	7,014,738	101.5	105,305
UNEXPENDED BALANCE				
	10,562	-		10,562

Appendix B - SCPL Reserves

SCPL Capital Reserve										
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Balance, Beginning of Year	2,673,789	2,673,789	2,323,789	1,232,577	1,343,457	1,206,429	1,321,493	338,649	457,897	579,237
Contributions from Operating	-	-	8,788	110,880	112,972	115,064	117,156	119,248	121,340	123,432
	2,673,789	2,673,789	2,332,577	1,343,457	1,456,429	1,321,493	1,438,649	457,897	579,237	702,669
Dr. Huq Family Branch	-	-	-	-	250,000	-	-	-	-	-
Merritt Branch	-	350,000	-	-	-	-	1,100,000	-	-	-
Central Branch	-	-	1,100,000	-	-	-	-	-	-	-
Total Spending	-	350,000	1,100,000	-	250,000	-	1,100,000	-	-	-
Estimated Balance, End of Year	2,673,789	2,323,789	1,232,577	1,343,457	1,206,429	1,321,493	338,649	457,897	579,237	702,669

SCPL Stabilization Reserve										
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Balance, Beginning of Year	311,689	322,251	202,251	142,251	142,251	142,251	142,251	142,251	142,251	142,251
Contributions	10,562	-	-	-	-	-	-	-	-	-
	322,251	322,251	202,251	142,251	142,251	142,251	142,251	142,251	142,251	142,251
Contribution to Operating:										
Merritt Branch Occupancy Costs	-	120,000	60,000	-	-	-	-	-	-	-
Total Spending	-	120,000	60,000	-	-	-	-	-	-	-
Estimated Balance, End of Year	322,251	202,251	142,251	142,251	142,251	142,251	142,251	142,251	142,251	142,251

Policy (G-20) Video Surveillance

submitted by David Boff, Innovation, Collections and Technology Manager

Recommendation

THAT the Board approve amended Policy (G-20) Video Surveillance.

Background

A safe and secure environment, as well as protecting an individual's personal privacy is an integral component of the services we offer the community. It is used to promote the safety and security of the Library's employees, assets and property, as well as the public. The Policy was last amended and approved by the Board in April 2024.

Update

Since the last amendment, the Library has made some minor edits to reflect the updated Policy Template:

- The Implementation section has been removed.

Included for Board review are the following documents:

- Black-line version of Policy (G-20) Video Surveillance showing the proposed amendments
- Clean version of Policy (G-20) Video Surveillance

Recommendation

Management recommend that the Board approve Policy (G-20) Video Surveillance, as amended.



Policy Name	Video Surveillance		
Section & Number	General – G20	Effective Date	2018-05-17
Motion Number	2024-59	Last Review	2024-04-18
Author	Manager, ICT	Next Review	2025

Policy Statement

The St. Catharines Public Library Board is responsible for promoting a safe and secure environment and for protecting an individual's personal privacy. This policy and related procedures define the criteria and process associated with the installation and use of video surveillance equipment to ensure that it is used only to promote safety and security of the Library's employees, assets and property, as well as the public. This will be done in a professional and ethical manner that is in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act and any other relevant legislation.

Scope

This policy applies to video surveillance and video surveillance systems operated by the St Catharines Public Library at the Library's facilities and properties.

Definitions

Municipal Freedom of Information and Protection of Privacy Act - MFIPPA

Personal Information

Defined in Section 2 of MFIPPA, as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information" under MFIPPA.

Video Surveillance System

Refers to a video, physical or other mechanical, electronic or digital surveillance system or device operated by the library that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open public spaces.

Regulations

Access and disclosure of personal information to be in accordance with the principles set out in the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Privacy Act (MFIPPA). Public Libraries Act, R.S.O. 1990

Responsibility

Office of the CEO

The Office of the C.E.O. shall, in conjunction with other relevant departments, provide leadership; management and control over video surveillance application systems in order to ensure corporate strategies are supported, standardized, consistent and reliable.

The Office of the CEO is responsible for administering the requirements of MFIPPA and maintaining the following:

- a record of the entrance/exit locations of all video surveillance monitors;
- a record of the facilities that have posted Notices of Collection;
- a list of staff who are authorized to access and operate the systems;
- a record of times when the video surveillance will be in effect; and
- control over the access to and release of personal information recorded by the video surveillance system.

Operational Guidelines

Privacy Assessment

Prior to installation of video surveillance equipment, the Library must ensure that the use is justified on the basis of verifiable specific reports of incidents of crime, significant safety concerns, or for crime prevention. Effects that the video surveillance system may have on personal privacy must be minimized.

Installation and Placement

Video surveillance equipment shall be installed in strictly controlled access areas that have been identified as requiring video surveillance and should never include areas where the public and employees have a reasonable expectation of privacy such as washrooms and change rooms. Adjustment of monitor position must be restricted to ensure that only designated areas are being monitored.

Notification Requirements

The public must be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, interiors of buildings and/or perimeter of the video surveillance areas. Signage must satisfy the notification requirements under subsection 29(2) of MFIPPA, which includes:

- the legal authority for the collection;
- principal purpose(s) for which the personal information is intended to be used; and
- the title, business address and business telephone number of someone who can answer questions about collection.

Contract work with a third party

Where the Library has a contract with a service provider, the contract shall provide that failure by the service provider to comply with the policy or the provisions of MFIPPA and other relevant legislation is considered a breach of contract leading to penalties up to and including contract termination.

Access, Use and Disclosure:

Only authorized personnel, as designated by the Library C.E.O., shall be permitted to operate video surveillance systems and access video surveillance data.

Information collected by way of video surveillance systems may only be used to promote the public safety and security of individuals, assets and property. The personal information recorded by video surveillance is subject to MFIPPA.

Circumstances which warrant review of video surveillance data are limited to:

- Incidents involving the safety or security of patrons, staff, volunteers and/or contractors;
- Incidents involving the safety or security of any library branch or property;
- Incidents involving violations of the Code of Conduct applicable to patrons, staff, volunteers or contractors;
- Incidents involving violations of the St. Catharines Public Library Workplace Violence Policy and St. Catharines Public Library Workplace Harassment Policy;
- Provide evidence as required to protect the Library's legal rights;
- Provide law enforcement agencies with evidence related to an incident under police investigation.

Security camera footage will not be used to monitor employee performance.

Information from the Library's surveillance system shall only be released to the police or government agencies upon the presentation of a proper and valid warrant to the C.E.O, or in the absence of a warrant, the information must be documented on the Disclosure of Information (to the Police) Form created for this purpose (Appendix 1). Disclosure to be in accordance with Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

Retention:

The retention periods for video surveillance images will be for up to one month.

Implementation

~~The policy will be implemented by the C.E.O.~~

Appendix

Attachment: Appendix 1. Disclosure of Information (to the Police) Form

ST. CATHARINES PUBLIC LIBRARY
Disclosure of Personal Information (to the Police)

Request from the Niagara Regional Police for Access to Personal Information Held by the St. Catharines Public Library for the Purposes of Law Enforcement as Defined by the *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)*.

In accordance with the provisions of the Act section 29(1)(b) respecting indirect collection of personal information of an individual to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result, access to the following records is requested:

To be completed by the C.E.O. or Designate:

Employee or Customer Information

Check One:

Employee Information or Customer Information

Location

Central Library or Branches

Type of Record

General Files Specific Record Video Surveillance

Please describe the records sought.

Description of Records:

To be completed by the Police Officer(s):

Occurrence No. _____

Review Original Documents _____ Copies Requested _____ *Original Requested _____

Signature of Investigating Officer Badge/Identification No. Date

Signature of Investigating Officer Badge/Identification No. Date

* Released on subpoena only/copy of file/record must be retained.

Disclosure of Personal Information (to the Police)

To be completed by C.E.O. or Designate:

The personal information held by the St. Catharines Public Library has been released in accordance with the provisions allowing disclosure of information outside the institution pursuant to section 32 of the Act.

Please indicate the circumstances under which disclosure was authorized.

- (g) If disclosure is to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;

- (i) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased.

Signature of C.E.O. or designate releasing file/record Date

Return all completed ORIGINAL forms to the C.E.O., St. Catharines Public Library,
54 Church Street, St. Catharines, Ontario L2R 7K2.



Policy Name	Video Surveillance		
Section & Number	General – G20	Effective Date	2018-05-17
Motion Number	2024-59	Last Review	2025-02-20
Author	Manager, ICT	Next Review	2026
Policy Maintenance	Reviewed by Management		

Policy Statement

The St. Catharines Public Library Board is responsible for promoting a safe and secure environment and for protecting an individual’s personal privacy. This policy and related procedures define the criteria and process associated with the installation and use of video surveillance equipment to ensure that it is used only to promote safety and security of the Library’s employees, assets and property, as well as the public. This will be done in a professional and ethical manner that is in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act and any other relevant legislation.

Scope

This policy applies to video surveillance and video surveillance systems operated by the St Catharines Public Library at the Library’s facilities and properties.

Definitions

Municipal Freedom of Information and Protection of Privacy Act - MFIPPA

Personal Information

Defined in Section 2 of MFIPPA, as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual’s race, colour, national or ethnic origin, sex and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered “personal information” under MFIPPA.

Video Surveillance System

Refers to a video, physical or other mechanical, electronic or digital surveillance system or device operated by the library that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open public spaces.

Regulations

Access and disclosure of personal information to be in accordance with the principles set out in the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Privacy Act (MFIPPA). Public Libraries Act, R.S.O. 1990

Responsibility

Office of the CEO

The Office of the C.E.O. shall, in conjunction with other relevant departments, provide leadership; management and control over video surveillance application systems in order to ensure corporate strategies are supported, standardized, consistent and reliable.

The Office of the CEO is responsible for administering the requirements of MFIPPA and maintaining the following:

- a record of the entrance/exit locations of all video surveillance monitors;
- a record of the facilities that have posted Notices of Collection;
- a list of staff who are authorized to access and operate the systems;
- a record of times when the video surveillance will be in effect; and
- control over the access to and release of personal information recorded by the video surveillance system.

Operational Guidelines

Privacy Assessment

Prior to installation of video surveillance equipment, the Library must ensure that the use is justified on the basis of verifiable specific reports of incidents of crime, significant safety concerns, or for crime prevention. Effects that the video surveillance system may have on personal privacy must be minimized.

Installation and Placement

Video surveillance equipment shall be installed in strictly controlled access areas that have been identified as requiring video surveillance and should never include areas where the public and employees have a reasonable expectation of privacy such as washrooms and change rooms. Adjustment of monitor

position must be restricted to ensure that only designated areas are being monitored.

Notification Requirements

The public must be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, interiors of buildings and/or perimeter of the video surveillance areas. Signage must satisfy the notification requirements under subsection 29(2) of MFIPPA, which includes:

- the legal authority for the collection;
- principal purpose(s) for which the personal information is intended to be used; and
- the title, business address and business telephone number of someone who can answer questions about collection.

Contract work with a third party

Where the Library has a contract with a service provider, the contract shall provide that failure by the service provider to comply with the policy or the provisions of MFIPPA and other relevant legislation is considered a breach of contract leading to penalties up to and including contract termination.

Access, Use and Disclosure:

Only authorized personnel, as designated by the Library C.E.O., shall be permitted to operate video surveillance systems and access video surveillance data.

Information collected by way of video surveillance systems may only be used to promote the public safety and security of individuals, assets and property. The personal information recorded by video surveillance is subject to MFIPPA.

Circumstances which warrant review of video surveillance data are limited to:

- Incidents involving the safety or security of patrons, staff, volunteers and/or contractors;
- Incidents involving the safety or security of any library branch or property;
- Incidents involving violations of the Code of Conduct applicable to patrons, staff, volunteers or contractors;
- Incidents involving violations of the St. Catharines Public Library Workplace Violence Policy and St. Catharines Public Library Workplace Harassment Policy;
- Provide evidence as required to protect the Library's legal rights;
- Provide law enforcement agencies with evidence related to an incident under police investigation.

Security camera footage will not be used to monitor employee performance.

Information from the Library's surveillance system shall only be released to the police or government agencies upon the presentation of a proper and valid warrant to the C.E.O, or in the absence of a warrant, the information must be documented on the Disclosure of Information (to the Police) Form created for this purpose (Appendix 1). Disclosure to be in accordance with Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

Retention:

The retention periods for video surveillance images will be for up to one month.

Appendix

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In accordance with the provisions of the Act section 29(1)(b) respecting indirect collection of personal information of an individual to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result, access to the following records is requested:

To be completed by the C.E.O. or Designate:

Employee or Customer Information

Check One:

Employee Information or Customer Information

Location

Central Library or Branches

Type of Record

General Files Specific Record Video Surveillance

Please describe the records sought.

Description of Records:

To be completed by the Police Officer(s):

Occurrence No. _____

Review Original Documents _____ Copies Requested _____ *Original Requested _____

Signature of Investigating Officer Badge/Identification No. Date

Signature of Investigating Officer Badge/Identification No. Date

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Disclosure of Personal Information (to the Police)

To be completed by C.E.O. or Designate:

The personal information held by the St. Catharines Public Library has been released in accordance with the provisions allowing disclosure of information outside the institution pursuant to section 32 of the Act.

Please indicate the circumstances under which disclosure was authorized.

- (g) If disclosure is to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;

- (i) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased.

Signature of C.E.O. or designate releasing file/record Date

Return all completed ORIGINAL forms to the C.E.O., St. Catharines Public Library,
54 Church Street, St. Catharines, Ontario L2R 7K2.

Policy (F-06) Naming

submitted by Ken Su, CEO

Recommendation

THAT the Board approve the Policy (F-06) Naming.

Background

The Library has been working on the Central Library renovation project over the last five years. Staff worked with the City to explore and secure funding for the project. As part of the funding strategy, the Library engaged Interkom, a fundraising consulting firm, to conduct a fundraising feasibility study. A Naming Policy is required to establish the principles, guidelines, and protocols for naming St. Catharines Public Library spaces, properties, and services. It ensures alignment with the Library's mission, vision, and values while maintaining the integrity of the Library.

Update

Staff worked to draft the policy in November 2024 and consulted Interkom for comments. The policy outlines framework for:

- Naming opportunities resulting from gifts, donations, or sponsorships;
- Specific criteria and approval process for naming spaces, rooms, collections, and programs;
- Provisions for removal and renaming of existing names;
- Requirements for naming agreements.



Policy Name	Naming		
Section & Number	Board – F-06	Effective Date	2025-02-20
Motion Number	2025-##	Last Review	2025-02-20
Author	CEO	Next Review	2029
Policy Maintenance	Reviewed by Management		

Policy Statement

The purpose of this policy is to establish the context and protocol for naming of St. Catharines Public Library (the Library) spaces, properties, and services, such as branches, rooms, service areas, programs, or collections.

The St. Catharines Public Library Board has ultimate responsibility for naming of its spaces, properties, and services, including the terms and conditions, regardless of whether the naming opportunity is as a result of a sponsorship or donation.

Scope

This policy applies to naming of all St. Catharines Public Library spaces, properties, and services.

Definitions

Gift is a voluntary transfer of cash and kind, from individuals, businesses, and other sources to the Library for either unrestricted or restricted utilization in the operation of the Library. The transaction shall not result directly or indirectly in a right, privilege, material benefit or advantage to the donor or to the person designated by the donor. Gifts may be monetary (cash, cheques) or non-monetary (e.g. real property, or personal property).

Conflict of Interest means any event (whether actual or perceived) in which the Library or anyone representing the Library may benefit from the knowledge of, or participation in, the acceptance of a gift.

Pledge is a commitment of a gift given over a predetermined time frame.

Sponsorship is a mutually beneficial business exchange between the Library and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific program event, services or activity being sponsored. A sponsorship is a contracted arrangement between the Library and the sponsor, designed to benefit both parties. It is not a philanthropic gift.

Room means a discrete space within a Library facility and includes, but is not limited to, meeting rooms, study rooms, and program rooms. This also includes outdoor spaces such as reading gardens.

Service area means a distinct space within a library location not enclosed by walls such as children's area, public computers, etc.

Naming Principles

The Library is a welcoming and inclusive place that is open and accessible to everyone in our community. Any and all naming and sponsorship opportunities must be consistent with the Library's vision, mission, values, and strategic priorities.

Naming is conducted thoughtfully, with due diligence, background research, and consultation, where applicable, to ensure all names are consistent with, and strengthen, the reputation of the Library.

No commitment regarding naming will be made to an individual or group prior to the approval of the related proposal for naming by the St. Catharines Public Library Board.

Signs, print, and/or electronic materials bearing the name(s) of donors/sponsors may be posted/published prior to the fulfillment of a gift, donation or sponsorship provided there is a signed agreement between the parties and, in the case of a pledge, that the first gift installment has been made to the Library.

Library staff will customize gift terms and recognition details, such as naming opportunities and thresholds, and naming duration, for each fundraising campaign and submit to the Board for approval.

The Library reserves the right to decline any sponsorship or philanthropic act and to review such names periodically.

Restrictions

The Library will not accept Naming Rights from companies or organizations that:

- Manufacture, sell or distribute tobacco and related products
- Promote consumption of alcohol, marijuana and addictive substances
- Are in business of pornography or illegal sexual services
- Promote the support of or involvement in the production, distribution, and sale of weapons and other life-threatening products
- Present demeaning or derogatory portrayals of individuals or groups or contain any message that is likely to cause deep or widespread offence

The Library Board may at its discretion overrule the established criteria.

Naming Guidelines

Branches

- The Library will give priority to naming its branches after their geographic location, either the community or the neighbourhood/street location where they are situated.
- Alternatively, consideration will be given to naming, where appropriate, after the type of service or function offered at that branch.
- Branches will not be available for philanthropic naming.

Rooms/Service Areas

- The Library will give priority to naming rooms and areas after the library branch where it is located together with the function of such a room.

Collections

- The Library will give priority to naming parts of its collection after the subject matter of the collection.

Programs

- The Library will give priority to naming its programs after the program content.

Naming Opportunity with a Gift

The Library may consider naming spaces, properties, and services after a donor/sponsor and develop proper terms and conditions. Regardless of whether the naming opportunity is as a result of sponsorship or donation, the general policy guidelines outlined above will still apply. In addition, the following will apply:

- The Library will not engage in naming which creates the impression that the Library endorses a commercial product or a partisan political or ideological position. Names will not include any design trademarks, slogans or logos;
- Donor names will not have prominence over the Library name and/or logo;
- Naming opportunities do not extend beyond the useful life of the spaces or facilities where they are located, or the duration of the programs, services, and collections are offered, unless otherwise specified in a gift agreement signed by the donor and the St. Catharines Public Library Board;
- Charitable donation receipts are issued in accordance with the Library's Gifts-in-Kind policy;
- Naming opportunities for people or organizations are guided by the following:
 - The amount of the gift reflects the perceived value of the space, the property, or the service to be named.
 - The name to be used is appropriate for enhancing the image of the Library in the community.

Removal and Renaming of Spaces, Properties, and Services

Proposals to rename any Library space, property and service will adhere to the naming criteria outlined above. In addition, the following will apply:

- New naming opportunities may arise when a branch or area within a branch is redeveloped or renovated and will be utilized for a different purpose.
- Renaming would be dependent on the nature of the conditions contained in the previous naming opportunity agreement.
- Appropriate recognition of previous donors or honorees may be included in the new or renovated facility.
- When renaming does occur, all reasonable effort will be made to inform, in advance, the original donor/sponsor or honoree.
- If a donor and/or an organization after which a space, property or service is named is accused of any act that could bring risk of harm, reputational or otherwise, to the Library, the Library may in its sole and absolute discretion determine the appropriate remedy to address the risk of harm including removing donor recognition or renaming.
- The Library reserves the right to withdraw naming opportunities if a sponsor or donor defaults on a payment or payments.
- Proposals for review of existing names must be submitted to the CEO in writing and a response will be provided once the Library Board makes its decision.

Typical recognitions of donations or sponsorships for naming may include:

- Placement of the name of the naming donor or sponsor on, in, or within proximity of the naming asset or element
- Publicity or press release by the Library
- Acknowledgement in the Library's communications materials
- Name recognition on a donor wall or donor plaque (if applicable)
- First right of refusal for renaming opportunities

Naming Agreements

When name recognition has been extended for a specific gift, donation or sponsorship received, an agreement shall be drawn up, establishing the parameters of the gift, its recognition, and a mutually agreed time frame in which the name expires, including an exit clause.

In the case of an individual, agreement to the naming proposal must be confirmed in writing with the individual to be named, and if deceased, by the immediate family.

Designated Library Staff may:

- Solicit, receive, and develop proposals for Naming Rights.
- Evaluate Naming Rights proposals based on this Policy. The Library may solicit the expertise of an outside firm (e.g. Fundraising Consultant) to assess the costs and benefits of the proposal.
- Bring proposals for Naming Rights to the Library Board for final approval, for potential naming gift that is \$100,000 and over.

Policy (P-09) Employee and Trustee Recognition

submitted by **Albertina Maciukas, Human Resources Manager**

Recommendation

THAT the Board approve amended Policy (P-09) Employee and Trustee Recognition.

Background

The Employee and Trustee Recognition policy is being reviewed ahead of its scheduled date due to a situation in which an employee's years of service exceeded the policy's previous cap of 35 years. To ensure all employees receive appropriate recognition for their dedication, the policy has been amended to remove this limitation. We believe this adjustment is essential in honouring and celebrating these remarkable career milestones.



Policy Name	Employee and Trustee Recognition		
Section & Number	Board – P-09	Effective Date	2023-01-01
Motion Number	2023-120	Last Review	2023-10-19
Author	Human Resources Consultant	Next Review	2027 2029-02
Policy Maintenance	Reviewed by Management		

Policy Statement

The purpose of this policy is to provide parameters and guidelines for the recognition of employees, retiring employee's years of service, and for Trustees' terms of volunteer service.

Scope

This policy applies to all current full-time and part-time employees and Library trustees.

Definitions

The following definitions shall apply for the purposes of this policy:

Years of Service – shall mean the total continuous number of years between the employee's hire or rehire date until their current year at separation date from as set out in this policy for any person who has been employed by the St. Catharines Public Library, in either a Full Time or a Part Time capacity.

Retiring Employee – shall mean any person employed by the St. Catharines Public Library and who opts for takes early or regular retirement in accordance with the Collective Agreement or the Terms of Employment.

Trustee – shall mean any person who is appointed to serve as a Library Board Trustee, including Councillors.

Regulations

Income Tax Act

~~Canada Revenue Agency: Generally, gifts, awards and long service awards provided to employees are taxable.~~

~~A gift or an award that you give an employee is a taxable benefit from employment, whether it is cash, near cash, or non-cash. However, there are exceptions for non-cash gifts and awards.~~

~~A gift has to be for a special occasion such as a religious holiday, a birthday, a wedding, or the birth of a child. An award has to be for an employment related accomplishment such as outstanding service, or employees' suggestions. Cash and near-cash gifts or awards are always a taxable benefit for the employee. A near-cash item is one that functions as cash, such as a gift certificate or gift card.~~

Operational Guidelines

- ~~1. The C.E.O. shall advise the Board of the names of employees eligible for recognition or retirement as defined in the Policy, if any, at the regular Board meetings. The C.E.O. has the discretion to award staff or trustees, based on their contributions and are retiring without the years of service identified below, the value not to exceed those in the policy.~~
- ~~2. A special celebration in the last quarter of the year will be held to recognize and celebrate staff being recognized.~~ Staff recognitions will be formally announced during the annual all-staff event. Library trustees will be recognized at either an event or Library Board meeting.
- ~~3. Employees will be recognized for 1, 5, and for increments of five years of service at St. Catharines Public Library with a gift. Employees retiring after a minimum of 5 years of service at St. Catharines Public Library will be presented with a retirement gift.~~
4. Trustees, at the end of each term of service on the St. Catharines Public Library Board will be presented with a gift.
5. Employees will be recognized with a gift for completing 1 year, 5 years, and every subsequent 5-year milestone of service with SCPL. Additionally, employees retiring after a minimum of 5 years of service will receive a retirement gift in appreciation of their contributions.

The value of ~~the~~ gifts are as follows (including taxes and delivery):

A. Years of Service:

- a. 1 year – SCPL pin
- b. 5 years - \$100
- c. an additional \$50 for each subsequent 5-year increment of service
- ~~d. 10 years - \$150~~
- ~~e. 15 years - \$200~~
- ~~f. 20 years - \$250~~
- ~~g. 25 years - \$300~~
- ~~h. 30 years - \$350~~
- ~~i. 35 years - \$400~~

B. Retirement

- a. 5 -14 years - \$150
- b. 15-24 years - \$200
- c. 25 years + ~~or more~~ - \$300

C. Trustees

- a. ~~Each completion of full 4 year~~ One term - \$75

6. ~~All c~~Changes to the values of the amount of the gifts shall be brought to the Board.

~~Implementation~~

~~The Policy shall be implemented by the C.E.O.~~

~~Operational Procedure~~

~~Years of Service~~

~~In January, the Payroll Administrator will run a list of staff achieving milestones during the calendar year and distribute it to the HR Coordinator and the Executive Assistant to the CEO for CRA recordkeeping.~~

~~Human Resources will contact each staff member with a letter congratulating them on the milestone and informing them of their eligibility for a service recognition gift. The staff member will be asked to select one of the three choices below up to the eligible value.~~

~~Gifts will be ordered and wrapped by admin staff, and presented to staff at the time of achieving their milestone. Their years of service will be acknowledged at a staff celebration of the year.~~

~~Staff Retirement~~

~~When a staff member submits their notice to retire, the Executive Assistant to the CEO will contact the employee to acknowledge their retirement and inform them they are eligible for a retirement gift from the Library Board. The employee will be asked to select one of the three choices below up to the eligible value.~~

~~The Executive Assistant will coordinate with admin staff to order and wrap the gift and have it ready for presenting to the employee.~~

~~Choices:~~

~~Identify items you would like to receive as a gift (e.g. Tassimo coffee maker, Yeti cooler, Fitbit, etc.), or~~

~~Gift card to a favourite restaurant or store, or Donation to a favourite charity on your behalf.~~

~~**Please note**, if staff select a gift card for years of service, the Canada Revenue Agency tax rules consider this to be a near cash gift and is considered a taxable benefit to the employee. You will be taxed on the value through payroll, and it will be added to their T4 slip as a taxable benefit. Gift card for staff retirement is exempt from income tax.~~



Policy Name	Employee and Trustee Recognition		
Section & Number	Board – P-09	Effective Date	2023-01-01
Motion Number	2023-120	Last Review	2025-02-20
Author	Human Resources	Next Review	2029
Policy Maintenance	Reviewed by Management		

Policy Statement

This policy is to provide parameters and guidelines for the recognition of employees and trustees' terms of volunteer service.

Scope

This policy applies to all current employees and Library trustees.

Definitions

The following definitions shall apply for the purposes of this policy:

Years of Service – shall mean the total continuous number of years between the employee's hire or rehire date until their current year at the St. Catharines Public Library.

Retiring Employee – shall mean any person employed by the St. Catharines Public Library who opts for retirement in accordance with the Collective Agreement or the Terms of Employment.

Trustee – shall mean any person who is appointed to serve as a Library Board Trustee, including Councillors.

Regulations

Income Tax Act

Operational Guidelines

1. Staff recognitions will be formally announced during the annual all-staff event. Library trustees will be recognized at either an event or Library Board meeting.
2. Trustees, at the end of each term of service on the St. Catharines Public Library Board will be presented with a gift.
3. Employees will be recognized with a gift for completing 1 year, 5 years, and every subsequent 5-year milestone of service with SCPL. Additionally, employees retiring after a minimum of 5 years of service will receive a retirement gift in appreciation of their contributions.

The value of gifts are as follows (including taxes and delivery):

A. Years of Service:

- a. 1 year – SCPL pin
- b. 5 years - \$100
- c. an additional \$50 for each subsequent 5-year increment of service

B. Retirement

- a. 5 -14 years - \$150
- b. 15-24 years - \$200
- c. 25 years + - \$300

C. Trustees

- a. Each completion of full 4-year term - \$75

4. All changes to the values of the amount of the gifts shall be brought to the Board.