



St. Catharines Public Library Board

Regular Meeting

Thursday, May 15, 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. Presentations

3.1 **Audited Financial Statements, December 31, 2024** - Paul Ciapanna, CPA, CA, Partner, Audit and Jodie Nesbit, CPA, CA, Manager, Audit, KPMG LLP

Motion

3.2 **Central Renovation** – Tina Ranieri-D'Ovidio, Principal Architect, ward99 architects inc.

4. Adoption of Minutes (attachment)

4.1 Regular Meeting – April 16, 2025

Motion

5. Monthly Updates (verbal)

5.1 St. Catharines City Council

5.2 OLS Update – J. Coles

5.3 CEO Update – K. Su

5.4 Department Update – Indigenous Library Services - D. Bott, H. Jones and J. Spera

6. Consent Agenda (attachments)

Motion

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – April 2025

- 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
- 6.4 December 31, 2024 Financial Statement Reconciliation – L. DiDonato
- 6.5 Valuing SCPL 2024 Update – K. Su

7. Discussion Reports (attachments)

- 7.1 Policy (G-09) Artificial Intelligence Use – K. Su Motion

8. In-Camera Session

- 8.1 In-Camera Agenda (attachment)
 - 8.1(a) Additions/Deletions to In-Camera Agenda
 - 8.1(b) Adoption of In-Camera Agenda Motion
- 8.2 Motion to Move In-Camera Motion
- 8.3 Adoption of In-Camera Minutes
 - 8.3(a) In-Camera Session – April 16, 2025 (attachment) Motion
- 8.4 In-Camera Consent Agenda (attachment)
 - 8.4(a) Staffing Update (April 2025) – A. Maciukas
- 8.5 In-Camera Discussion Reports (attachments)
 - 8.5(a) Legal Matter – K. Su & L. DiDonato
(Closed Session in accordance with the Public Libraries Act section 16.1(4)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the board)
 - 8.5(b) Legal Matter – K. Su (verbal)
(Closed Session in accordance with the Public Libraries Act section 16.1(4)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the board)
- 8.6 Return to Open Session Motion

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

Motion

10. Motion to Adjourn

Motion

11. Next Meeting / Upcoming Events

- Board Meeting – Thursday, June 12, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Financial Statements of

**ST. CATHARINES PUBLIC
LIBRARY BOARD**

And Independent Auditor's Report thereon

Year ended December 31, 2024

ST. CATHARINES PUBLIC LIBRARY BOARD

Table of Contents

Year ended December 31, 2024

	Page
St. Catharines Public Library Board	
Independent Auditor's Report	
Financial Statements	
Statement of Financial Position	1
Statement of Operations and Accumulated Surplus.....	2
Statement of Changes in Net Financial Assets	3
Statement of Cash Flows.....	4
Notes to Financial Statements.....	5 - 15
Schedule 1 - Other Revenue	16
Schedule 2 - Expenses.....	17
Schedule 3 - Tangible Capital Assets.....	18



KPMG LLP

80 King Street, Suite 620
St. Catharines , ON L2R 7G1
Canada
Tel 905-685-4811
Fax 905-682-2008

INDEPENDENT AUDITOR'S REPORT

To the Board Members of the St. Catharines Public Library Board, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of St. Catharines

Opinion

We have audited the financial statements of the St. Catharines Public Library Board (the "Library"), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

St. Catharines, Canada

REPORT DATE

ST. CATHARINES PUBLIC LIBRARY BOARD

Statement of Financial Position

As at December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash	\$ 3,539,137	\$ 3,152,695
Accounts receivable	120,294	193,977
Investments (note 3)	1,643,379	1,818,844
	<u>5,302,810</u>	<u>5,165,516</u>
Financial liabilities		
Accounts payable and accrued liabilities	646,051	455,645
Post-employment benefits (note 4)	344,900	328,300
Long-term liabilities (notes 5 and 6)	632,465	726,908
Asset retirement obligation (note 7)	873,537	831,940
	<u>2,496,953</u>	<u>2,342,793</u>
Net financial assets	<u>2,805,857</u>	<u>2,822,723</u>
Non-financial assets		
Prepaid expenses	95,763	7,956
Tangible capital assets (schedule 3)	8,168,359	8,367,070
	<u>8,264,122</u>	<u>8,375,026</u>
Commitments (note 10)		
Contingent liabilities (note 13)		
Accumulated surplus (note 9)	<u>\$11,069,979</u>	<u>\$11,197,749</u>

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

ST. CATHARINES PUBLIC LIBRARY BOARD

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 11)	Actual 2024	Actual 2023
Revenue:			
Municipal contribution (note 5)	\$ 6,641,583	\$ 6,641,583	\$ 6,204,214
Province of Ontario regular grant	228,600	228,616	228,616
Province of Ontario special grants	12,267	12,267	12,267
Other grants	—	13,172	23,675
Other (schedule 1)	92,288	341,507	318,111
	6,974,738	7,237,145	6,786,883
Expenses:			
Salaries, wages and payroll taxes (schedule 2)	5,012,722	4,822,560	4,431,570
Library materials (schedule 2)	309,700	435,141	419,420
Occupancy (schedule 2)	627,646	610,367	523,025
General and administration (schedule 2)	464,927	524,426	334,232
Interest (note 6)	—	31,413	34,863
Amortization (schedule 3)	891,536	891,536	963,909
Asset retirement obligation accretion	—	41,597	39,617
Loss on disposal of tangible capital assets	—	7,875	9,910
	7,306,531	7,364,915	6,756,546
Annual (deficit) surplus	(331,793)	(127,770)	30,337
Accumulated surplus, beginning of year	11,197,749	11,197,749	11,167,412
Accumulated surplus, end of year	\$ 10,865,956	\$ 11,069,979	\$ 11,197,749

See accompanying notes to financial statements.

ST. CATHARINES PUBLIC LIBRARY BOARD

Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Annual (deficit) surplus	\$ (127,770)	\$ 30,337
Purchase of tangible capital assets	(700,700)	(674,073)
Amortization of tangible capital assets	891,536	963,909
Loss on disposal of tangible capital assets	7,875	9,910
Change in prepaid expenses	(87,807)	7,643
	(16,866)	337,726
Net financial assets, beginning of year	2,822,723	2,484,997
Net financial assets, end of year	\$ 2,805,857	\$ 2,822,723

See accompanying notes to financial statements.

ST. CATHARINES PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Annual (deficit) surplus	\$ (127,770)	\$ 30,337
Items not involving cash:		
Amortization	891,536	963,909
Asset retirement obligation accretion	41,597	39,617
Loss on disposal of tangible capital assets	7,875	9,910
Change in non-cash assets and other liabilities:		
Accounts receivable	73,683	15,328
Prepaid expenses	(87,807)	7,643
Deferred revenue	—	(9,920)
Post-employment benefits	16,600	11,700
Accounts payable and accrued liabilities	190,406	(260,501)
	1,006,120	808,023
Capital activities:		
Purchase of tangible capital assets	(700,700)	(674,073)
Financing activities:		
Repayment of long-term liabilities	(94,443)	(90,954)
Investing activities:		
Change in investments	175,465	(85,199)
Net change in cash	386,442	(42,203)
Cash, beginning of year	3,152,695	3,194,898
Cash, end of year	\$ 3,539,137	\$ 3,152,695

See accompanying notes to financial statements.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2024

The financial statements of St. Catharines Public Library Board (the "Library") are prepared by management in accordance with Canadian public sector accounting standards.

1. Significant account policies:

Significant accounting policies adopted by the Library are as follows:

(a) Basis of accounting:

The Library follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of a receipt of goods or services and the creation of a legal obligation to pay.

(b) Government transfers:

Government transfers received are from the Province of Ontario and the City of St. Catharines. Government transfers paid relate to surplus repayment and future reserves to the City of St. Catharines. Government transfers are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except, when and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

(c) Other income:

Other income, including investment income, is reported as revenue in the period earned.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed or donated tangible capital assets are recorded at their fair value at the date of receipt.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

1. Significant account policies (continued):

(d) Non-financial assets (continued):

(ii) Amortization

Amortization is recorded to reflect the cost, net of anticipated salvage value, associated with the use of the asset in providing library services over the estimated useful life of the asset. Amortization expense is calculated on a straight-line basis over the assets' estimated useful lives as follows:

Asset	Number of years
Buildings	25-100
Building Improvements	10-50
Collections (asset pool)	7
Furniture and equipment	3-100
IT equipment	3-15

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Certain Library land and buildings are owned and controlled by The Corporation of the City of St. Catharines and are therefore not reflected in these financial statements.

(e) Post-employment benefits:

The Library provides certain employee benefits which will require funding in future periods. The cost of self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as retirement health and dental benefits for retirees, is actuarially determined using the project benefit method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

The Library makes contributions to Ontario Municipal Employees Retirement System (OMERS) pensions, which is a multi-employer defined contribution pension plan, on behalf of its members. These contributions are recognized in the period in which the contributions are earned.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

1. Significant account policies (continued):

(f) Deferred income:

Deferred income represents funds collected for which related services have yet to be performed. These amounts will be recognized as revenue in the fiscal year in which the related services are performed.

(g) Investments:

Investments are recorded at cost. When the investments incur a loss in value that is other than temporary, the investments are written down to their fair value and the loss is recognized in the statement of operations.

(h) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefit will be given up; and
- A reasonable estimate of the amount can be made

The liability for the removal of asbestos in the buildings owned by the Library has been recognized based on estimated future expenses on closure of the site and post-closure care. Under the modified retroactive method, the discount rate and assumption used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised yearly.

The obligation is determined based on the estimated cash flows that will be required in the future to remove or remediate the asbestos containing material in accordance with current legislation.

The buildings tangible capital assets affected by asbestos liability are being amortized with the building following the amortization accounting policies outlined in note 1(d).

(i) Use of estimates:

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include assumptions used in performing actuarial valuations of liability for future benefits. Actual results could differ from those estimates.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

2. Change in accounting policies:

The Library adopted Public Accounting Standard PS 3400 – Revenue, which was effective for an annual period that begins on or after April 1, 2023.

- PS 3400 Revenue establishes standards on how to account for and report on revenue specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the Library), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

There was no impact on the Financial Statements of the Library as a result of the adoption of the standard.

3. Investments:

Investments of \$1,643,379 (2023 - \$1,818,844) are carried at cost which approximates fair value due to the nature of investments held at the end of the year. The fair value represents the realizable value of investments if they were to be sold at December 31, 2024.

4. Post-employment benefit liability:

Post-employment benefits are comprised of health and dental benefits, as well as life insurance for permanent full-time retirees retiring on unreduced OMERS pension up to the age of 65.

The Library recognizes the post-employment benefits costs as they are earned during the year. The Library's obligation under the post-employment provisions of employment agreements will be funded out of current revenue.

The post-employment benefit obligation was determined by an actuarial valuation as at December 31, 2022. The date of the next actuarial valuation is expected to be performed as at December 31, 2025.

Information about the Library's post-employment benefit liability is as follows:

	2024	2023
Accrued benefit obligation		
Balance, beginning of year	\$ 247,500	\$ 227,000
Current service costs	18,500	17,700
Interest on accrued benefit obligation	12,100	11,100
Benefits paid during the period	(5,200)	(8,300)
Balance, end of year	272,900	247,500
Unamortized actuarial gain	72,000	80,800
Accrued benefit liability	\$ 344,900	\$ 328,300

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

4. Post-employment benefit liability (continued):

The 2024 unamortized actuarial gain/loss is amortized over the expected average remaining service life of 9 years. Amortization of the actuarial gain included in expenses in the statement of operations is \$8,800 (2023 - \$8,800).

Actuarial valuations are performed on post-employment and retirement benefits to provide estimates of the accrued benefit obligations. These estimates are based on a number of assumptions about future events including interest rates, inflation rates, salary and wage increases, medical and dental cost increases and mortality.

The main actuarial assumptions adopted for the valuation are as follows:

The accrued benefit liability for post-employment benefits was determined by actuarial valuation as at December 31, 2024 using a discount rate of 4.60% (2023 – 4.60%).

General Inflation - Future general inflation levels, as measured by changes in the Consumer Price Index ("CPI"), was assumed at 2.00% per annum.

Health and dental trend costs – Health care trend costs of 7.03% in 2023 (2023 - 7.16%), reducing linearly to 4.50% by 2043. Dental care trend costs of 4.50% (2023 – 4.50%) are assumed.

Mortality is based on the Canadian Institute of Actuaries' 2014 CPM Public Table with MI-2017 Scale.

5. Related party transactions:

(a) Transactions with related parties:

The Library had the following transactions with the City of St. Catharines, its controlling party:

	2024	2023
Revenue:		
Municipal contributions	\$ 6,641,853	\$ 6,204,214
	\$ 6,641,853	\$ 6,204,214
Expenses:		
Municipal cost recoveries, including tangible capital asset additions	\$ 36,972	\$ 39,968
Rent expense	600	600
	\$ 37,572	\$ 40,568

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

5. Related party transactions (continued):

The revenue and expense transactions have been reflected in annual surplus for the current year and were measured at the exchange amount of consideration established and agreed to by the related parties.

The Library leases some of its premises from the City of St. Catharines for \$600 per year. The lease commitments have been included in Note 10.

(b) Outstanding balances due from related parties:

The Library has a long-term loan payable to the City of St. Catharines amounting to \$632,465 (2023 - \$726,908). The details of which has been disclosed in Note 6.

6. Long-term liabilities:

The balance of long-term liabilities reported on the statement of financial position is made up of:

Debenture number	Purpose	Interest rates	Maturity date	2024	2023
110-2011	Dr. Huq Family Library Branch	3.8%	2031	\$ 632,465	\$ 726,908

Principal charges in each of the next five years are as follows:

2025	\$ 98,065
2026	101,827
2027	105,733
2028	109,789
2029	114,001
2030 and thereafter	103,050
	\$ 632,465

Total interest on long-term liabilities which are reported on the statement of operations and accumulated surplus amounted to \$31,413 (2023 - \$34,863).

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

7. Asset retirement obligation:

Following the adoption of *PS 3280 Asset Retirement obligations*, the Library has recognized an obligation related to the legal requirement for the removal or remediation of asbestos-containing materials in certain buildings. The obligation is determined based on the estimated cash flows that will be required in the future to remove or remediate the asbestos-containing materials in accordance with current legislation.

At December 31, 2024, as a result of the annual re-evaluation, the obligation increased, resulting in an increase to the liability on the Statement of Financial Position with a corresponding increase in expenses on the Statement of Operations and Accumulated Surplus.

The change in the estimated obligation for the year consists of the following:

	2024	2023
Balance, beginning of year	\$ 831,940	\$ 754,593
Add: accretion expense	41,597	39,617
Balance, end of year	\$ 873,537	\$ 831,940

8. Pension agreements:

The St. Catharines Public Library makes contributions to OMERS, which is a multi-employer plan, on behalf of 71 members of its staff during the year ended December 31, 2024. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The latest actuarial valuation as at December 31, 2024 reported a funding deficit of \$2.9 billion (2023 - \$4.2 billion). OMERS expects the contributions and policy changes made in response to the deficit to return the plan to a fully funded position by 2030. Contributions were made in the 2024 calendar year at rates ranging from 9.0% to 14.6% depending on the level of earnings. As a result, \$345,014 (2023 - \$314,814) was contributed to OMERS for current service.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve and reserve funds as follows:

	2024	2023
Reserves and reserve funds	\$ 2,087,675	\$ 2,121,117
Funds set aside (note 12)	1,791,310	1,764,770
Amounts to be recovered – long-term liabilities	(632,465)	(726,908)
Amounts to be recovered – post-employment benefit	(344,900)	(328,300)
Tangible capital assets	8,168,359	8,367,070
	<u>\$ 11,069,979</u>	<u>\$ 11,197,749</u>

10. Commitments:

Minimum future lease payments for various premises and equipment are as follows:

2025	\$ 131,510
2026	256,100
2027	267,498
2028	267,239
2029	272,532
2030 and thereafter	732,536
	<u>\$ 1,927,415</u>

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

11. Budget data:

The budget data presented in these financial statements is based upon the 2024 operating and capital budgets adopted by Council on February 2, 2024. Amortization was not contemplated on development of the budget and, as such, was not included. The chart below reconciles the approved budget to the budget information reported in these financial statements. The budgeted is unaudited.

Revenues:	
Operating budget	\$ 7,014,738
Less:	
Transfers in – reserves	(40,000)
Total revenue	6,974,738
Expenses:	
Operating budget	6,414,995
Capital budget	599,743
Add:	
Amortization	891,536
Less:	
Capital expenses	(505,300)
Principal repayments	(94,443)
Total expenses	7,306,531
Annual deficit	\$ (331,793)

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

12. Funds set aside:

The Library has set aside specific monies for which donations received are designated for specific purposes. These include collections, capital funding and Library support programs. The reserves are summarized below:

	Architects Fund	Internal Fund	2024 Total	2023 Total
Revenues:				
Book revenue	\$ —	\$ 12,590	\$ 12,590	\$ —
Donations	—	5,979	5,979	18,229
Interest	1	87,970	87,971	79,927
	1	106,539	106,540	98,156
Expenditures:				
Library materials	—	80,000	80,000	—
Net revenues	1	26,539	26,540	98,156
Funds, beginning of year	765	1,764,005	1,764,770	1,666,614
Funds, end of year	\$ 766	\$ 1,790,544	\$ 1,791,310	\$ 1,764,770

13. Contingent liabilities:

From time to time, the Library is subject to claims and other lawsuits that arise in the ordinary course of operations, some of which may seek damages in substantial amounts, including punitive or extraordinary damages. With respect to claims at December 31, 2024, management believes that the Library has valid defenses in place. In the event any claims are successful, management believes that such claims are not expected to have a material effect on the Library's financial position. No provision has been accrued in these financial statements.

14. Financial risks:

Liquidity Risk:

Liquidity risk is the risk of the inability of an entity to meet its current obligations from proceeds of current assets. The Library manages its liquidity risk by forecasting cash flows from operations and other activities and maintains credit facilities with the City to ensure it has sufficient available funds to meet current and foreseeable financial requirements.

Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations result in a financial loss. The Library is exposed to credit risk with respect to the accounts receivable. The Library manages credit risk as their activities are funded by grants and well-established organizations. An allowance of \$nil (2023 - \$nil) has been estimated for potential credit losses on balances due from unrelated parties.

ST. CATHARINES PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2024

15. Comparative figures:

Certain comparative figures presented in the financial statements relating to expenses have been reclassified to conform with the current year's presentation. There was no impact on the annual deficit in the Statement of Operations and Accumulated Surplus as a result of these changes.

DRAFT

ST. CATHARINES PUBLIC LIBRARY BOARD

Schedule 1 – Other Revenues

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024	Actual 2024	Actual 2023
Fines and memberships	\$ 5,500	\$ 3,916	\$ 9,385
Interest	60,000	251,407	242,915
Photocopying	2,905	3,720	2,991
Sundry	16,383	40,044	27,962
Meeting room rental	6,000	18,776	11,434
AV services	1,500	5,075	5,195
Donations	–	18,569	18,229
	\$ 92,288	\$ 341,507	\$ 318,111

ST. CATHARINES PUBLIC LIBRARY BOARD

Schedule 2 – Expenses

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 11)	Actual 2024	Actual 2023
Salaries, wages and payroll taxes			
Library and administration	\$ 5,012,722	\$ 3,870,304	\$ 3,577,234
Payroll taxes	–	935,656	842,636
Post-employment benefits	–	16,600	11,700
	\$ 5,012,722	\$ 4,822,560	\$ 4,431,570
Library materials			
Audio	\$ 3,700	\$ –	\$ –
Microfilm	3,500	–	3,256
Periodicals	302,500	428,763	411,830
Processing	–	6,378	4,334
	\$ 309,700	\$ 435,141	\$ 419,420
Occupancy			
Communications	\$ 41,900	\$ 41,190	\$ 40,593
Insurance (note 5)	45,290	45,743	42,398
Rent and taxes (note 5)	103,111	50,638	55,983
Repairs and maintenance (note 5)	145,489	147,614	129,632
Security	74,566	131,655	65,184
Utilities (note 5)	217,290	193,527	189,235
	\$ 627,646	\$ 610,367	\$ 523,025
General and administration			
Audio visual supplies	\$ –	\$ 5,264	\$ 3,482
Data processing	28,280	21,234	19,400
Equipment rental	13,145	10,877	12,148
Equipment repairs and maintenance	140,402	125,770	127,988
Library supplies	40,248	75,242	30,913
Printing and stationery	2,200	1,701	600
Professional fees	98,503	178,197	25,012
Programming	13,420	15,097	12,621
Sundry	43,234	46,908	40,830
Training and development	44,495	32,186	40,790
Transportation and postage (note 5)	41,000	11,950	20,448
	\$ 464,927	\$ 524,426	\$ 334,232

ST. CATHARINES PUBLIC LIBRARY BOARD

Schedule 3 - Tangible Capital Assets

Year ended December 31, 2024, with comparative information for 2023

	Cost				Accumulated Amortization				Net Book Value	
	Balance Beginning of Year	Additions	Disposals	Transfers	Balance End of Year	Balance Beginning of Year	Amortization	Disposals		Balance End of Year
	\$				\$	\$				\$
Land	25,138	-	-	-	25,138	-	-	-	-	25,138
Buildings	7,882,793	-	-	-	7,882,793	3,947,614	96,924	-	4,044,538	3,838,255
Building Improvements	2,588,964	101,247	-	-	2,690,211	421,790	125,136	-	546,926	2,143,285
Collection	4,564,211	356,863	(742,095)	-	4,178,979	2,931,757	517,813	(742,095)	2,707,475	1,471,504
Furniture and equipment	1,006,288	113,009	(33,743)	-	1,085,554	562,102	57,819	(25,868)	594,053	491,501
IT equipment	679,098	77,027	-	-	756,125	540,925	93,844	-	634,769	121,356
WIP	24,766	52,554	-	-	77,320	-	-	-	-	77,320
December 31, 2024	16,771,258	700,700	(775,838)	-	16,696,120	8,404,188	891,536	(767,963)	8,527,761	8,168,359
Land	25,138	-	-	-	25,138	-	-	-	-	25,138
Buildings	7,882,793	-	-	-	7,882,793	3,850,690	96,924	-	3,947,614	3,935,179
Building improvements	2,345,722	243,998	(756)	-	2,588,964	306,048	115,950	(208)	421,790	2,167,174
Collection	4,207,670	356,541	-	-	4,564,211	2,357,802	573,955	-	2,931,757	1,632,454
Furniture and equipment	1,040,971	4,805	(39,488)	-	1,006,288	530,313	61,915	(30,126)	562,102	444,186
IT equipment	637,369	43,963	(2,234)	-	679,098	427,994	115,165	(2,234)	540,925	138,173
WIP	-	24,766	-	-	24,766	-	-	-	-	24,766
December 31, 2023	16,139,663	674,073	(42,478)	-	16,771,258	7,472,847	963,909	(32,568)	8,404,188	8,367,070



KPMG LLP

80 King Street, Suite 620
St. Catharines, ON L2V 7G1
Canada
Telephone 905 685 4811
Fax 905 682 2008

Lisa DiDonato

Business & Facilities Administrator
St. Catharines Public Library Board
54 Church Street
St. Catharines, ON L2R 7K2

May 15, 2025

Dear Lisa:

In planning and performing our audit of the financial statements of St. Catharines Public Library ("the Library") for the period ended December 31, 2024, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Library's ICFR. Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies or other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in ICFR that we identified during the audit. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

Refer to the Appendices for the definitions of various control deficiencies.

Significant Deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.

Other control deficiencies

We identified the following control deficiencies that we determined to be other control deficiencies in ICFR that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention:

Description	Potential effects
<p>Unamortized asset – During our procedures over amortization expense, KPMG identified an asset line which management had not taken the annual amortization amount.</p>	<p>Under PSAS standards, tangible capital assets with a limited useful life should be amortized in a rational and systematic manner. Departure from this may result in the overstatement of the net tangible capital assets and understatement of expenses within the financial statements.</p> <p>As a result of the control deficiency identified, KPMG identified and proposed a corrected audit misstatement as described in the management representation letter.</p>
<p>Unpaid prepaid expense – During our procedures over prepaid expense, KPMG identified a prepaid expense invoice recorded by management which was not paid until January 2025 and therefore, does not qualify as a prepaid expenditure. Further to note, the credit side of the entry was to accounts payable. It was deemed that at December 31, 2024 the invoice was for services/expenses relating to Fiscal 2025, and does not meet the definition of a liability under PSAS 3200</p>	<p>Under PSAS standards, prepaid expenses are recorded when an amount has been paid in advance for goods or services to be received in future periods.</p> <p>Additionally, under PSAS 3200 Liabilities:</p> <p>A liability is a present economic obligation of an entity to others as a result of a past event(s), the settlement of which is expected to result in the future sacrifice of economic benefit. Liabilities have three essential characteristics:</p> <ul style="list-style-type: none"> a. they embody a duty or responsibility to others, leaving an entity little or no discretion to avoid settlement of the obligation; b. the duty or responsibility to others entails settlement by future transfer or use of economic resources (such as the provision of goods or services or other form of economic settlement) at a specified or determinable date, on occurrence of a specified event, or on demand; and c. the transaction(s) or other event(s) obligating the entity has already occurred <p>Departure from the above can result in the overstatement of the asset and liability captions within the financial statements.</p> <p>As a result of the control deficiency identified, KPMG identified and proposed a corrected audit misstatement as described in the management representation letter.</p>



Additional communications

In addition to the other control observations, as part of our audit of the accrued liabilities at December 31, 2024, KPMG identified that there were balances accrued and owing to the City of St. Catharines relating to parking charges. These have not been collected by the City of St. Catharines for a period of 4 years. KPMG recommends, management to analyze and assess the likelihood of payment of these items and if necessary, write them off into income in future periods.

Use of letter

This letter is for the use of management and those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purpose or by anyone other than management and those charged with governance.

KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

Chartered Professional Accountants, Licensed Public Accountants



Appendices

Terminology	Definition
Deficiency in Internal Control (“control deficiency”)	<p>A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.</p> <p>A deficiency in design exists when (a) a control necessary to prevent, or detect and correct, misstatements in the financial statements is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control is unable to prevent, or detect and correct, misstatements in the financial statements.</p> <p>A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.</p>
Significant Deficiency in Internal Control (“significant deficiency”)	<p>A significant deficiency in internal control is a deficiency, or combination of deficiencies, in internal control that, in the auditor’s professional judgment, is of sufficient importance to merit the attention of those charged with governance.</p>

[Letterhead of Client]

KPMG LLP
80 King Street, Suite 620
St. Catharines , ON L2R 7G1
Canada

May 15, 2025

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as “financial statements”) of St. Catharines Public Library Board (“the Entity”) as at and for the period ended December 31, 2024.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated January 26, 2024, including for:
 - the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - providing you with all information of which we are aware that is relevant to the preparation of the financial statements (“relevant information”), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - providing you with unrestricted access to such relevant information.
 - providing you with complete responses to all enquiries made by you during the engagement.

- providing you with additional information that you may request from us for the purpose of the engagement.
- providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the Entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- We have disclosed to you:
 - the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 - where such fraud or suspected fraud could have a material effect on the financial statements.
 - all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, short sellers, or others.
 - all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment, or disclosure, in the financial statements have been adjusted or disclosed.

Related parties:

- We have disclosed to you the identity of the Entity's related parties.
- We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- All related party relationships and transactions/balances have been appropriately accounted for, and disclosed, in accordance with the relevant financial reporting framework.

Estimates:

- The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).

Non-SEC registrants or non-reporting issuers:

- We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Approval of financial statements

- Lisa DiDonato has the recognized authority to take, and has taken, responsibility for the financial statements

Other:

- We confirm that we have provided you with a complete list of service organizations (SO) and sub-service organizations (SSO) and that the relevant complementary user entity controls (CUECs) related to each SO/SSO have been designed and implemented. For the purpose of this representation, a service organization is one as defined in CAS 402.

Yours very truly,

Lisa DiDonato, Business & Facilities Administrator

DRAFT

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Information is obscured if it is communicated in a way that would have a similar effect for users of financial statements to omitting or misstating that information. The following are examples of circumstances that may result in material information being obscured:

- a) information regarding a material item, transaction or other event is disclosed in the financial statements but the language used is vague or unclear;
- b) information regarding a material item, transaction or other event is scattered throughout the financial statements;
- c) dissimilar items, transactions or other events are inappropriately aggregated;
- d) similar items, transactions or other events are inappropriately disaggregated; and
- e) the understandability of the financial statements is reduced as a result of material information being hidden by immaterial information to the extent that a primary user is unable to determine what information is material.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II – Summary of Audit Misstatements Schedule(s)

Summary of Audit Misstatements - Corrected

Entity: St. Catharines Public Library Board
For Period Ended: Decemebr 31, 2024
Amounts in: CAD

Entry											
								Balance sheet		Income statement	
ID	Description of misstatement	Factual, judgmental or projected misstatement?	Misstatement in accounts and/or in disclosure?	Disclosure	Accounts	Debit	Credit	Debit	(Credit)	Debit	(Credit)
SAM 1	Adjustment to record missed annual amortization on books purchased in 2023.	Factual	Accounts & Disclosure	Schedule 3 - Tangible Capital Asset	9402 TCA - Current Year Depreciation	40,366	-	-	-	40,366	-
					1206 Acc Dep - Collections	-	(40,366)	-	(40,366)	-	-
SAM 2	Adjustment to reverse amount recorded in prepaid expenses and accounts payable which was not paid until subsequent to year end & does not relate to a Fiscal 2024 obligation.	Factual	Accounts	N/A	2000 Accounts Payable	31,974	-	31,974	-	-	-
					1036 HST5% FED Rebate	-	(1,415)	-	(1,415)	-	-
					1037 HST8% PROV Rebate	-	(1,766)	-	(1,766)	-	-
					1040 Prepaid Expenses	-	(28,794)	-	(28,794)	-	-
								31,974	(72,340)	40,366	-

St. Catharines Library Central Library Branch Renovation

Phase 2:
Design Development Completion

Progress Update

Detailed Design Completion

- *Revisions in response to existing building structure.*
- *Review of Class C Estimate.*



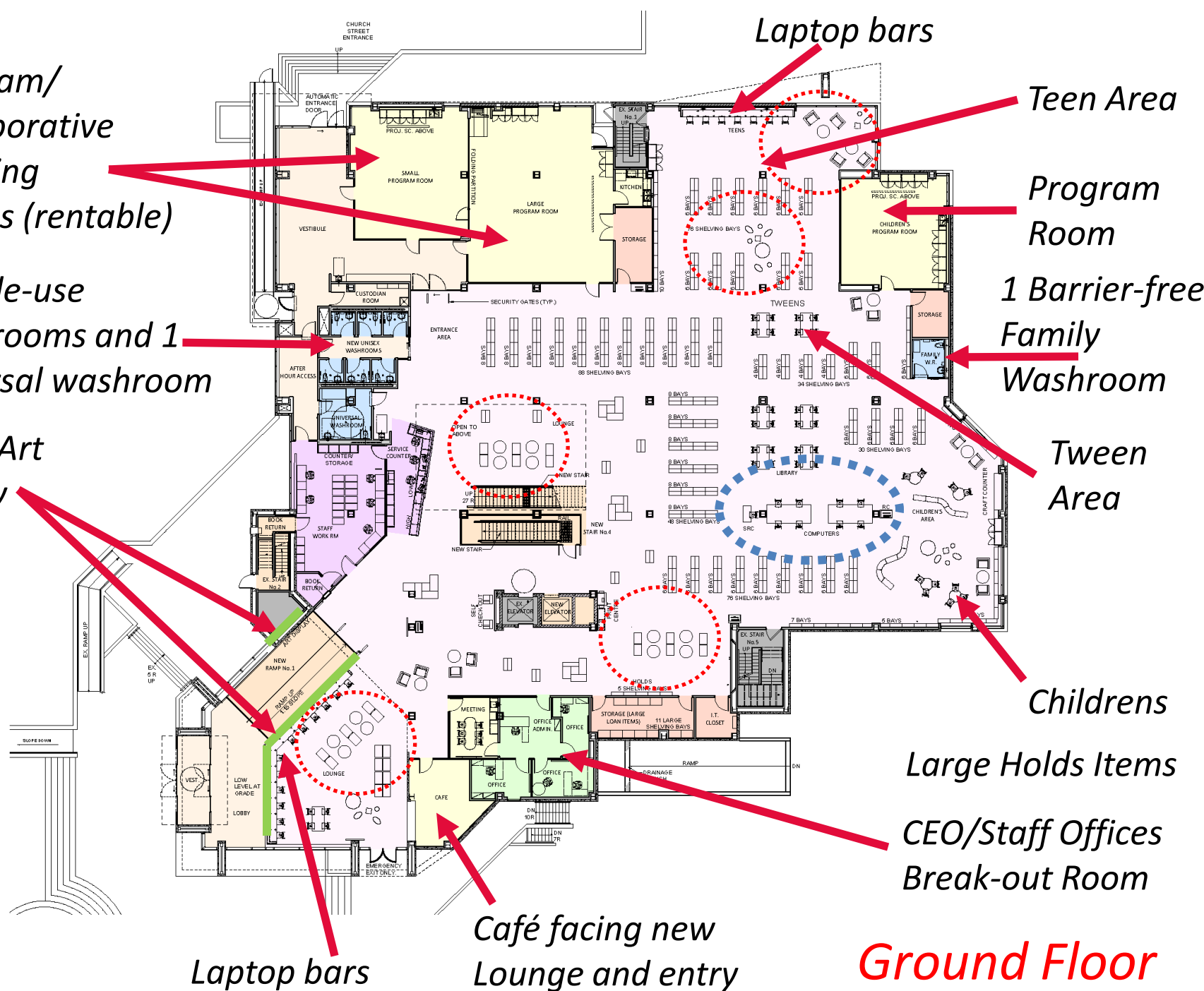
*New Accessible
Entrance from
Parking*

Renovated Basement

*Program/
Collaborative
Meeting
Rooms (rentable)*

*6 single-use
Washrooms and 1
universal washroom*

*Public Art
Display*



Ground Floor

Makerspace

Laptop bars

Collaborative
Meeting Pods

4 single-use
WRMs and
1 UWRM

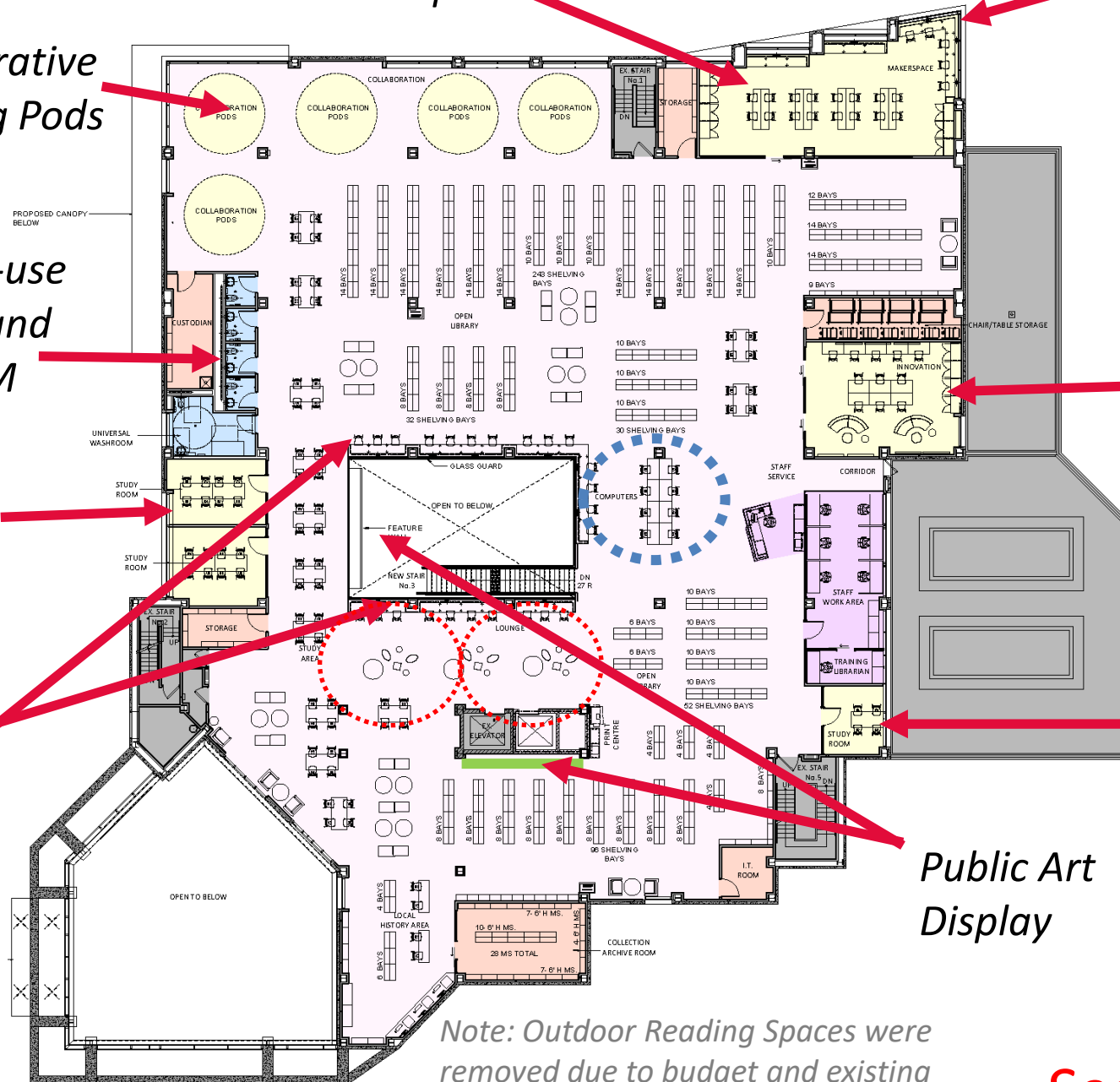
Private
Study

Laptop
bars

Computer
Innovation
Lab/
Gaming

Private
Study

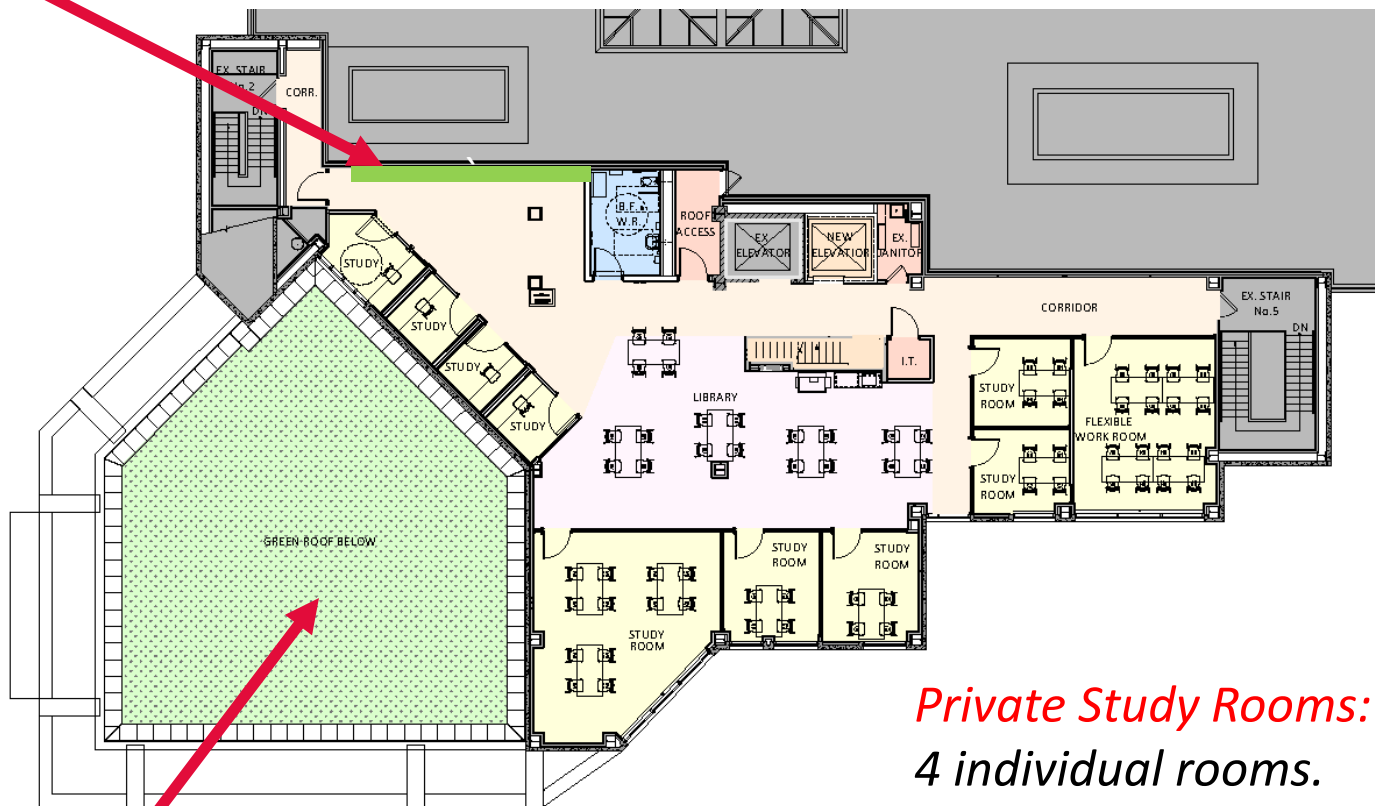
Public Art
Display



Note: Outdoor Reading Spaces were removed due to budget and existing building structure constraints.

Second Floor

*Public Art
Display*



Green Roof

Private Study Rooms:
4 individual rooms.
4 medium (4-6 persons)
2 large rooms.
***Rooms can be rented as
meeting rooms.**

Third Floor







ward99
architects

ST. CATHARINES PUBLIC LIBRARY CENTRAL BRANCH RENOVATION
PHASE TWO DESIGN DEVELOPMENT
WEST EXTERIOR VIEW FROM JAMES STREET





ward99
architects

ST. CATHARINES PUBLIC LIBRARY CENTRAL BRANCH RENOVATION
PHASE TWO DESIGN DEVELOPMENT
WEST EXTERIOR VIEW FROM JAMES STREET





ward99
architects

ST. CATHARINES PUBLIC LIBRARY CENTRAL BRANCH RENOVATION
PHASE TWO DESIGN DEVELOPMENT
WEST EXTERIOR VIEW FROM JAMES STREET





ward99
architects

ST. CATHARINES PUBLIC LIBRARY CENTRAL BRANCH RENOVATION PHASE TWO DESIGN DEVELOPMENT

WEST EXTERIOR VIEW FROM JAMES STREET



Class C Cost Estimate

- **Class D Cost Estimate prepared by A.W.Hooker based on the prepared architectural, structural, mechanical and electrical Design Development Drawings.**
- **Summary of Cost Estimate:**

Total Project Construction Cost: \$15,800,000 (ex. HST).

Breakdown of Total Construction Cost:

Renovation: \$13,238,500.

Escalation Contingency (over 3 years): \$1,125,300.

Construction Contingency: \$1,436,400.

Total: \$15,800,00.

Class D Cost Estimate

Separate Cost not included in the total estimated cost:

Sprinkler the entire building (ground, second, third): \$550,000.

Itemized Cost included in the total estimated cost:

Additional Elevator: \$350,000 (utilize existing shaft).

Approximate Cost per Phase/Floor:

Phase 1 Basement:	\$2,960,000.
Phase 2 Ground Floor:	\$7,150,000.
Phase 3 Second Floor:	\$4,140,000.
Phase 3 Third Floor:	\$1,550,000 (complete with second floor).

***Cost to proceed with renovation to the ground floor only:**

Estimated cost: \$7,650,000 (requires partial renovation to basement).

QUESTIONS?



St. Catharines Public Library Board

Regular Meeting Minutes

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

Present:	P. Clausi	Councillor G. Miller (joined at 6:05pm, left at 7:21pm)
	J. Coles (Chair)	N. Olmstead
	L. Littleton	G. Riihimaki
Regrets:	K. Diiorio	Councillor J. Lindal
	S. Dimick (Vice-Chair)	
Staff:	D. Bott (left at 6:03pm, joined 6:42pm)	A. Maciukas (joined at 6:42pm)
	L. DiDonato (joined at 6:42pm)	S. Mannella (joined at 6:42pm)
	L. Jenter (Recording Secretary)	J. Spera (left at 6:35pm, joined at 6:42pm)
	(left at 6:06pm, joined at 6:42pm)	K. Su (Secretary)
	H. Jones (joined at 6:42pm)	
Public:	M. Brousseau (left at 6:26pm)	

Chair calls Regular Meeting to order at 6:00 pm.

J. Coles 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.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: 2025-44

THAT the Agenda be adopted.

MOVED BY:

P. Clausi

SECONDED BY: G. Riihimaki
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair welcomed Nathan Olmstead to the Library Board. There were no Declarations of Interest.

3. In-Camera Session

3.1 In-Camera Agenda

3.1 (a) Additions/Deletions to In-Camera Agenda
None

3.1 (b) Adoption of In-Camera Agenda

MOTION: 2025-45 THAT the In-Camera Agenda be adopted.
Moved BY: L. Littleton
SECONDED BY: N. Olmstead
MOTION CARRIED.

D. Bott left the meeting at 6:03pm.

3.2 Motion to Move In-Camera

MOTION: 2025-46 THAT the Regular Meeting move to In-Camera Session to discuss legal, property and personnel matters.
Moved BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:05pm.

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

L. Jenter left the meeting at 6:06pm.

M. Brousseau left the meeting at 6:26pm.

J. Spera left the meeting at 6:35pm.

3.6 Return to Open Session

MOTION: 2025-48 THAT the In-Camera Session return to Open Session.
Moved BY: Councillor G. Miller
SECONDED BY: N. Olmstead
MOTION CARRIED.

The Meeting returned to Open Session at 6:42pm.

D. Bott, L. DiDonato, L. Jenter, H. Jones, A. Maciukas, S. Mannella, and J. Spera joined the meeting at 6:42pm.

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

MOTION: 2025-49 THAT the Staff proceed as directed during the closed session and the Board receive the information presented during the closed session.

MOVED BY: L. Littleton

SECONDED BY: G. Riihimaki

MOTION CARRIED.

5. Presentation

- 5.1 Website Update – Peter Gingrich and Daniel Shaw, GHD Digital
- The Board received a presentation and preview of the Library's new website, anticipated to launch on May 5, 2025. The Board inquired about the duplication of pages under the headers and ensured that it would not require ongoing duplication of work.

6. Adoption of Minutes (attachment)

- 6.1 Regular Meeting – March 20, 2025

MOTION: 2025-50 THAT the Regular Meeting Minutes of March 20, 2025 be adopted.

MOVED BY: G. Riihimaki

SECONDED BY: P. Clausi

MOTION CARRIED.

7. Monthly Updates (verbal)

- 7.1 St. Catharines City Council
- Councillor G. Miller shared that Marty Mako has been elected to City Council for the Port Dalhousie ward.
- 7.2 OLS Update – J. Coles
- The Chair discussed a webinar about Strong Mayor Powers and the impact on public libraries. Chair will share a link to the webinar with all Board Members.
- 7.3 CEO Update – K. Su
- The CEO updated the Board about the following:
- "Canada First" Purchasing - City Council passed a "Canada First" procurement policy, and the Library will adopt the same approach for purchasing.

- Fundraising consultants – the consultants are finishing up interviews and will present their report to the Board in June.
- 2026 Budget – Staff will present updates to the Board to determine whether to reconfirm or open the budget for 2026.
- New Councillor for Port Dalhousie – the Library will reach out to the new City Councillor, Marty Mako, for a tour of our facilities.

7.4 Department Presentation – March Break Program – Melissa Broere and Sylvana Dearman

The Board received a presentation about March Break programming for 2025. The Board thanked staff for their hard work in developing and delivering programming.

8. Consent Agenda

- 8.1 CEO Report – K. Su
- 8.2 Department Reports – March 2025
 - 8.2(a) Customer Service – J. Spera & M. Haanstra
 - 8.2(b) Innovation, Collections, and Technology – D. Bott
 - 8.2(c) Programming & Promotions – H. Jones
 - 8.2(d) Health & Safety – L. DiDonato
 - 8.2(e) Human Resources – A. Maciukas
- 8.3 Financial Reports – L. DiDonato
 - 8.3 (a) 2025 Financial Results and Forecast at March 31, 2025
 - 8.3 (b) Endowment & Trust Statement at March 31, 2025
 - 8.3 (c) Short-Term Investments Statement at March 31, 2025
- 8.4 Risk Management Semi Annual Reporting – L. DiDonato
- 8.5 Maintenance Closure of the Dr. Huq Branch - S. Mannella

MOTION: 2025-51 THAT the Consent Agenda be received as circulated.
MOVED BY: Councillor G. Miller
SECONDED BY: N. Olmstead
MOTION CARRIED.

9. Discussion Reports

Councillor G. Miller left the meeting at 7:21pm.

- 9.1 Policy (G-25) Social Media Use – H. Jones
The Board received Policy (G-25) Social Media Use. The Board discussed Library values and impartiality. The Board amended Policy language for clarity.

MOTION: 2025-52 THAT the Board approve Policy (G-25) Social Media Use as amended.
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki

MOTION CARRIED.

9.2 Policy (G-09) Artificial Intelligence Use – K. Su

The Board received a presentation from the CEO about AI adoption in libraries. The Board asked about training for staff and collaboration with the union. The Board recommended amendments to Policy (G-09) Artificial Intelligence Use to the principles and guidelines.

MOTION: 2025-53	THAT the Board refer Policy (G-09) Artificial Intelligence Use back to Staff.
MOVED BY:	L. Littleton
SECONDED BY:	G. Riihimaki
MOTION CARRIED.	

10. Motion to Adjourn

MOTION: 2025-54	THAT the Regular Meeting be adjourned.
MOVED BY:	P. Clausi
SECONDED BY:	N/A
MOTION CARRIED.	

Meeting adjourned at 8:05pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, May 15, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair

Secretary

Consent Agenda

6. **Consent Agenda (attachments)**

Motion

- 6.1 Correspondence
- 6.2 CEO Report – K. Su
- 6.3 Department Reports – April 2025
 - 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
- 6.4 December 31, 2024 Financial Statement Reconciliation – L. DiDonato
- 6.5 Valuing SCPL 2024 Update – K. Su

Correspondence

(as of May 9, 2025)

For Information

To be sent to City Council on May 16, 2025

SCPL Impact Report – 2024 Social Return on Investment

SCPL Impact Report – May 2025



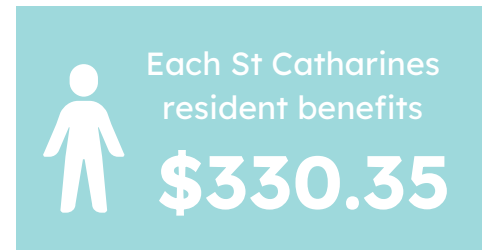
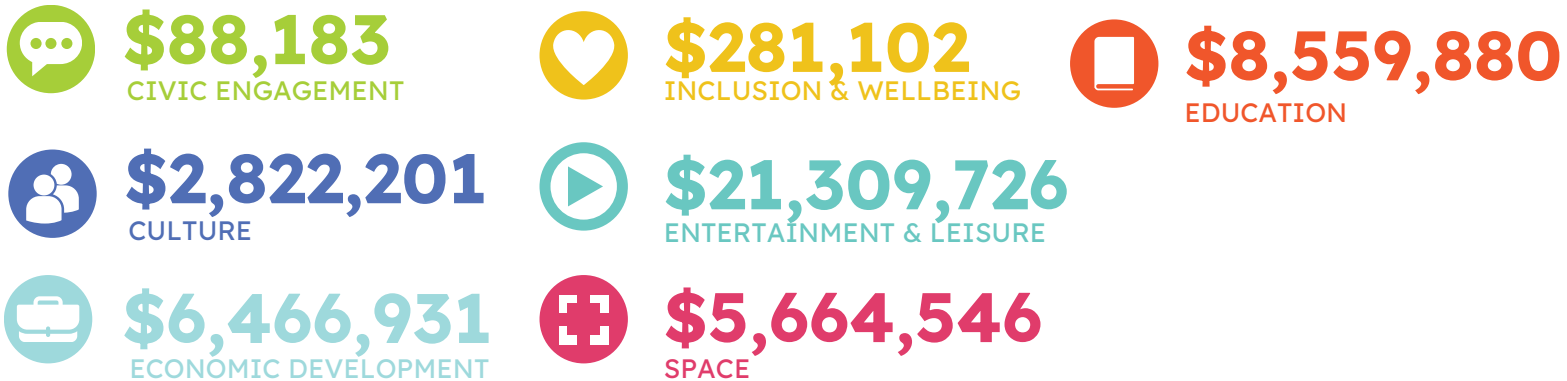
Impact Report

2024 SOCIAL RETURN ON INVESTMENT

Based on calculations using the Valuing Ontario Libraries Toolkit developed by the Ontario Library Service and NORDIK Institute.

Total economic benefit to
St. Catharines that SCPL produced in
2024 across the 7 domains of impact:

\$45,192,569





Impact Report

May 2025

321

attendees

at our annual
Get Growing event on
Saturday, April 5.



603

people

accessed free tax
clinic services at SCPL
from March-April.



2,125

seed packets

are available for
planting through the
Seed Library.



“I am very appreciative that SCPL offers digital collections, especially Hoopla and CloudLibrary. The apps are very convenient in a busy lifestyle and it allows me to listen to audiobooks daily.”

- SCPL Customer

69,434

check outs

of digital collections,
such as Hoopla and
CloudLibrary, in Q1.



**CIVIC
ENGAGEMENT**



**ECONOMIC
DEVELOPMENT**



**ENTERTAINMENT
& LEISURE**



CULTURE



EDUCATION



**INCLUSION
& WELLBEING**



SPACE

4,770

children

played and crafted in the children’s area.



6,718

people

attended SCPL programs in Q1.



58%

increase

in exam proctoring sessions helped students meet their educational goals.



51

volunteers

were recognized for their service during April’s Volunteer Appreciation Week.



20

parks passes

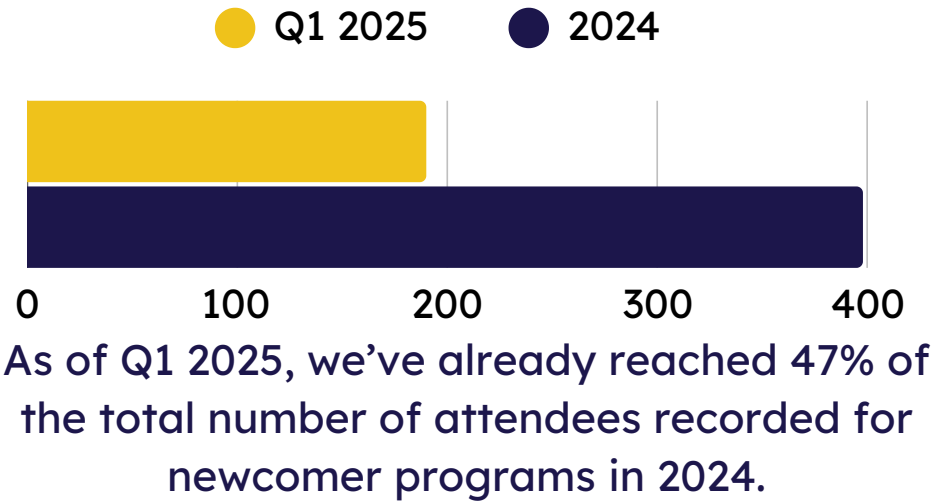
provide free access to parks across Niagara and Ontario.



190

people

attended newcomer programs in Q1.



CEO Report

submitted by Ken Su, CEO (April 2025)

For Information

Fundraising Feasibility Project

The consultants from Interkom wrapped up their interviews by the end of April and sent a draft presentation to staff for comments. Staff are currently reviewing the draft presentation and will provide feedback by mid-May. Consultants are scheduled to present their findings to the Board on June 12, 2025.

Councillor Library Tour

The CEO reached out to the newly elected Councillor, Marty Mako, on April 30, 2025 to congratulate him on the election and invite him to tour the Library. Councillor Mako expressed interest in touring the library and is scheduled to visit on May 24.

Niagara Libraries Board Retreat

As we are getting close to the 2026 municipal election, Niagara library CEOs are planning to arrange a retreat for Board members in the fall 2025. The goal is to provide information on succession planning, and discuss topics, such as developing legacy documents, organizing effective and efficient Board meetings, and planning a smooth transition.

The CEO is organizing this event with other library CEOs in the region and is currently working with a consultant from Ontario Library Services (OLS) to identify discussion topics, invite speakers, and make logistic arrangements.

Details will be provided to the Board when they become available.

Customer Service

submitted by Marcella Haanstra, Assistant Manager of Customer Service (April 2025)

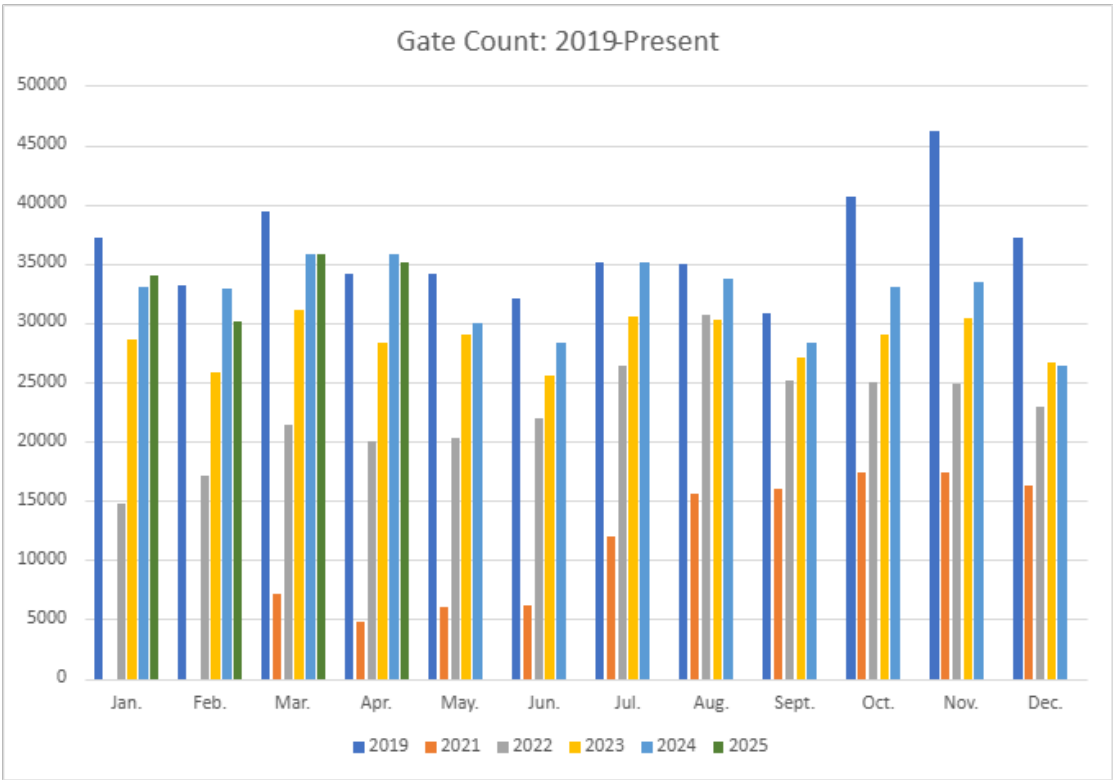
For Information

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

	April 2025	% change from 2024
Gate Count	35,165	35,781 (-1%)
Membership	556	541 (+2%)
Holds Placed	12,136	12,820 (-5%)
Questions	7,222	7,712 (-6%)

Gate Count

In April, our system-wide gate count was slightly lower than 2024. However, the gate count for April exceeded pre-pandemic levels by 3% for the same month.



Membership

New memberships continue to grow with a 2% increase over April 2024 and are up 12% year to date. The membership reactivation campaign, class visits, an ongoing focus on community outreach, and the continued expansion of collections and services are contributing factors to our strong membership growth.

Holds Placed

The number of holds placed this month was down 6% from April 2024. The holds system continues to be an integral library service that offers equitable and convenient access to materials for customers across the city.

Training Highlights

SCPL's Mentorship Program continues to be a successful asset to our Onboarding process with consistently positive feedback from its participants. Since its formation, 17 staff members have completed one full year of the program and there are an additional 7 mentor/mentee matches meeting monthly.

Sunday Service

Sunday service hours at the Huq and Port branches concluded on April 27. Due to Port Plus, we were able to offer an additional 4.5 opening hours at the Port Dalhousie branch each Sunday that the Dr. Huq branch was open. Although one Sunday was impacted by an early closure due to inclement weather, the Sunday count had a slight increase in 2024-2025 compared to 2023-2024. In addition, numerous customers submitted feedback expressing appreciation for Sunday hours at both Huq and Port.

Customer Service Branch Meeting

The Library Board approved delayed opening for the branches on the first Monday in March, June and October to accommodate all staff Customer Service meetings. Due to programming needs, the June Customer Service meeting will take place on the second Monday, June 9th instead of June 2nd.

Innovation, Collections & Technology

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

For Information

Integrated Library System (ILS)

Staff have met with the 4 remaining vendors and are in the process of evaluating the presentations. A decision will be made by the end of May.

Physical Circulation

After a large increase in physical circulation from February to March, checkouts dropped slightly (5%) in April 2025. However, this reflects a 6.5% increase from April 2024. Year-to-date, physical circulation is up 4% from that of January-April 2024.

Digital Circulation

Digital circulation decreased slightly by 2% from March to April. However, usage was 8% higher than in April 2024 and 28% higher compared to April 2023.

Seed Library

The Seed Library was launched at all Library locations on April 5, 2025, as part of the "Get Growing" event. Feedback from customers has been very positive. Customers have enjoyed the selection and ease of use of the Seed Library. Final figures will be reported in the May report.

Library of Things

A Yoto Player, a screen-free audio player designed for children, was purchased for the Library of Things. The device allows children to play stories, music, and learn by inserting physical cards into the player. The Yoto Player will be launched in May 2025.

Digitization Project – Historic St. Catharines Public Library Board Minutes

Digitization has begun on the historic St. Catharines Public Library Board Minutes. The years 1913 to 1964 have been completed.

License Plate Reader for Parking Garage

On April 16, 2025 access to the parking garage was limited to permit holders and library customers that have registered their license plates with the library. The system appears to work as designed and the door opens upon successful reading of the license plate.

City staff will start using the garage effective May 5, 2025.

Programming and Promotions

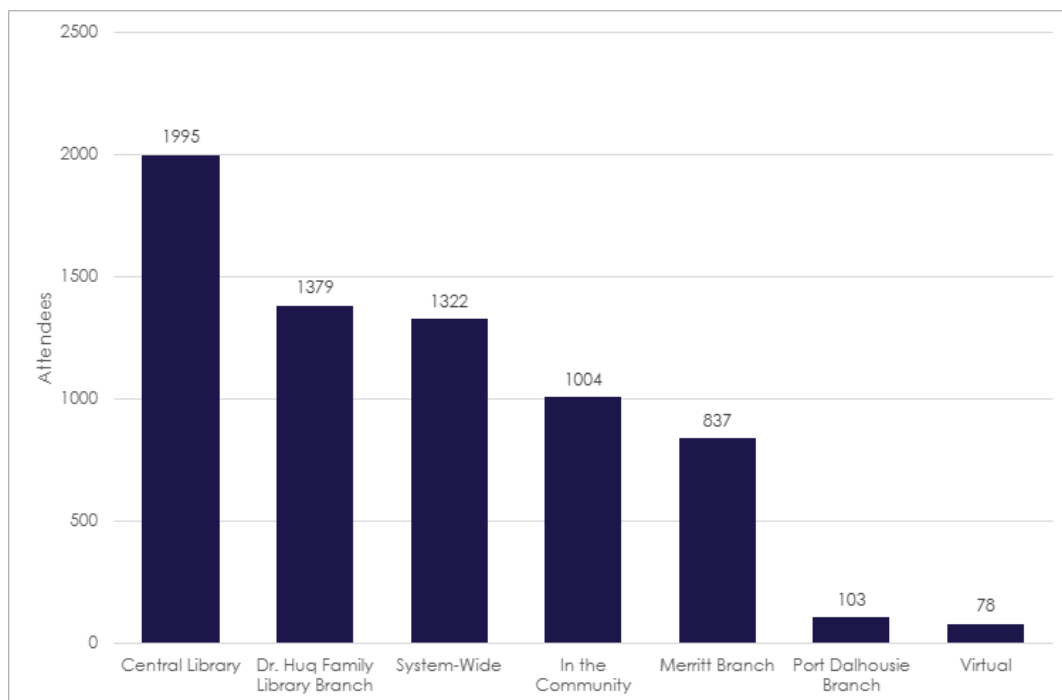
submitted by Holly Jones, Manager Programming & Promotions (April 2025)

For Information

Programming Highlights

In total, 2919 customers attended or engaged in programs in April. Although attendance dipped 14% from April 2024 (3394 attendees), it continues to climb as the year progresses, growing 17% from March 2025 (2490 attendees). As the library works toward achieving a "Community in Bloom", one of the four goals outlined in the library's 2025-2028 Strategic Plan, community outreach will be an important focus. Opportunities to attend community events and festivals grow as the warm weather returns.

Attendees by Location, January-April 2025



Of special programming note in April:

1. **Get Growing:** The third annual all-ages event celebrating spring, nature, and gardening, featured programs across all locations, including educational workshops, crafts, and drop-ins for the whole family (321 attendees).

2. **A Layered Approach: Wallpaper in Historic Homes:** Sara Nixon of The Brown Homestead presented on historical discoveries made by studying the 25 layers of wallpaper uncovered in the John Brown House's Ballroom. Attendees also learned about the augmented reality project currently in development with Brock University Department of Digital Humanities that aims to decorate the walls of the ballroom with these historic patterns once again (19 attendees total).
3. **Spring Group Art Reception:** A reception to launch the six-week art exhibit organized in partnership with the St. Catharines Art Association. The exhibit, which celebrates artwork created by local Niagara artists and members of the St. Catharines Art Association, is available to browse on the second floor of the Central Library between April 21 and May 30 (45 attendees).
4. **Scrabble Tournament: 2025 Garden City Cup:** The Central Library hosted the 2025 Garden City Cup, a free Scrabble Tournament for players of all skill levels, organized by Let's Play Scrabble (40 attendees).
5. **Sea Dome Immersive Ocean Experience:** Conservation group 'Ocean Wise' visited the Central Library with an immersive pop-up ocean adventure. The planetarium-style six-metre dome projects 360-degree 4K cinematic footage of Earth's underwater world, virtually transporting visitors under the sea. Ocean Wise marine educators gave dome tours, showcased amazing marine artifacts, and provided hands-on interactive activities (175 attendees).
6. **Bridges Niagara Community Resource Fair:** SCPL was one of 16 organizations to attend the Community Resource Fair, organized by Bridges Niagara's Settlement Services and Community Connections Department. The fair provided newcomers with an opportunity to explore and connect with a wide range of community resources, including the library (60 engagements).

Communication Highlights

The Communications Specialist was involved in several key projects this month, making final preparations to the new website ahead of the May 5 launch, creating promotional content to support the Get Growing event, designing the library's 2024 annual report, and continuing work on the membership reactivation campaign.

Feedback received via the SCPL social media channels celebrated the St. Catharines Art Association's Art Exhibit, the P.U.L.S.E. poetry workshop for teens, and the library's tennis sets.

Media Mentions

03-Apr 610 CKTB

Topics: SCAA Exhibit, Get Growing, Seed Library
St. Catharines Public Library encouraging
residents to 'Get Growing'

December 31, 2024 Financial Statement Reconciliation

submitted by Lisa DiDonato, Business Administrator

The purpose of this report is to provide the St. Catharines Public Library (SCPL) Board with a reconciliation of the audited financial statements for the year ended December 31, 2024, with the previously reported draft financial results.

At the Board meeting held on February 20, 2025, SCPL presented the draft financial results for the fiscal year ending December 31, 2024. At that time, the net year surplus was preliminarily estimated to be around \$10,562, subject to potential adjustments during the preparation of the audited financial statements.

For internal reporting purposes, SCPL's financial reporting is structured to facilitate assessments of the alignment between actual expenditures and the municipal funding budget model. In line with other public sector organizations, audited financial statements incorporate adjustments necessary to ensure compliance with the Canadian Professional Accountants (CPA) Canada Public Sector Accounting (PSA) Handbook. The PSA standards are applicable to all public sector entities—including government bodies, government components, government organizations, and select government partnerships—that issue general purpose financial statements.

The table provides a reconciliation of the internal annual surplus previously reported and the surplus outlined in the audited financial statements for the year ended December 31, 2024. It includes the following:

- Internal adjustments identified in the preparation for the year end audit.
- Annual adjusting entries made to present financial statements in compliance with PSA standards.

Surplus at December 31, 2024, Previously Reported to Board	\$10,562
Internal Adjustments:	
Additional 2024 Invoices Received and Posted	(2,407)
Surplus at December 31, 2024, Transferred to Reserves	\$8,155
Public Sector Accounting Standard Adjustments:	
Amortization Expense	(891,536)
Loss on Disposal of Tangible Capital Assets	(7,875)
Capitalization of Tangible Capital Assets	700,700
Asset Retirement Obligation Accretion	(41,597)
Post Employment Benefits Expense	(16,600)
Endowment and Trust Fund Consolidation	26,540
Reallocation of Principal Portion of Debt Charges	94,443
Annual Deficit per Financial Statements at December 31, 2024	(\$127,770)

Valuing SCPL 2024 Update

submitted by Ken Su, CEO

For Information

Background

Public libraries continue to play a vital role in supporting community well-being through inclusive, equitable, and accessible services. The St. Catharines Public Library (SCPL) has embraced the Valuing Ontario Libraries Toolkit (VOLT) last year to assess its Social Return on Investment (SROI), demonstrating to stakeholders the tangible and intangible benefits generated through library services.

Staff presented the 2023 results to the Board last fall and made annual updates as part of SCPL's ongoing commitment to transparency, accountability, and advocacy.

All data used in the Social Return on Investment (SROI) calculation are from the provincial annual survey and library statistics.

Comparison of SROI Results: 2023 vs. 2024

Domain	2023	2024	% Change (2023–2024)
Education	\$6,980,912.69	\$8,559,880.35	22.62%
Culture	\$2,797,725.92	\$2,822,200.77	0.87%
Inclusion & Well-being	\$272,354.94	\$281,101.93	3.21%
Entertainment & Leisure	\$18,895,780.85	\$21,309,726.15	12.78%
Economic Development	\$5,923,229.08	\$6,466,931.09	9.18%
Civic Engagement	\$88,927.63	\$88,182.77	-0.84%
Library Space	\$5,287,896.62	\$5,664,545.96	7.12%

Total Economic Benefit	\$40,246,827.74	\$45,192,569.01	12.29%
SROI (per \$1)	\$6.49	\$6.80	4.78%

Analysis of 2024 Results

The 2024 SROI results demonstrate that the library has continued to deliver substantial value to the community, achieving measurable gains across most domains. The total economic benefit increased from \$40.25 million in 2023 to \$45.19 million in 2024, marking a 12.29% overall growth. After taking the municipal budgetary contribution into consideration (increased from \$6.2 million to \$6.64 million in 2024, a 7.1% increase), this translates to a rise in SROI from \$6.49 to \$6.80 per dollar invested, a 4.78% improvement, underscoring stronger returns on public investment.

Key Accomplishments

- **Education (+22.62%):** The most significant year-over-year gain highlights the library's successful investment in lifelong learning initiatives. Expanded programming, digital resources, and reference service likely contributed to this notable increase.
- **Entertainment & Leisure (+12.78%)** and **Economic Development (+9.18%):** These gains suggest broader community engagement and the library's strengthening role as a community and economic hub. High circulation in audio/video materials, increased adult and senior program attendance, improved visiting library service, and updated pay equity and job evaluation plan may have been key drivers.
- **Library Space (+7.12%):** Improved use and accessibility of physical space, and increased room rental and library visits, have increased the usage of library spaces.
- **Inclusion & Well-being (+3.21%):** Modest gains in this area reflect ongoing efforts to promote equity, support newcomers, and bridge digital gap in the community, though the growth suggests there is more potential to reach underserved populations.

Areas for Continued Improvement

- **Civic Engagement (-0.84%):** A slight decline in this domain indicates a need to revisit how the library fosters volunteerism and promotes government and social services. Strategies could include recruiting additional volunteers, hosting municipal services, and developing additional community partnerships.
- **Culture (+0.87%):** While positive, the limited growth suggests that cultural related activities may have plateaued after introducing library of things in the last few years. Diversifying offerings, partnering with local artists, historians, and cultural

organizations, or creating more multilingual or heritage-focused initiatives may help re-energize this area.

2025 Preliminary Observations

Although SROI figures for 2025 won't be available until early 2026, early indicators suggest:

- Continued strong performance in circulation, library visits and programs.
- New initiatives launched in 2025 — such as membership drive, more space at the Pen Centre, enhanced safety and security, and new website — are expected to positively influence the next SROI update.

Next Steps

Staff are committed to completing the 2025 SROI analysis in early 2026 and presenting the results to the Board. We will continue to share key performance indicators with City Council, community partners, and the public through infographics, presentations, and reports.

More importantly, staff will use the SROI results to identify service gaps and opportunities for improvement. In future reports, we will also consider incorporating qualitative data—such as patron stories—to complement the economic indicators.

Conclusion

The VOLT tool continues to be a vital part of SCPL's strategy to demonstrate its impact in a quantifiable, meaningful way. These annual evaluations will support advocacy, funding discussions, and strategic planning, ensuring the Library remains responsive to evolving community needs.

Discussion Reports

7. Discussion Reports (attachment)

7.1 Policy (G-09) Artificial Intelligence Use – K. Su

Motion

Policy (G-09) AI Use

submitted by Ken Su, CEO

Recommendation

THAT the Board approve Policy (G-09) Artificial Intelligence Use.

Background

In April, staff presented the Policy to the Board, receiving feedback that prompted revisions. The Policy was then referred back to staff and is set to be presented again at the May meeting.

Update

Staff made the following revisions:

- Revised the definition of Artificial Intelligence to align with the Strengthening Cyber Security and Building Trust in the Public Sector Act 2024
- Added definitions of Confidential Data and Sensitive Data
- Reworded the language in Accountability to ensure that humans are responsible for any decisions made regardless how AI is used, and use of AI is purpose driven and proportionate to the problem it intends to solve
- Added language in Transparency to ensure that meaningful and timely information about use of AI is made available to customers
- Added Risk Management in Guidelines to emphasize that library IT is responsible for approving AI tools, developing risk management plan and business continuity plan, and implementing risk mitigation measures
- Updated the format in guidelines by changing the imperative style to the declarative style

Policy Name	Artificial Intelligence Use		
Section & Number	Board – G-09	Effective Date	2025-05-15
Motion Number	2025-# #	Last Review	2025-05-15
Author	CEO	Next Review	2026

Policy Statement

The St. Catharines Public Library (SCPL) recognizes the transformative potential of artificial intelligence (AI) in enhancing library services, operations, and user experiences. This policy establishes a framework to ensure the ethical, secure, and responsible use of AI while safeguarding data privacy, accuracy, equity and transparency. AI can significantly improve efficiency and user experiences within the library, while potential risks involved need to be identified and mitigated.

Scope

This policy applies to all SCPL staff and volunteers involved in the development, procurement, and use of AI technologies in library operations. Examples include AI-powered tools for customer service, content generation, and operational efficiency.

Definitions

Artificial Intelligence (AI): A machine-based system that, for explicit or implicit objectives, infers from the input it receives in order to generate outputs such as predictions, content, recommendations or decisions that can influence physical or virtual environments.

Personally Identifiable Information (PII): Data that can be used to identify an individual, such as names, addresses, and identification numbers.

Confidential Data: Data that should be kept within the Library to protect operations, reputation, and compliance with legal requirements.

Sensitive Data: Restricted information that must only be accessible to authorized individuals within the Library.

Policies and Regulations

- Applicable Copyright Laws, including the Canadian Copyright Act & Regulations.
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024
- SCPL Risk Management Policy

Principles

Accountability: AI tools must be assessed before use to ensure they are safe, secure and reliable for a well-defined purpose and the scope of AI use is proportionate to the problem it intends to solve. Regardless of how AI is used, individuals using AI must always verify all inputs and outputs, exercise sound judgment, and take responsibility for any decisions made.

Accuracy and Reliability: Accurate, fact-based, and unbiased data must be used to produce fair, reliable, and usable results. Validate data inputs and AI outputs for accuracy and consistency before use.

Data Privacy and Security: Safeguard sensitive, confidential and personally identifiable information by adhering to privacy regulations, such as the Freedom of Information and Protection of Privacy Act (FIPPA). Specific measures and tools will be used to protect data privacy and security.

Ethical Use: Using AI technologies must abide by copyright regulations, align with SCPL's values, foster trust, and avoid harm, bias, or unethical outcomes.

Inclusivity: Leverage AI to enhance accessibility, equity and avoid discriminatory outcomes.

Transparency: Clearly communicate and label the use of AI in library operations and content creation. Meaningful and timely information about use of AI tools is made available for customers in accessible plain language.

Guidelines

Accountability

Staff must review and validate AI-generated outputs. Human oversight is required for all AI-assisted decisions.

Data Handling

Library staff must not enter sensitive, confidential and personally identifiable information into AI systems, especially when using public AI system, such as free version of ChatGPT. The Library shall use robust data access and storage controls to mitigate breaches.

Education and Training

The Library will provide ongoing staff training on the use of AI in the workplace, identifies AI risks, ensures ethical use, and implements security measures. The library will support customers with their use of AI as staff would with other technical tools. Staff will help customers understand the limitations and benefits of AI as well as any risks associated with AI and personal identifiable information.

Ethical Oversight

The Library prohibits the use of AI for generating discriminatory, offensive, or inappropriate content and ensures all AI applications reflect SCPL's commitment to inclusivity and service excellence.

Incident Reporting

Staff must promptly report inaccuracies, breaches, or unethical uses of AI to management. Violations of this policy may result in disciplinary action.

Procurement and Vendor Management

The Library must evaluate vendors and AI tools for compliance with ethical, privacy, and security standards.

Risk Management

Managing AI related risks must align with the Library's Risk Management Policy and Plan. AI tools must be approved or deployed for use by library IT. Appropriate risk mitigation measures and business continuity plan must be identified and implemented by library IT and documented in Risk Register.