



St. Catharines Public Library Board

Regular Meeting

Thursday, June 18, 2026, 6:00 pm
Room 115, Central Library & Microsoft Teams

AGENDA

Chair calls meeting to order and Janice Coles 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 – May 21, 2026

Motion

4. **Monthly Updates (verbal)**

4.1 St. Catharines City Council

4.2 Chair Update – J. Coles

4.3 CEO Update – K. Su

5. **Consent Agenda (attachments)**

Motion

5.1 CEO Report – K. Su

5.2 Department Reports – May 2026

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

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

5.2(c) Programming and Promotions – H. Jones

5.2(d) Facilities – S. Mannella

5.2(e) ILS Migration – D. Bott

5.3 Quarterly Progress Update on 2026 Work Plan (Q2) – K. Su

6. **Discussion Reports (attachments)**

6.1 Policy (G-27) Local History – D. Bott

Motion

6.2	Policy (P-17) Volunteers – A. Maciukas	Motion
6.3	Policy (G-06) Library Closure– L. DiDonato	Motion
6.4	Policy (F-01) Investment – L. DiDonato	Motion
6.5	SCPL 2027 to 2030 Operating Budget – L. DiDonato	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 – May 21, 2026 (attachment)	Motion
7.4	In-Camera Consent Agenda (attachment)	
	7.4(a) Staffing Update (May 2026) – A. Maciukas	
7.5	In-Camera Discussion Reports	
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, September 17, 2026 at 6:00pm, Room 115, Central Library & Microsoft Teams



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, May 21, 2026, 6:00 pm
Mills Room, Central Library & Microsoft Teams

- Present:** P. Clausi
J. Coles (Chair)
K. Diiorio
S. Dimick (Vice-Chair)
Councillor J. Lindal
- L. Littleton
Councillor G. Miller (joined at 6:06pm)
N. Olmstead
G. Riihimaki
- Staff:** D. Bott (left at 7:23pm)
L. DiDonato (left at 7:24pm)
L. Jenter (Recording Secretary)
(left at 7:24pm)
H. Jones (left at 7:23pm)
- A. Maciukas (left at 7:24pm)
S. Mannella (left at 7:23pm)
J. Spera (left at 7:23pm)
K. Su (Secretary)

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

Lori Littleton 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
Pull Item 5.6 Annual Report for discussion as Item 6.7.
- 1.2 Adoption of Agenda

MOTION: 2026-50 THAT the Agenda be adopted as amended.
MOVED BY: G. Riihimaki
SECONDED BY: N. Olmstead
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Vice-Chair welcomed the Board . There were no Declarations of Interest.

3. Adoption of Minutes (attachment)

3.1 Regular Meeting – April 16, 2026

MOTION: 2026-51 THAT the Regular Meeting Minutes of April 16, 2026 be adopted.

MOVED BY: K. Diiorio

SECONDED BY: L. Littleton

MOTION CARRIED.

4. Monthly Updates (verbal)

4.1 St. Catharines City Council – Councillor J. Lindal
Nothing to report

4.2 OLS Update – J. Coles
The Chair recommended Board Members review information from the Ontario Library Service for preparing for the 2026 municipal election.

4.3 CEO Update – K. Su
The CEO updated the Board about the following:

- **Community Needs Assessment** – Nordicity confirmed receiving 388 survey submissions as of May 19. The survey was extended to May 24 to target some additional responses.
- **Niagara Assertive Street Outreach (NASO) training** – 23 SCPL staff attended training from NASO workers about their initiatives. The Board inquired about naloxone training for staff, which is currently provided on a voluntary basis to staff.
- **Meeting with City** – the CEO and Business Administrator are scheduled to meet with City staff to discuss the Central Renovation.

Councillor G. Miller joined the meeting at 6:06pm

5. Consent Agenda

5.1 Correspondence

5.2 CEO Report – K. Su

5.3 Department Reports – April 2026

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

5.3 (e) ILS Migration – D. Bott

5.3 (f) Quarterly Department Reports Q1 2026

- 5.4 Risk Management Semi Annual Reporting – L. DiDonato
- 5.5 Valuing SCPL 2025 Update – K. Su
- 5.6 Annual Report 2025 – K. Su
- 5.7 Library Board Recruitment Brochure – K. Su
- 5.8 2027 SCPL Capital Budget Update – L. DiDonato

MOTION: 2026-52 THAT the Consent Agenda be received as circulated except for Item 5.6 pulled for discussion.

MOVED BY: P. Clausi

SECONDED BY: J. Coles

MOTION CARRIED.

6. Discussion Reports

- 6.1 Policy (G-07) Code of Conduct – H. Jones
The Board received Policy (G-07) Code of Conduct with minor language amendments.

MOTION: 2026-53 THAT the Board approve Policy (G-07) Code of Conduct as amended.

MOVED BY: Councillor J. Lindal

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

- 6.2 CULC Open Letter to Minister Williams - K. Su
The Board discussed the CULC open letter to the Minister Williams, addressing concerns regarding freedom to read and barriers to equitable access.

MOTION: 2026-54 THAT the Board:

- i. endorse the Canadian Urban Libraries Council's open letter regarding Bill 28;
- ii. reaffirm its commitment to intellectual freedom, customer privacy, equitable access to information, and the principle of local governance of public libraries, consistent with the Public Libraries Act of Ontario.

MOVED BY: L. Littleton

SECONDED BY: P. Clausi

MOTION CARRIED.

- 6.3 Audited Financial Statements, December 31, 2025 – L. DiDonato
The Board received the audited financial statements with the final post-employment benefit expense adjustment of \$16,117.

MOTION: 2026-55 THAT the St. Catharines Public Library (SCPL) Board approve the audited financial statements for the year ending December 31, 2025.

MOVED BY: N. Olmstead

SECONDED BY: G. Riihimaki

MOTION CARRIED.

6.4 2027 St. Catharines Public Library Operating Budget – L. DiDonato

The Board received the proposed 2027 operating budget. The Board discussed the overall budget increase, including salary and benefits, the Merritt Branch lease, and reserve contributions. The Board also discussed budget for library materials, allowing staff with discretionary spending within the presented totals.

MOTION: 2026-56 THAT the St. Catharines Public Library (SCPL) Board approve, in principle, the 2027 Operating Budget for submission to the City of St. Catharines.

MOVED BY: K. Diorio

SECONDED BY: P. Clausi

MOTION CARRIED.

6.5 Central Branch Renovation – K. Su & L. DiDonato

The Board received an update about the Central Branch Renovation plans. Staff submitted the 2026 Enhancing Access to Spaces for Everyone grant and began developing a phased renovation approach, initially focused on addressing key building concerns in the atrium and public washrooms, as identified in the Building Condition Assessment and the Asset Management Plan. The Board directed staff to get clarification from the City Clerk regarding City Council voting requirement for amended motions.

MOTION: 2026-57 THAT the St. Catharines Public Library (SCPL) Board request that the City of St. Catharines (City) Council release the \$4.85 million included in the 2023 Approved Capital Budget be used to fund the Central Branch Renovation and Accessibility Improvement Project.

MOVED BY: L. Littleton

SECONDED BY: Councillor J. Lindal

MOTION CARRIED.

6.6 Endowment and Trust Request – L. DiDonato

The Board received Endowment and Trust request to furnish the Dr. Huq Branch patio area, enhancing the outdoor space to better serve the community.

MOTION: 2026-58 THAT the Board authorize the expenditure of up to \$15,000 from the Endowment and Trust to enhance the patio area outside the Dr. Huq Branch.
MOVED BY: G. Riihimaki
SECONDED BY: N. Olmstead
MOTION CARRIED.

6.7 Annual Report – J. Coles

The Board recommended language updates to the proposed Annual Report, including adding the City contribution to the Social Return on Investment and providing a total cost savings through material circulation for customers.

MOTION: 2026-59 THAT the Board approve the Annual Report as adjusted.
MOVED BY: J. Coles
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7. In-Camera Session

7.1 In-Camera Agenda

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

7.1(b) Adoption of In-Camera Agenda

MOTION: 2026-60 THAT the In-Camera Agenda be adopted.
MOVED BY: K. Diorio
SECONDED BY: G. Riihimaki
MOTION CARRIED.

D. Bott, H. Jones, S. Mannella and J. Spera left the meeting at 7:23pm

7.2 Motion to Move In-Camera

MOTION: 2026-61 THAT the Regular Meeting move to In-Camera Session to discuss a personal matter.
MOVED BY: L. Littleton
SECONDED BY: N. Olmstead
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:23pm.

L. DiDonato, L. Jenter and A. Maciukas left the meeting at 7:24pm

7.6 Return to Open Session

MOTION: 2026-63 THAT the In-Camera Session return to Open Session.
MOVED BY: J. Coles
SECONDED BY: N. Olmstead
MOTION CARRIED.

The Meeting returned to Open Session at 7:27pm.

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

MOTION: 2026-64 THAT the Board receive the information presented during
the closed session.
MOVED BY: L. Littleton
SECONDED BY: K. Diiorio
MOTION CARRIED.

9. **Motion to Adjourn**

MOTION: 2026-65 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 7:28pm.

11. **Next Meeting / Upcoming Events**

OneRead, OneSTC: Terry Fallis & The Marionette – Thursday, June 11, 2026 at 6:30pm,
Lockview Lounge, St. Catharines Museum & Welland Canal Centre
(Registration required)

Board Meeting – Thursday, June 18, 2026 at 6:00 pm, Room 115, Central Library &
Microsoft Teams

Chair

Secretary

Consent Agenda

Recommendation

THAT the Consent Agenda be received as circulated.

5. **Consent Agenda (attachments)**

Motion

- 5.1 CEO Report – K. Su
- 5.2 Department Reports – May 2026
 - 5.2 (a) Customer Service – M. Haanstra & J. Spera
 - 5.2 (b) Innovation, Collections, and Technology – D. Bott
 - 5.2 (c) Programming and Promotions – H. Jones
 - 5.2 (d) Facilities – S. Mannella
 - 5.2 (e) ILS Migration – D. Bott
- 5.3 Quarterly Progress Updates on 2026 Work Plan (Q2) – K. Su

CEO Report

submitted by Ken Su, CEO (May 2026)

For Information

Central Library Renovation Project

Following our meeting with the City on May 22, staff formally submitted SCPL funding request for the Central Library Renovation and Accessibility Improvement Project on May 25. The City requested some additional information, specifically a breakdown of how the funds will be spent and figures demonstrating recent growth. Staff have already provided them with a memorandum on May 26 outlining the funding sources and allocations, as well as, library program and service statistics. We are currently gathering additional growth data to help strengthen our request if we are asked to present to Council. Updates will be provided to the Board when they become available.

Community Needs Assessment Update

Community Needs Assessment project is progressing on schedule. The consultants have successfully concluded the data collection phase. All planned research, public surveys, internal and external roundtables, and community pop-up engagements are now complete. The project is entering the analysis phase. Over the month of June, consultants will synthesize all research and engagement findings, and develop a draft interim report with preliminary recommendations.

Staff will review the interim report as well as the final report in the summer. Consultants are scheduled to present their findings and recommendations to the Board at its September meeting.

City's New 4-Year Rolling Budget Process

While the budget cycle follows a similar initiation to the 2024-2026 Multi-Year Budget (MYB), the City revised its approach to creating a rolling 4-year budget and forecast.

- The current year budget is approved by Council, with the future year budgets being adopted in principle (no change from previous MYB practice)
- Each year, the next year of the MYB is readopted by Council and approved, with the remaining future years budgets being adopted in principle again (no change from previous MYB practice)

- As part of the annual reconfirmation process, the City will add another year to the forecast, thereby always presenting a 1-year approved with 3-years adopted in principle budgets (new practice for 2027-2030 MYB).

To ensure the Library is aligned with the City's new process, staff will be bringing the draft 4-year operating budget to the upcoming June Board meeting to gather feedback. This will give the Board an opportunity to review the proposed budget and make any necessary adjustments before it gets approved by the Board at their September meeting.

The deadline to submit the final, board approved 2027-2030 MYB is October 2. Staff are expected to present the MYB to Council on December 9, 2026.

Canada's National AI Strategy

The federal government recently released its national Artificial Intelligence strategy, "AI for All" <https://ised-isde.canada.ca/site/ised/en/canadas-national-artificial-intelligence-strategy-ai-all>.

Libraries are mentioned in the Strategy to support communities.

- Through the National AI Literacy initiative, Canada will empower public libraries and community organizations, long trusted as hubs for learning, as natural partners to bring AI literacy initiatives into every community, especially those in rural, remote, and northern regions.
- Canada will support the responsible adoption of open-source AI by Canadian researchers, SMEs, not-for-profit organizations, and public-interest innovators, working to create an inventory and shared library of access tools that are transparent, adaptable, secure, and aligned with Canadian needs.

The Library is currently working with partners to provide training to staff and will actively seeking federal funding opportunities to offer AI related programs and services to the community.

Customer Service

submitted by Marcella Haanstra, Assistant Manager of Customer Service (May 2026)

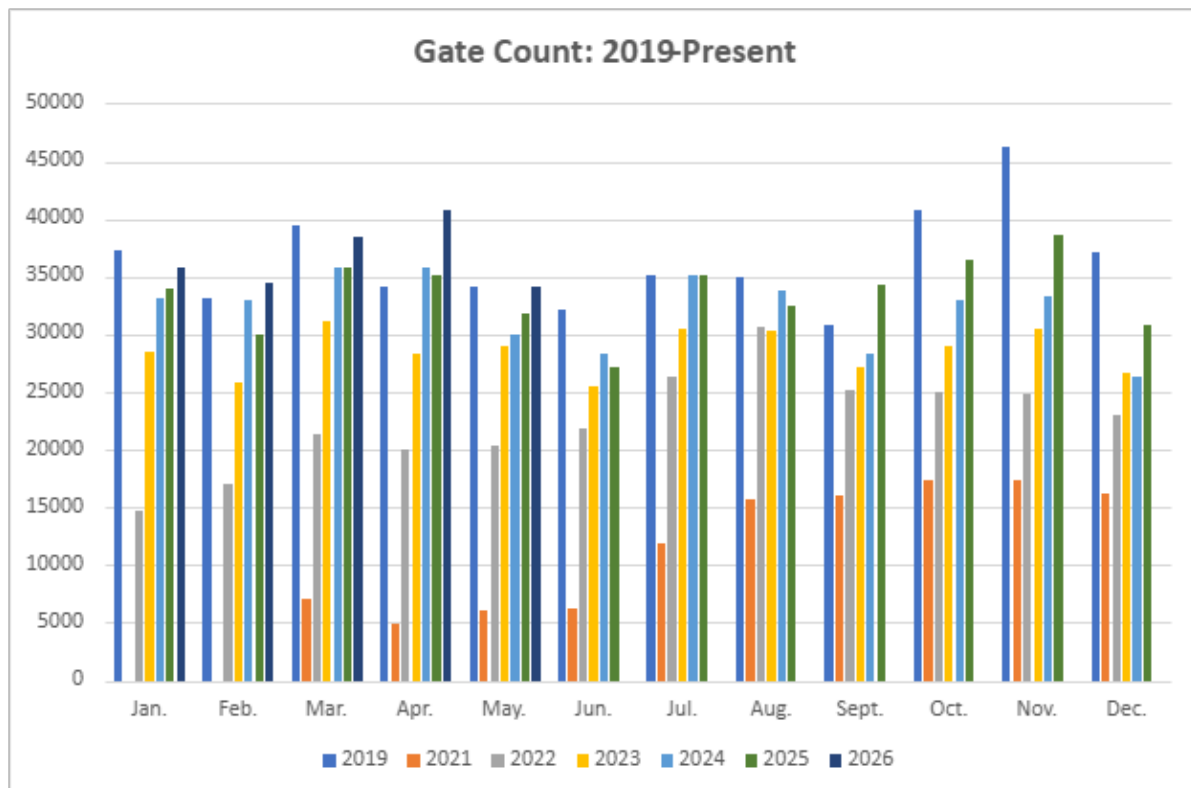
For Information

All data provided is for May 2026 compared to the same month in 2025. The library continues at full operations.

	May 2026	% change from 2025
Gate Count	34,070	31,814 (+7%)
Membership	551	556 (-1%)
Holds Placed	12,951	12,613 (+3%)
Questions	7,113	6,579 (+8%)

Gate Count

Our system-wide gate count in May saw a notable 7% year-over-year increase, bringing us within reach of our pre-pandemic levels.



Membership

Although monthly membership dipped slightly in May by 1%, our year-to-date performance remains strong at +4%. Ongoing outreach efforts, promotional initiatives, class visits, and the continuous expansion of our library services and collections continue to be key drivers of this strong overall membership growth

Holds Placed

Holds placed in May rose 3% over May 2025 and are up 4% year-to-date. As a core library service, the holds system continues to provide equitable, convenient access to materials for community members across the city.

Sunday Hours

The Sunday Hours service at the Dr. Huq and Port Dalhousie branches completed a highly successful 2025–2026 season. Overall, Sunday attendance across both branches grew to 7,724 visitors, representing a robust 9% year-over-year growth compared to the 7,062 visitors in 2024–2025. This increase demonstrates strengthening adoption of weekend services for library customers.

3D Printing

Since its launch in 2016, the Central Library's 3D printing service has seen sustained growth. We have recently improved customer access by implementing an online submission portal and enabling system-wide branch pickup. The service is highly active, fulfilling 30 jobs in May alone and reaching 102 prints this year-to-date. This service remains a valuable asset for fostering creativity and innovation within our community.

Innovation, Collections & Technology

submitted by David Bott, Manager Innovation, Collections & Technology (May 2026)

For Information

Physical Circulation

Physical circulation decreased by approximately 4.9% from April to May 2026 across all library locations.

Digital Circulation

Digital circulation of online resources remained consistent from April to May 2026.

Library of Things – Youth Fishing Kits

The Youth Fishing Kits were relaunched in May 2026. This is a partnership with the St. Catharines Game and Fish Association.

Standing Orders

We evaluated the Library's standing orders, factoring usage and cost. Several standing orders were cancelled, and the remaining standing orders were transferred to our vendor, who will provide processing.

Technology Upgrades

2 new LCD presentation displays were ordered for the Bankers Room, as well as the Kiwanis and Trust Room. The displays are scheduled to be installed in mid-June.

Programming and Promotions

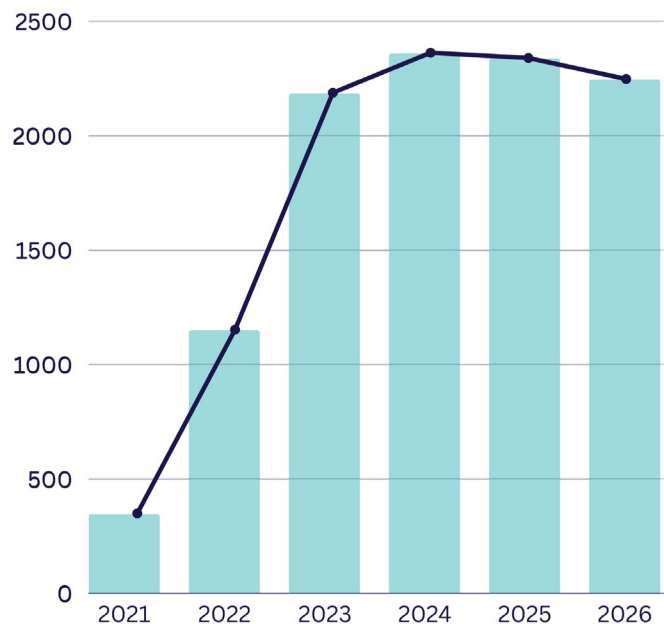
submitted by Holly Jones, Manager Programming & Promotions (May, 2026)

For Information

Programming Highlights

A total of 2,247 customers engaged in programs and outreach initiatives in May, representing a slight 4% decrease compared to the same period last year. Staff connected with hundreds of students, families, and lifelong learners across St. Catharines through a mix of in-branch programs, outreach, school visits, and city-wide events, reinforcing SCPL's role as a vital community hub.

May Program Attendance, 2021-2026



The City's 150th anniversary ("STC 150") was a major focus this month. SCPL's interactive booth at the City's "STC Celebration" on May 2nd at Montebello Park welcomed 275 visitors for library crafts and activities. At the Central Library, staff installed a special display in the atrium, commemorating the 50th anniversary of the Centennial Branch's 1976 groundbreaking. The display featured archival equipment, photographs, and the original ceremonial golden shovel. Library staff facilitated "Unlocking the Past: Tour the

Library's Local History Collection," a program highlighting the library's local history collection. As well, we hosted local history and genealogy events in partnership with the St. Catharines Museum, including the interactive "Traveling Museum" for children and families, and "St. Catharines Comes of Age: 1876 – From Town to City," a local history lecture.

We had high engagement via class visits and outreach events in May. In total, staff engaged with 473 preschool, elementary and high school students via in-branch class visits and outreach trips to local daycare centres and schools. SCPL expanded its community presence by participating in four separate outreach events in May, engaging with 190 community members. This included participation at the Wellness Fairs at Holy Cross Catholic High School and Eden High School, as well as visits to Gillian's Place and the EarlyON centre at the Fairview Mall.

Early literacy remains a cornerstone of SCPL's children's programming, with our Spring Storytimes drawing 719 total attendees at Books and Babies and Preschool Storytime at the Central, Dr. Huq and Merritt branches. Other popular programming highlights for children and families included the Rock Collecting Club, facilitated by members of the Niagara Peninsula Geological Society (40 attendees), a drop-in Carousel Players Children's Festival Pop-up (66 attendees), and the Drop-in: Mother's Day Card Workshop (30 attendees). For teens, we wrapped up the Teen Reviews program for the 2025/2026 school year with a great response of 80 submissions in May, alongside steady participation in the ongoing Youth D&D Club at the Dr. Huq Branch.

Adult programs in May focused on community wellness, financial literacy, and cultural enrichment. Highlights included Positive Discipline in Everyday Parenting, an interactive program facilitated by Public Health Nurses, "Budgeting Basics," an introductory financial literacy workshop, and a National Film Board screening of the 2024 film *Incandescence*. SCPL's book clubs continue to see high system-wide engagement, with 75 attendees across our nine clubs in May.

There were no formal submissions received via the Request for Program Reconsideration form during this period.

Communication Highlights

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

- Executed a promotional campaign in support of the Community Needs Assessment
- Issued a joint press release with the Niagara Falls Public Library regarding the upcoming ILS migration
- Finalized the 2025 Annual Report

- Designed new directional wayfinding signage for the Merritt Branch, to be installed inside the Pen Centre
- Developed June marketing materials in support of the Summer Reading Club

In May, SCPL's social media channels saw strong, positive engagement driven by strategic promotions, local history, and creative content. Promotional videos for non-traditional collections, such as the Ontario Parks Pass and Library of Things, generated significant excitement and highlighted the direct financial value of library services to customers. Posts featuring local history and landmarks successfully sparked nostalgic community conversations. Customers engaged positively with our Community Needs Assessment promotional posts, with many sharing that they had completed the survey. Overall, our digital content continues to build positive public sentiment toward the library and a strong affinity to SCPL's brand.

Media Mentions

22-May 610 CKTB

Topic: ILS Migration project

Facilities

submitted by **Sal Mannella, Facilities Manager**

For Information

THAT the Board receive this report for information.

Report

Central Branch

- Wall decals added and cabinets ordered to enhance new 1st floor multi-use space.

Huq Branch

- Patio area enhancement in progress.
- A door has been ordered and will be installed to secure the staffing area.

Port Branch

- New heating and cooling unit being installed.
- Wall decals added to add more colour and brighten walls.

Integrated Library System (ILS) Migration

submitted by David Bott, Manager Innovation, Collections and Technology (May 2026)

For Information

Clarivate has completed the data import for both SCPL and NFPL and has provided access to the test server. The server has also been upgraded to version 8.1 and staff are in the process of verifying the data mapping and exploring the system. Staff have also submitted profiling configuration for our mobile application.

In late May, H. Jones and B. Dixon were interviewed by Karena Walter regarding our joint ILS system. The article appeared in the St. Catharines Standard on Wednesday, June 3rd and the Niagara Falls Review on Thursday, June 4th.

Staff training begins in June using a "train-the-trainer" model.

Quarterly Progress Update on 2026 Work Plan

submitted by Ken Su, CEO (June 2026)

For Information

This report provides the Library Board with a strategic update on the progress of the 2026 Annual Work Plan for the second quarter.

In alignment with the revised reporting format approved in October 2025, this document moves away from documenting routine daily operations. Instead, it highlights new, innovative, and improvement-oriented initiatives that directly advance our strategic goals. This approach ensures transparent communication between staff and the Board while maintaining focus on organizational growth and transformation.

Background

Our **2025–2028 Strategic Plan** serves as the roadmap for evolving our services to meet the changing needs of our community. All initiatives within the 2026 Work Plan are categorized under our four core pillars:

- **Experience in Bloom:** Enhancing the user journey and physical/digital spaces.
- **Community in Bloom:** Strengthening local partnerships and social impact.
- **People in Bloom:** Investing in staff development and organizational culture.
- **Literacy in Bloom:** Promoting diverse literacies and lifelong learning.

The 2026 Work Plan includes both newly introduced projects and critical carry-forward tasks from the previous year. To ensure accountability, each initiative is assigned a lead department responsible for coordinating cross-departmental efforts and tracking milestones.

The appendix provides a snapshot of current task statuses, their specific contributions to our strategic vision, and updated timelines for completion.

Highlights of the second quarter in 2026

SCPL continued its momentum on the Community Needs Assessment project and the ILS migration project.

The Community Needs Assessment in partnership with Nordicity:

- Successfully wrapped up the broad community engagement and data collection phase, including focus group interviews, community survey, branch tours, and pop-up stations.

- Reviewed baseline projections and developed internal estimates illustrating potential library usage growth across the system over the next 10 years.
- Upcoming Milestones:
 - July: Receive and review draft interim report
 - August: Receive and review draft final report
 - September: Final presentation of findings and recommendations to the Board at its board meeting.

In partnership with the Niagara Falls Public Library (NFPL), our migration to Polaris, our new Integrated Library System (ILS), is well underway:

- Transitioned into the training and testing phases following software installation and data mapping.
- Optimized the shared staff website to streamline internal communications, including updating the FAQ knowledge base and implementing automated workflows for staff-submitted questions.
- Upcoming Milestones:
 - June and July: Continue system training and testing.
 - August, September and October: Permission testing and continue internal training.
 - November: Final data extraction, offline service period, and official launch on Polaris.

In addition to these two ongoing projects, staff advanced other initiatives:

- Drafted the multi-year 2027-2030 operating budgets
- Organized staff training with NASO
- Applied for the 2026-2027 Enhancing Access to Spaces for Everyone grant
- Secured the 2026 Youth Canada Works grant to support digitization

By the end of Q2, we have successfully maintained our schedule for the Community Needs Assessment project and the ILS Migration project, while laying essential groundwork for future budget planning, staff training, and exploring various funding opportunities.

STATUS KEY	
	No changes, progress as planned
	Minor changes, no significant impact
	Major changes, attention required
✓	Completed

2026 SCPL Departmental Work Plan - Quarterly Update

Strategic Goal 1:	Experiences in Bloom	Status	No Change
Strategic Goal 2:	Community in Bloom		Minor Changes, no significant impact
Strategic Goal 3:	People in Bloom		Major Changes, attention required
Strategic Goal 4:	Literacy in Bloom		✓, Completed

SCPL						Q2 Update	
Strategic Goal	Annual Objective / Action Item	SMART Goals and outcomes	Project Lead	Contributors	Timelines	Status	Explanation
#2	Launch a library capital fundraising campaign	Work with fundraising consultant to launch a capital campaign	CEO	All departments	Q4 2026		Suspended
#1	Conduct a community needs assessment	Issue a community needs assessment RFP and identify and understand the needs, priorities, and preferences of the community the Library serves	CEO	All departments	Q3 2026		Completed focus group discussions, community survey, branch tours, and document/data review. Consultants will synthesize all research and engagement findings, and develop a draft interim report by the end of June.
#1, #2	Participate in the City's 150th and Port Dalhousie's 200th anniversary celebrations	Take part in and contribute to community wide events and initiatives that celebrate these milestones	Programming & Promotions	All departments	Q4 2026		<p>SCPL participated in the City's official 150 anniversary celebration at Montebello Park on May 2 with a booth featuring crafts, activities, and browsable books.</p> <p>In April/May, an anniversary display window was set up in the Central Library's atrium, commemorating the 50th anniversary of the groundbreaking for the library's new Centennial branch in 1976. Included in display: the golden shovel from the ground breaking ceremony, original library equipment from 1970s, historical photographs, owl statues from the original Carnegie library, and the 1976 cornerstone.</p> <p>SCPL partnered with the City of St. Catharines to host a One Read, One STC community book club and author event at the museum on June 11. The event featured Mayor Mat Siscoe in conversation with Canadian best-selling author Terry Fallis.</p> <p>SCPL hosted several in-branch anniversary-focused events, including: "The Traveling Museum", a collaboration with the St. Catharines Museum that invited participants to experience a hands-on exploration of historical artifacts; "St. Catharines Comes of Age: 1876 – From Town to City," a historical lecture facilitated by St. Catharines Museum staff; and anniversary-themed passive programs and displays for customers to explore at all our branches.</p>
#1, #2, #3, #4	Implement a new cloud-hosted ILS system	Provide a better experience to our customers, better resiliency and reduced costs through shared services.	ICT	All departments	Q4 2026		NFPL and SCPL worked with vendor on system profiles and test data load. SCPL & NFPL now have access to training server with our test data. Staff training to begin in June. Project is on schedule.
#1, #2, #3, #4	Install Digital Presentation System at Merritt	Provide enhanced service in program room and meeting rooms for both staff and customers.	ICT	Administration, Facilities, Customer Service	Start Q1 2026		New 75" LCD monitor installed in Room 115 at Central. New 75" LCD monitors have been received and are awaiting installation in Kiwanis Room, as well as Bankers Room in mid-June.
#1, #3	AI Chat Functionality	Provide 24/7 support for common inquiries via SCPL webchat and reduce unanswered webchats during closed hours. Increase customer satisfaction.	Customer Service	Training Librarian, CS Managers, ICT	Q3 2026		Preliminary research continues.

#2, #3, #4	Classroom Outreach and Book Kit Delivery Service - develop curriculum-based book kits, with supporting classroom outreach/delivery service	-Increase the number of educator card borrowing accounts -Expand SCPL's geographical reach to school's outside walking distance to library branch -Increase the number of juvenile memberships from students in classrooms using the delivery service -qualitative feedback from teachers/educators using the program on how borrowable collections contribute to improved literacy levels	Programming & Promotions	ICT, Facilities, Customer Service	Q4 2026		Research continues; project plan deferred to 2027 post-ILS migration completion.
#1, #2, #3	Expand library card membership for use of Public Computer service	This will provide better customer tracking, increased accountability and contribute to an increased membership count.	Customer Service	CS Managers, ICT Manager, CS Technician	Q4		Deferred to 2027 as this is a significant change to make during ILS migration project.
#1, #3	Conduct Employee Satisfaction Survey	Create, send, review/analyze Employee Satisfaction Survey to identify and understand the needs, priorities, preferences and gaps of SCPL employees	Human Resources	All departments	Q4		After some research, I believe that a survey is a useful tool and should go ahead. I am working on re-wording some of that questions to better reflect what the goal of the survey is.

Discussion Reports

6. Discussion Reports (attachments)

- | | | |
|-----|--|--------|
| 6.1 | Policy (G-27) Local History – D. Bott | Motion |
| 6.2 | Policy (P-17) Volunteers – A. Maciukas | Motion |
| 6.3 | Policy (G-06) Library Closure - L. DiDonato | Motion |
| 6.4 | Policy (F-01) Investment – L. DiDonato | Motion |
| 6.5 | SCPL 2027 to 2030 Operating Budget – L. DiDonato | Motion |

Policy (G-27) Local History

submitted by David Boff, Innovation, Collections and Technology Manager

Recommendation

THAT the Board approve amended Policy (G-27) Local History.

Background

The St. Catharines Public Library (SCPL) maintains a Local History Collection to provide access to the documentary heritage that illustrates the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area. This policy is to provide an overall framework for the development and maintenance of the SCPL's Local History Collection.

The Policy was last amended and approved by the Board in June 2022.

Update

Since the last review in 2022, the library has made some edits for clarity and adhere to current policy format.

- Removed item 3 from Maintenance section.
- Minor edits for clarity.

Included for Board review are the following documents:

- Black-line version of Policy (G-27) Local History showing the proposed amendments.
- Clean version of Policy (G-27) Local History in the new brand format.

Recommendation

Management recommend that the Board approve Policy (G-27) Local History, as amended.



Policy Name	Local History		
Section & Number	Board – G-27	Effective Date	XXX
Motion Number	2026-xxx	Last Review	2022-06-09
Author	Manager, ICT	Next Review	2030

Policy Statement

The St. Catharines Public Library ([SCPL](#)) maintains a Local History Collection to provide access to the documentary heritage that illustrates the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area. This policy is to provide an overall framework for the development and maintenance of [St. Catharines Public Library's SCPL's](#) Local History Collection.

Materials in the Local History Collection may have a historical colonial perspective. The Local History Collection strives to reflect respect for, and reconciliation with, Indigenous peoples of this area and its unceded territory. The [Library-library](#) makes every effort to develop and maintain this collection to recognize and reflect all peoples who have lived here.

Scope

The Local History collection is part of the overall [Library-library](#) collection and aligns with the scope of the collection management policy.

Definitions

For the purpose of this policy, the following definitions shall apply:

- **Local History Collection** - primary and secondary source materials that further the understanding of the history of St. Catharines.
- **Access** - the means used to make materials available in an organized manner to the public.
- **Maintenance** - the inventory, disposal, replacement, repair, and preservation of materials in the collections.

REGULATIONS

See *Collection Management Policy (G04)*.

Responsibility

Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the Local History Collection, including arranging for preservation or digitization as required.

Operational Guidelines

The Local History Collection will be developed, assessed, and maintained in accordance with the selection criteria and guidelines outlined in the **Collection Management Policy (G04)** in addition to those outlined below.

Collection

1. SCPL will collect materials pertaining to the history of St. Catharines. Materials related to the surrounding Niagara Region may be collected if they are pertinent to the knowledge and understanding of the St. Catharines area. Materials created by SCPL that illustrate the growth and development of the library will also be collected
2. The Local History Collection will acquire historical material by donation, bequest, purchase, and transfer, including but not limited to:
 - a. Textual records
 - b. Monographs
 - c. Photographs and other visual records
 - d. Maps
 - e. Sound recordings or visual recordings
 - f. Historical memorabilia and digital materials
 - g. Cemetery records
3. Writings of local authors that are not about St. Catharines or the surrounding area are subject to the **Collection Management Policy (G04)**.
4. SCPL will facilitate digitization projects to preserve fragile items and increase accessibility and public awareness of the St. Catharines area, its peoples, history and development.

Access

1. Physical materials in the Local History Collection are for use in the library only and do not circulate. Exceptions may be made under special circumstances.

Maintenance

1. ~~The Library SCPL~~ may occasionally be required to deselect materials from the Local History Collection due to condition, relevance, duplicity in other collections, or space. In accordance with the **Collection Development Policy (G04)**, the following criteria are used when deselecting items from the collection:
 - a. Relevance to the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area.
 - b. Duplication of items across the Local History Collection and/or other SCPL collections.
 - c. Physical condition and the library's capacity to preserve or replace the item.
 - d. Physical format of the item.
2. At the discretion of the ~~Library~~, deselected material will be offered to other institutions, which may include accredited museums, archives, municipalities or other libraries.
3. ~~A record of materials discarded from the Local History Collection will be maintained for six months. Information retained will include bibliographic information, and whether the items were donated, sold or discarded.~~

Gifts

1. In accordance with the **Gifts in Kind Policy (F03)**, SCPL will accept gifts of relevant local history materials from the community and other sources.
2. The St. Catharines Public Library Board reserves the right to accept or deny donations or bequests without reservation, and all donations and bequests become the property of SCPL as per the **Gifts in Kind Policy (F03)**.

~~IMPLEMENTATION~~

~~This Policy shall be implemented by the C.E.O. The responsibility for collection management is vested in the office of the C.E.O. which delegates activity to staff.~~

Reference

1. ~~St. Catharines Public Library~~ **Collection Management Policy (G04)**
2. ~~St. Catharines Public Library~~ **Gifts in Kind Policy (F03)**



Policy Name	Local History		
Section & Number	Board – G-27	Effective Date	2022-06-16
Motion Number	2026-XX	Last Review	2026-06-18
Author	Manager, ICT	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The St. Catharines Public Library (SCPL) maintains a Local History Collection to provide access to the documentary heritage that illustrates the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area. This policy is to provide an overall framework for the development and maintenance of SCPL's Local History Collection.

Materials in the Local History Collection may have a historical colonial perspective. The Local History Collection strives to reflect respect for, and reconciliation with, Indigenous peoples of this area and its unceded territory. The library makes every effort to develop and maintain this collection to recognize and reflect all peoples who have lived here.

Scope

The Local History collection is part of the overall library collection and aligns with the scope of the collection management policy.

Definitions

For the purpose of this policy, the following definitions shall apply:

- **Local History Collection** - primary and secondary source materials that further the understanding of the history of St. Catharines.
- **Access** - the means used to make materials available in an organized manner to the public.
- **Maintenance** - the inventory, disposal, replacement, repair, and preservation of materials in the collections.

Responsibility

Staff under the supervision of the CEO or designate will be responsible for collecting and organizing materials for the Local History Collection, including arranging for preservation or digitization as required.

Operational Guidelines

The Local History Collection will be developed, assessed, and maintained in accordance with the selection criteria and guidelines outlined in the **Collection Management Policy (G04)** in addition to those outlined below.

Collection

1. SCPL will collect materials pertaining to the history of St. Catharines. Materials related to the surrounding Niagara Region may be collected if they are pertinent to the knowledge and understanding of the St. Catharines area. Materials created by SCPL that illustrate the growth and development of the library will also be collected
2. The Local History Collection will acquire historical material by donation, bequest, purchase, and transfer, including but not limited to:
 - a. Textual records
 - b. Monographs
 - c. Photographs and other visual records
 - d. Maps
 - e. Sound recordings or visual recordings
 - f. Historical memorabilia and digital materials
 - g. Cemetery records
3. Writings of local authors that are not about St. Catharines or the surrounding area are subject to the **Collection Management Policy (G04)**.
4. SCPL will facilitate digitization projects to preserve fragile items and increase accessibility and public awareness of the St. Catharines area, its peoples, history and development.

Access

1. Physical materials in the Local History Collection are for use in the library only and do not circulate. Exceptions may be made under special circumstances.

Maintenance

1. SCPL may occasionally be required to deselect materials from the Local History Collection due to condition, relevance, duplicity in other collections, or space. In accordance with the **Collection Development**

Policy (G04), the following criteria are used when deselecting items from the collection:

- a. Relevance to the historical, cultural, genealogical and socioeconomic aspects of the St. Catharines area.
 - b. Duplication of items across the Local History Collection and/or other SCPL collections.
 - c. Physical condition and the library's capacity to preserve or replace the item.
 - d. Physical format of the item.
2. At the discretion of the library, deselected material will be offered to other institutions, which may include accredited museums, archives, municipalities or other libraries.

Gifts

1. In accordance with the **Gifts in Kind Policy (F03)**, SCPL will accept gifts of relevant local history materials from the community and other sources.
2. The St. Catharines Public Library Board reserves the right to accept or deny donations or bequests without reservation, and all donations and bequests become the property of SCPL as per the **Gifts in Kind Policy (F03)**.

Reference

Collection Management Policy (G04)
Gifts in Kind Policy (F03)

Policy (P-17) Volunteer

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

Recommendation

THAT the Board approve amended Policy (P-17) Volunteer.

Background

Historically, the same volunteer onboarding process was applied to all volunteers, regardless of the nature or level of risk associated with their role. Feedback indicated that the process could be overly burdensome for some volunteer positions.

To address this, a volunteer screening framework (Appendix) has been introduced to align onboarding requirements with the risk level of each role. This approach ensures that volunteers are only asked to complete the screening and onboarding activities that are necessary and appropriate for their specific position.

By streamlining the process, the organization can enhance the volunteer experience, reduce unnecessary barriers to participation, and support volunteer attraction and retention efforts. In addition, limiting the collection of information to what is reasonably required helps ensure compliance with applicable privacy legislation and best practices.



Policy Name	Volunteer		
Section & Number	Board P-17	Effective Date	2023-04-20
Motion Number	2026-XX	Last Review	2026-06-18
Author	Human Resources	Next Review	2027 2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The St. Catharines Public Library (SCPL) values the contributions of volunteers as an important complement to the services provided by library staff. Volunteers enhance the library's ability to offer programs, services, and community engagement opportunities; however, volunteers do not replace paid employees.

~~The volunteer program of the St. Catharines Public Library creates opportunities for community members to actively contribute to the library's vision of excellence in library service. The library welcomes volunteers to participate in the operation of the library while performing a valuable service to the community.~~

Scope

This applies to all individuals whose participation in the volunteer program have been authorized by SCPL, with the exception of The Board is not included under as its members are appointed by City Council.

- ~~1. Volunteers are used by the library to enrich and enhance library programs and services. Volunteers do not substitute for or replace paid employees.~~
- ~~2. This policy applies to all volunteers in all programs, including activities that take place outside the library.~~
- ~~3. The Board is not included as its members are appointed by City Council.~~

Definitions

The term "volunteer" refers to ~~an individual person~~ who ~~under the general supervision of SCPL~~ freely offers their time, skills, and services to SCPL ~~performs~~

services for the library without financial compensation or an expectation of compensation to support library programs, services or activities and who performs a task at the direction of, and on behalf of SCPL the library.

Regulations

The following regulations govern Volunteers:

~~PIPEDA – Personal Information Protection and Electronic Documents Act – In accordance with federal and provincial government privacy legislation to ensure the collection, safeguarding and appropriate disclosure of personal information of volunteers.~~

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

~~provides a right of access to information under the control of institutions in accordance with the principles that (i) information should be available to the public, (ii) necessary exemptions from the right of access should be limited and specific, and (iii) decisions on the disclosure of government information should be reviewed independently of government, and protects the privacy of individuals with respect to personal information about themselves held by institutions and provides individuals with a right of access to that information~~

~~**Occupational Health and Safety Act (OHSA)** amendments regarding workplace violence and harassment apply to all individuals present in the workplace, including volunteers. SCPL recognizes its duty of care to assess risks and implement measures to protect all individuals in the workplace, including volunteers, from violence and harassment. –Occupational Health and Safety Act (Workplace Violence Policy, Workplace Harassment Policy, Sexual Harassment Policy) – all workplaces, including those of volunteers must be free from violence and harassment.~~

~~**The Ontario Human Rights Code (OHRC)** does not refer specifically to volunteers, but the Commission takes the position that the phrase "equal treatment with respect to employment" in section 5 can be interpreted to protect anyone in a work-like context.~~

~~**Accessibility for Ontarians with Disabilities Act (AODA)** requires all volunteers to be trained on the Accessibility Standards for Customer Service and Integrated Accessibility Standards Regulation (IASR) – Access for Ontarians with Disabilities Act – to provide the core principles of independence, dignity, integration, and equality of opportunity for people with disabilities.~~

Responsibility

~~The Human Resources Coordinator will set up the Volunteer program including the policy, operational guidelines, recruitment practices, etc.~~

Operational Guidelines

1. ~~Volunteers shall not be used to replace paid SCPL employees.~~
2. ~~Volunteers will not perform any task or duty for which a license or certification is required. or any task or duty which is done by paid library staff.~~
3. ~~Volunteers must be the age of 14, however; specific requirements of some tasks may impose other age restrictions.~~
4. ~~Volunteer tasks may include but are not limited to:~~
 - ~~a. Delivery of materials to homebound customers~~
 - ~~b. Special projects~~
 - ~~c. Delivery of specialty programs, e.g. chess, origami, Reading Buddies~~
 - ~~d. Teen Reviewers~~
 - ~~e. Reading buddies~~
 - ~~f. Teen advisory committee, and/or~~
 - ~~g. Delivery of specialty programs, e.g. chess, origami~~
5. ~~Volunteer opportunities for specific openings will be described in a position description, which will identify the tasks and responsibilities of the position and the SCPL department. Volunteer opportunities that arise through community suggestions will be described in collaboration with the prospective volunteer.~~
6. ~~Volunteers will be interviewed, and references and any required documentation (e.g. Police Records Check), will be verified checked.~~
7. ~~Volunteers will be trained and all pertinent policies will be reviewed.~~
8. ~~SCPL's liability insurance covers volunteers only while performing authorized duties. Volunteers must act under SCPL direction and within established guidelines and scope.~~
9. ~~Department~~ ~~The supervising managers will address concerns and/or issues when needed. review volunteer performance on a regular basis; any corrective actions will be discussed and documented.~~
10. ~~Volunteers will be recognized for their contributions through the annual Volunteer Recognition event policy.~~

~~11. In the event of an opening for a paid position at SCPL, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.~~

Appendix

Appendix A - Volunteer Screening Framework

Volunteer Screening Framework

Level	Role Characteristics	Level of Preliminary Screening	Documentation Requirements
LEVEL 1	<ul style="list-style-type: none"> • Tasks are either supervised or supervision is not required • No decision-making authority • No handling of money or sensitive data • Limited/no direct work with customers or vulnerable individuals • No responsibility for SCPL reputation/property • No access to staff workspaces <p>E.g. Teen Reviewer</p>	<ul style="list-style-type: none"> • Application form • References (optional or informal) • Informal interview or orientation 	<ul style="list-style-type: none"> • Volunteer Policy • At discretion of SCPL
LEVEL 2	<ul style="list-style-type: none"> • Potential to be unsupervised for some tasks or supervision is not required • Limited decision-making authority • No handling of money or sensitive data • Interaction can be with the general public • Limited/no responsibility for SCPL reputation/property • Potential/no access to staff workspaces <p>E.g. Photographer at event</p>	<ul style="list-style-type: none"> • Application form • One to two references (checked) • Informal interview or orientation 	<ul style="list-style-type: none"> • Volunteer Policy • At discretion of SCPL
LEVEL 3	<ul style="list-style-type: none"> • Potential unsupervised contact with customers • Some autonomy in decision-making • Possible access to personal or confidential information (i.e. name, address) • May support vulnerable populations (children, seniors) in group settings • Responsibility for SCPL reputation/property • Possible access to staff workspaces <p>E.g. Specialty Programs</p>	<ul style="list-style-type: none"> • Application form • One to two references (checked) • Structured interview 	<ul style="list-style-type: none"> • Police Check • Volunteer Policy • Violence & Harassment Policy • Accessibility Policy • Volunteer Acknowledgment Form • Criminal Record Check Policy • Offence Declaration Form • Emergency Contact • AODA • Human Rights • Occupational H&S • WHMIS

<p>LEVEL 4</p>	<ul style="list-style-type: none"> • Direct, possibly unsupervised interaction with customers • Works with vulnerable individuals • Some autonomy in decision-making • Access to personal or confidential information (i.e. name, address) or represent SCPL independently • May support vulnerable populations (children, seniors) in one-on-one situations • Responsibility for SCPL reputation/property • Possible access to staff workspaces <p>E.g. Visiting Library Service, Children's Programs</p>	<ul style="list-style-type: none"> • Application form • Two references (checked) • Structured interview 	<ul style="list-style-type: none"> • Police Check • Volunteer Policy • Violence & Harassment Policy • Accessibility Policy • Volunteer Acknowledgment Form • Criminal Record Check Policy • Offence Declaration Form • Emergency Contact • AODA • Human Rights • Occupational H&S • WHMIS
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Policy Name	Volunteer		
Section & Number	Board P-17	Effective Date	2023-04-20
Motion Number	2026-XX	Last Review	2026-06-18
Author	Human Resources	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The St. Catharines Public Library (SCPL) values the contributions of volunteers as an important complement to the services provided by library staff. Volunteers enhance the library's ability to offer programs, services, and community engagement opportunities; however, volunteers do not replace paid employees.

Scope

This applies to all individuals whose participation in the volunteer program have been authorized by SCPL, with the exception of the Board as its members are appointed by City Council.

Definitions

The term "volunteer" refers to an individual who freely offers their time, skills, and services to SCPL without financial compensation or an expectation of compensation to support library programs, services or activities at the direction of, and on behalf of SCPL.

Regulations

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Occupational Health and Safety Act (OHSA)
- The Ontario Human Rights Code (OHRC)
- Accessibility for Ontarians with Disabilities Act (AODA)

Operational Guidelines

1. Volunteers shall not be used to replace paid SCPL employees.
2. Volunteers will not perform any task or duty for which a license or certification is required.
3. Volunteers must be the age of 14, however; specific requirements of some tasks may impose other age restrictions.
4. Volunteer opportunities for specific openings will be described in a position description, which will identify the tasks and responsibilities of the position and the SCPL department. Volunteer opportunities that arise through community suggestions will be described in collaboration with the prospective volunteer.
5. Volunteers will be interviewed, and references and any required documentation (e.g. Police Records Check), will be verified.
6. Volunteers will be trained and all pertinent policies will be reviewed.
7. SCPL's liability insurance covers volunteers only while performing authorized duties. Volunteers must act under SCPL direction and within established guidelines and scope.
8. The supervising managers will address concerns and/or issues when needed.
9. Volunteers will be recognized for their contributions through the annual Volunteer Recognition.

Appendix

Appendix A - Volunteer Screening Framework

Volunteer Screening Framework

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LEVEL 1	<ul style="list-style-type: none"> • Tasks are either supervised or supervision is not required • No decision-making authority • No handling of money or sensitive data • Limited/no direct work with customers or vulnerable individuals • No responsibility for SCPL reputation/property • No access to staff workspaces <p>E.g. Teen Reviewer</p>	<ul style="list-style-type: none"> • Application form • References (optional or informal) • Informal interview or orientation 	<ul style="list-style-type: none"> • Volunteer Policy • At discretion of SCPL
LEVEL 2	<ul style="list-style-type: none"> • Potential to be unsupervised for some tasks or supervision is not required • Limited decision-making authority • No handling of money or sensitive data • Interaction can be with the general public • Limited/no responsibility for SCPL reputation/property • Potential/no access to staff workspaces <p>E.g. Photographer at event</p>	<ul style="list-style-type: none"> • Application form • One to two references (checked) • Informal interview or orientation 	<ul style="list-style-type: none"> • Volunteer Policy • At discretion of SCPL
LEVEL 3	<ul style="list-style-type: none"> • Potential unsupervised contact with customers • Some autonomy in decision-making • Possible access to personal or confidential information (i.e. name, address) • May support vulnerable populations (children, seniors) in group settings • Responsibility for SCPL reputation/property • Possible access to staff workspaces <p>E.g. Specialty Programs</p>	<ul style="list-style-type: none"> • Application form • One to two references (checked) • Structured interview 	<ul style="list-style-type: none"> • Police Check • Volunteer Policy • Violence & Harassment Policy • Accessibility Policy • Volunteer Acknowledgment Form • Criminal Record Check Policy • Offence Declaration Form • Emergency Contact • AODA • Human Rights • Occupational H&S • WHMIS

<p>LEVEL 4</p>	<ul style="list-style-type: none"> • Direct, possibly unsupervised interaction with customers • Works with vulnerable individuals • Some autonomy in decision-making • Access to personal or confidential information (i.e. name, address) or represent SCPL independently • May support vulnerable populations (children, seniors) in one-on-one situations • Responsibility for SCPL reputation/property • Possible access to staff workspaces <p>E.g. Visiting Library Service, Children's Programs</p>	<ul style="list-style-type: none"> • Application form • Two references (checked) • Structured interview 	<ul style="list-style-type: none"> • Police Check • Volunteer Policy • Violence & Harassment Policy • Accessibility Policy • Volunteer Acknowledgment Form • Criminal Record Check Policy • Offence Declaration Form • Emergency Contact • AODA • Human Rights • Occupational H&S • WHMIS
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Policy (G-06) Library Closure

submitted by Lisa DiDonato, Business Administrator

For Information

THAT the Board approve amended Policy (G-06) Library Closure.

Report

Background

The Library Closure Policy, previously named the Facilities Closing Policy, provides a framework for timely and appropriate decision-making regarding the temporary closure of the St. Catharines Public Library facilities.

Updates

The Policy, previously known as Facilities Closing and reviewed in February 2026, is being updated to incorporate Board approved Standard Service Hours and to establish that discretionary planned closures require prior Board approval.

The Policy with proposed amendments follows for the Board's review and approval.



Policy Name	Facilities Closing Library Closure		
Section & Number	Board – G-06	Effective Date	1993-12-16
Motion Number	2026-23	Last Review	2026-02-19
Author	Business Administrator	Next Review	2030
Policy Maintenance	Reviewed by Management.		

Policy Statement

The purpose of this policy is to provide a framework for timely and appropriate decision-making regarding the temporary closures of **St. Catharines Public Library (SCPL)** Library facilities in order to protect the health and safety of **SCPL** Library staff, customers, and the general public.

Scope

This policy applies to all physical **SCPL** Library locations.

Definitions

Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Inclement Weather means weather conditions of sufficient severity to create unsafe conditions for travel, occupancy, or the continued operation of **SCPL** Library facilities.

Major Facility Issue means conditions affecting a **SCPL** Library facility that substantially disrupt operations or create unsafe conditions.

Security Incident means an event that poses a risk to personal safety or facility security, including but not limited to violence or threats of violence, unauthorized access, suspicious behaviour or objects, or situations requiring lockdown or shelter-in-place measures.

Regulations

The CEO or designate is authorized to close SCPL Library facilities in the event of an emergency or other circumstances requiring closure, including but not limited to the following:

- Inclement weather
- Major facilities issues
- Security Incidents

Operational Guidelines

SCPL Standard Service Hours

The standard service hours by location are attached as Appendix A. Planned closures that are discretionary in nature require prior board approval.

Temporary System-Wide Closure

1. Emergencies may arise in which a rapid system-wide closure is necessary to protect the health and safety of SCPL Library staff, customers, or the general public. Such emergencies may or may not coincide with a government declaration of a state of emergency.
2. Decisions regarding which locations, if any, will remain open will take into account community impacts, usage patterns, accessibility, geographical distribution, and the ability of the facility to offer a broad range of services.
3. During an emergency, the Board delegates to the CEO the authority to determine whether a temporary system-wide closure is required and to implement this decision. Before exercising this authority, the CEO will consult with the City of St. Catharines as appropriate and will make reasonable efforts to consult with the Board Chair.
4. If a system-wide closure is required as a result of a government order or other legal requirements, the CEO will implement the closure for the duration mandated and will inform the Board as soon as possible. The consultation requirements do not apply to closure required by law or government order.
5. The implementation of facilities-closures due to inclement weather shall be conducted in accordance with the inclement weather procedure.

Temporary Closures of Individual Locations

The CEO has the authority to temporarily close individual locations as required for location-specific emergencies, and for operational reasons, including major

facilities issues, security incidents, or inadequate staffing. The CEO will promptly inform the Board of any such closures.

Procedures and Communication

The CEO or designate will establish and maintain procedures for closing SCPL Library facilities in response to likely events. The procedures will include protocol for notifications and communication, including with the Board of Directors and the City of St. Catharines.

Appendix

Appendix A – Standard Service Hours

Appendix A – Standard Service Hours

Branch	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours Per Week
Central Library	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
Merritt Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
Dr. Huq Family Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
* Dr. Huq Family Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Noon – 5:00 pm	57
Port Dalhousie Branch Staffed	10:00 am – 3:00 pm	10:00 am – 3:00 pm	Closed	3:00 pm – 7:00 pm	10:00 am – 3:00 pm	11:00 am – 4:00 pm	Closed	24
Port Dalhousie Branch Unstaffed	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 – 7:30 pm	9:00 am – 3:00 pm 7:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 4:30 pm	9:00 am – 11:00 am 4:00 pm – 4:30 pm	Closed	33
* Port Dalhousie Branch Unstaffed	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 – 7:30 pm	9:00 am – 3:00 pm 7:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 4:30 pm	9:00 am – 11:00 am 4:00 pm – 4:30 pm	Noon – 4:30 pm	37.5

* Open Sundays from the Sunday after Thanksgiving through the Sunday before Mother's Day, excluding two weeks during the December holiday season.



Policy Name	Library Closure		
Section & Number	Board – G-06	Effective Date	1993-12-16
Motion Number	2026-XX	Last Review	2026-06-18
Author	Business Administrator	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The purpose of this policy is to provide a framework for timely and appropriate decision-making regarding the temporary closures of St. Catharines Public Library (SCPL) facilities in order to protect the health and safety of SCPL staff, customers, and the general public.

Scope

This policy applies to all physical SCPL locations.

Definitions

Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Inclement Weather means weather conditions of sufficient severity to create unsafe conditions for travel, occupancy, or the continued operation of SCPL facilities.

Major Facility Issue means conditions affecting a SCPL facility that substantially disrupt operations or create unsafe conditions.

Security Incident means an event that poses a risk to personal safety or facility security, including but not limited to violence or threats of violence,

unauthorized access, suspicious behaviour or objects, or situations requiring lockdown or shelter-in-place measures.

Regulations

The CEO or designate is authorized to close SCPL facilities in the event of an emergency or other circumstances requiring closure, including but not limited to the following:

- Inclement weather
- Major facilities issues
- Security Incidents

Operational Guidelines

SCPL Standard Service Hours

The standard service hours by location are attached as Appendix A. Planned closures that are discretionary in nature require prior board approval.

Temporary System-Wide Closure

1. Emergencies may arise in which a rapid system-wide closure is necessary to protect the health and safety of SCPL staff, customers, or the general public. Such emergencies may or may not coincide with a government declaration of a state of emergency.
2. Decisions regarding which locations, if any, will remain open will take into account community impacts, usage patterns, accessibility, geographical distribution, and the ability of the facility to offer a broad range of services.
3. During an emergency, the Board delegates to the CEO the authority to determine whether a temporary system-wide closure is required and to implement this decision. Before exercising this authority, the CEO will consult with the City of St. Catharines as appropriate and will make reasonable efforts to consult with the Board Chair.
4. If a system-wide closure is required as a result of a government order or other legal requirements, the CEO will implement the closure for the duration mandated and will inform the Board as soon as possible. The consultation requirements do not apply to closure required by law or government order.
5. The implementation of closures due to inclement weather shall be conducted in accordance with the inclement weather procedure.

Temporary Closures of Individual Locations

The CEO has the authority to temporarily close individual locations as required for location-specific emergencies, and for operational reasons, including major

facilities issues, security incidents, or inadequate staffing. The CEO will promptly inform the Board of any such closures.

Procedures and Communication

The CEO or designate will establish and maintain procedures for closing SCPL facilities in response to likely events. The procedures will include protocol for notifications and communication, including with the Board of Directors and the City of St. Catharines.

Appendix

Appendix A – Standard Service Hours

Appendix A – Standard Service Hours

Branch	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours Per Week
Central Library	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
Merritt Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
Dr. Huq Family Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Closed	52
* Dr. Huq Family Branch	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 8:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Noon – 5:00 pm	57
Port Dalhousie Branch Staffed	10:00 am – 3:00 pm	10:00 am – 3:00 pm	Closed	3:00 pm – 7:00 pm	10:00 am – 3:00 pm	11:00 am – 4:00 pm	Closed	24
Port Dalhousie Branch Unstaffed	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 – 7:30 pm	9:00 am – 3:00 pm 7:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 4:30 pm	9:00 am – 11:00 am 4:00 pm – 4:30 pm	Closed	33
* Port Dalhousie Branch Unstaffed	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 7:30 pm	9:00 – 7:30 pm	9:00 am – 3:00 pm 7:00 pm – 7:30 pm	9:00 am – 10:00 am 3:00 pm – 4:30 pm	9:00 am – 11:00 am 4:00 pm – 4:30 pm	Noon – 4:30 pm	37.5

* Open Sundays from the Sunday after Thanksgiving through the Sunday before Mother's Day, excluding two weeks during the December holiday season.

Policy (F-01) Investment

submitted by Lisa DiDonato, Business Administrator

For Information

THAT the Board approve amended Policy (F-01) Investment.

Report

Background

The Investment Policy, approved in May 2022, establishes investment practices that prioritize the safeguarding of principal while ensuring the St. Catharines Public Library maintains sufficient liquidity to meet both ongoing operational and capital requirements, in alignment with City of St. Catharines policies.

Updates

As part of our regular maintenance process, we have undertaken a review to update and streamline the Policy. The proposed amendments are intended to enhance clarity and include reducing duplication by referencing applicable City policies directly, rather than restating them.

The Policy with black-line amendments as well as a 'clean' version in the new format follows for the Board's review and approval.

ST. CATHARINES PUBLIC LIBRARY**POLICY**

Section: Finance Number: F01	Subject: Investments	Motion #: 2022-71
Approval Date: 2022-05-19	Last Review Date:	Review: 4 years
Policy Level: Library Board	Author: Business Administrator	Next Review: 2023
Notes: Approved at the Board Meeting of May 19, 2022.		

POLICY STATEMENT

The purpose of this policy is to establish investment practices that prioritize the safeguarding of principal while ensuring the St. Catharines Public Library (SCPL) maintains sufficient liquidity to meet both ongoing operational and capital requirements.

~~The purpose of this policy is to establish and maintain practices and procedures to invest funds with skill, prudence and diligence with the primary objective of safeguarding principal of the funds while meeting the St. Catharines Public Library's (the "Library") liquidity needs to fund its ongoing operations and capital requirements. Every effort shall be made to ensure maximum cash availability and highest return within the parameters established by this policy.~~

~~The Library Board is entrusted with the duty to manage the assets of the Library under the *Public Libraries Act, R.S.O. 1990 c/P.44* and *Municipal By Law #85-432*.~~

SCOPE

This policy applies to the investment activities of Operating, Trust and Reserves Surplus Funds funds.

~~Funds held within the accounts (general, US \$, and Trust accounts) of the Library's financial institution shall be excluded from this policy.~~

DEFINITIONS

- Surplus Operating Funds – are cash resources belonging to or controlled by SCPL that are not required for immediate operational needs and are available for investment. ~~Funds that are not needed for the immediate short-term cash requirements of the Library. Cash which belongs to or is under the control of the Library and is available for investment.~~
- Credit Quality – is a measure of the financial strength and creditworthiness of a bond issuer, reflecting its ability to meet interest payment obligations and repay principal at maturity. Generally, issuers with higher credit quality have lower risk of default and

therefore pay lower interest rates. Credit quality ratings are assigned by recognized credit rating agencies. Measurement of the financial strength of a bond issuer. Assists the investor to understand the issuer's ability to make timely interest payment and repay the principal upon maturity. Higher credit quality results in lower interest rates as risk of default is lower. Credit quality ratings are provided by nationally recognized agencies such as DBRS Morningstar.

3. Credit Risk – is the risk that the issuer of a security will be unable or unwilling to meet its financial obligations, including the payment of interest and repayment of principal when due. The risk that a security issuer will default on payment of the interest and/or principal.
4. Interest Rate Risk - is the risk that changes in interest rates will adversely affect the market value of an investment. Generally, when interest rates rise, the market value of bonds and other fixed-income securities declines. The potential for investment losses that result from a change in interest rates. If interest rates rise, for instance, the value of a bond or other fixed income investment will decline.
5. Liquidity – Refers to the efficiency or ease with which an asset or security can be converted into cash without affecting its market price. The most liquid asset of all is cash.
6. Yield – Current rate of return on an investment generally expressed at a percentage of its cost or market value.

OBJECTIVES

Preservation of Capital

The primary objective of the Investment Policy is the preservation of capital. Investments shall be managed prudently to safeguard the overall portfolio against loss.

The portfolio is expected to achieve a market-average rate of return over varying economic and budgetary cycles, consistent with SCPL's investment risk tolerance and cash flow requirements. Investment returns should exceed the interest rates offered by SCPL's banking institution on its general operating bank accounts.

To ensure maximum security and appropriate diversification, the investment portfolio shall comply with the approved investment types, diversification limits, and credit rating requirements set out in the City of St. Catharines Investment Policy.

To the extent possible, SCPL shall structure investments to align with anticipated cash flow requirements. Unless specifically matched to an identified cash flow need, SCPL shall not invest directly in securities with maturities exceeding ten (10) years from the date of purchase. Reserve and trust funds with longer-term investment horizons may be invested in securities with maturities greater than ten (10) years, provided such investments are structured to correspond as closely as practicable with the anticipated use of those funds.

Credit Risk is to be minimized by limiting investments to high-quality, highly rated securities and by diversifying the investment portfolio to reduce potential losses associated with individual securities.

Interest Rate Risk is to be minimized by structuring the investment portfolio so that securities mature in alignment with anticipated cash flow requirements. This approach reduces the need to sell securities prior to maturity and emphasizes investment in shorter-term securities for operating funds.

~~The Safety of principal is a primary objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Credit risk and interest rate risk will be mitigated as follows:~~

- ~~a) Credit Risk – The Library will minimize credit risk, the risk of loss due to the failure of the security issuer or backer limiting investments to the safer (i.e. higher rated) types of securities and diversifying the investment portfolio so that potential losses on individual securities will be minimized.~~
- ~~b) Interest Rate Risk – The Library will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and investing operating funds primarily in shorter-term securities.~~

Liquidity

~~The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements that may be reasonably anticipated. This shall be done where possible by structuring the portfolio so that securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with active secondary or resale markets since all possible cash demands cannot be anticipated.~~

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating and cash flow requirements. Where possible, the portfolio shall be structured so that securities mature concurrently with projected cash needs. Because all cash demands cannot be fully anticipated, the portfolio should consist primarily of securities with active secondary or resale markets.

Yield

~~The Library shall maximize the rate of return earned on the investment portfolio without compromising the other objectives. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.~~

Standard of Care

~~Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. Employees acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.~~

~~Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Material interests in financial institutions with which they conduct business shall be disclosed. Further, any personal financial/investment positions that could be related to the performance of the investment portfolio shall be disclosed. Employees shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the Library.~~

Investments shall be made with the judgment and care that prudent individuals would exercise in the management of their own affairs, emphasizing the preservation of capital and the generation of reasonable income, rather than speculation. Employees acting in accordance with this Policy and exercising due diligence shall be relieved of personal responsibility for changes in market value or for an individual security's credit risk.

Conflict of Interest

Employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or impair their ability to make impartial decisions. Any material interest in financial institutions with which SCPL conducts business shall be disclosed. In addition, employees shall disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees shall not undertake personal investment transactions with the same individuals with whom business is conducted on behalf of SCPL.

RESPONSIBILITY

The Chief Executive Officer ("CEO") is responsible for the prudent investment of the Library's portfolio. Authority to manage and implement the investment program is granted to the Business Administrator who shall act in accordance with established procedures and internal controls consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy. The CEO shall be responsible for all transactions undertaken and shall establish a system of controls.

PROCEDURAL GUIDELINES

Eligible Investments

~~Investments issued or guaranteed by the following institutions will be permitted by this policy:~~

- ~~1. The Government of Canada.~~
- ~~2. Provincial governments of Canada.~~
- ~~3. Schedule I banks. Bonds, debentures, principal protected notes, market-linked guaranteed investment certificates and other evidences of indebtedness are subject to a minimum DBRS Morningstar rating of R-1 middle or AA. Schedule I banks are set out by Section 14 of the Bank Act.~~
- ~~4. Schedule II banks. Bonds, debentures, and other evidences of indebtedness are subject to a minimum DBRS Morningstar rating of R-1 high or AAA. Schedule II banks are set out by Section 14 of the Bank Act.~~
- ~~5. Loan or trust corporations, registered under the Loan and Trust Corporation Act. Bonds, debentures, market-linked guaranteed investment certificates and other evidences of indebtedness are subject to a minimum DBRS Morningstar rating of R-1 middle or AA.~~
- ~~6. Credit unions or leagues to which the Credit Unions and Caisses Populaires Act applies. Bonds, debentures, and other evidences of indebtedness are subject to a minimum DBRS Morningstar rating of R-1 middle or AA.~~

Diversification

The investments shall be diversified by

- ~~• Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding Government of Canada securities);~~
- ~~• Limiting investment in securities that have higher credit risks;~~
- ~~• Investing in securities with varying maturities, and;~~
- ~~• Investing in mainly liquid, marketable securities that have an active secondary market to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.~~

~~In order to ensure maximum security and proper diversification of the portfolio, additional limitations apply as set out in Appendix A. Column 3 sets out the maximum allowable exposure for each classification of security as a percentage of the total portfolio. Column 4 sets out the maximum allowable exposure for each specific issuer in a security class as a percentage of the total portfolio. Note that portfolio percentage restrictions apply at the time an investment is made. At specific times, the portfolio limitations may be exceeded as a result of the timing of maturities.~~

Maximum Maturities

~~To the extent possible, the Library shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than ten (10) years from the date of purchase. Reserve and Trust funds with longer term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds. The Library will not invest in market linked guaranteed investment certificates maturing more than five years from the date of purchase.~~

OPERATIONAL GUIDELINES

Reporting

An investment report will be provided to the Board of Directors quarterly. The investment report should include, **at a minimum**, the following:

- A listing of individual securities held at the end of the reporting period by maturity date;
- ~~Investment term in days and interest rate;~~
- **Source of funds; and**
- A record of the date of each security transaction;
- ~~Percentage of the total portfolio which each type of investment represents;~~
- ~~A statement about the performance of the investment portfolio during the period;~~
- ~~An estimated ratio of the total long term and short term securities compared to the total investments and a description of the change, if any, in that estimated proportion since the previous year's report;~~
- ~~A statement by Management as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the Library;~~

Performance Measures

~~The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles that is commensurate with the investment risk constraints and cash flow needs of the Library. Market yields should be higher than the rate given by the Library's bank for the various bank accounts.~~⁶

IMPLEMENTATION

~~This policy will be implemented by the CEO.~~

APPENDIX A:

Approved Investments, Diversifications and Ratings

Category	Minimum Credit Rating for Bond, Debenture or Indebtedness	Maximum Portfolio Share	Institutional Limit per Issuer
1. Government of Canada		100%	100%
2. Provincial governments	R-1 middle, AA	50%	25%
3. Schedule 1 banks	R-1 middle, AA	100%	50%
4. Schedule 2 banks	R-1 high, AAA	50%	15%
5. Loan or trust corporations or Credit unions	R-1 middle, AA	50%	15%
6. Credit Unions (without a letter of guarantee)	R-1 middle, AA	50%	\$250,000

Notes:

- DBRS Morningstar provides ratings on institutional quality.
- A company having an R-1 rating is a high-grade prime credit. It has a very high ability to repay its current liabilities as they become due. The outlook for future liquidity and the trend of these ratios is favourable. The level of profitability has been reasonable and stable with only modest fluctuations. No substantial qualifying negative factors exist and the firm is of sufficient size to be a strong influence in its industry.
- DBRS Morningstar also indicates where within the rating classification the company falls (high, middle or low).



Policy Name	Investment		
Section & Number	Finance - F01	Effective Date	
Motion Number		Last Review	2022-05-19
Author	Business Administrator	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

The purpose of this policy is to establish investment practices that prioritize the safeguarding of principal while ensuring the St. Catharines Public Library (SCPL) maintains sufficient liquidity to meet both ongoing operational and capital requirements.

Scope

This policy applies to the investment of SCPL Surplus Funds.

Definitions

Surplus Funds are cash resources belonging to or controlled by SCPL that are not required for immediate operational needs and are available for investment.

Credit Quality is a measure of the financial strength and creditworthiness of a bond issuer, reflecting its ability to meet interest payment obligations and repay principal at maturity. Generally, issuers with higher credit quality have lower risk of default and therefore pay lower interest rates. Credit quality ratings are assigned by recognized credit rating agencies.

Credit Risk is the risk that the issuer of a security will be unable or unwilling to meet its financial obligations, including the payment of interest and repayment of principal when due.

Interest Rate Risk is the risk that changes in interest rates will adversely affect the market value of an investment. Generally, when interest rates rise, the market value of bonds and other fixed-income securities declines.

Responsibility

The Chief Executive Officer (CEO) is responsible for the prudent investment of the SCPL portfolio. Authority to manage and implement the investment program is granted to the Business Administrator who shall act in accordance with established procedures and internal controls consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy. The CEO shall be responsible for all transactions undertaken and shall establish a system of controls.

Operational Guidelines

The primary objective of the Investment Policy is the preservation of capital. Investments shall be managed prudently to safeguard the overall portfolio against loss.

The portfolio is expected to achieve a market-average rate of return over varying economic and budgetary cycles, consistent with SCPL's investment risk tolerance and cash flow requirements. Investment returns should exceed the interest rates offered by SCPL's banking institution on its general operating bank accounts.

To ensure maximum security and appropriate diversification, the investment portfolio shall comply with the approved investment types, diversification limits, and credit rating requirements set out in the City of St. Catharines Investment Policy.

To the extent possible, SCPL shall structure investments to align with anticipated cash flow requirements. Unless specifically matched to an identified cash flow need, SCPL shall not invest directly in securities with maturities exceeding ten (10) years from the date of purchase. Reserve and trust funds with longer-term investment horizons may be invested in securities with maturities greater than ten (10) years, provided such investments are structured to correspond as closely as practicable with the anticipated use of those funds.

Credit Risk is to be minimized by limiting investments to high-quality, highly rated securities and by diversifying the investment portfolio to reduce potential losses associated with individual securities.

Interest Rate Risk is to be minimized by structuring the investment portfolio so that securities mature in alignment with anticipated cash flow requirements. This

approach reduces the need to sell securities prior to maturity and emphasizes investment in shorter-term securities for operating funds.

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating and cash flow requirements. Where possible, the portfolio shall be structured so that securities mature concurrently with projected cash needs. Because all cash demands cannot be fully anticipated, the portfolio should consist primarily of securities with active secondary or resale markets.

Investments shall be made with the judgment and care that prudent individuals would exercise in the management of their own affairs, emphasizing the preservation of capital and the generation of reasonable income, rather than speculation. Employees acting in accordance with this Policy and exercising due diligence shall be relieved of personal responsibility for changes in market value or for an individual security's credit risk.

Conflict of Interest

Employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or impair their ability to make impartial decisions. Any material interest in financial institutions with which SCPL conducts business shall be disclosed. In addition, employees shall disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees shall not undertake personal investment transactions with the same individuals with whom business is conducted on behalf of SCPL.

Reporting

An investment report will be provided to the Board of Directors quarterly. The investment report should include, at a minimum, the following:

- A listing of individual securities held at the end of the reporting period by maturity date;
- Interest rate;
- Source of Funds; and
- A record of the date of each security transaction.

Reference

St. Catharines Public Library Board By-law #2
City of St. Catharines Investment Policy

SCPL 2027 to 2030 Operating Budget

submitted by Lisa DiDonato, Business Administrator

Recommendation

THAT the St. Catharines Public Library (SCPL) Board approve, in principle, the 2027 to 2030 Multi-Year Operating Budget for submission to the City of St. Catharines (City).

Report

Background

At its meeting on May 19, 2026, the Board approved in principle the 2027 Operating Budget for submission to the City. Subsequently, on May 26, 2026, the City notified the SCPL of a transition to a new four-year rolling multi-year budget framework, commencing with the 2027 to 2030 cycle.

This new budget process operates on a rolling basis:

- i. Annual Council Approval
 - o City Council will formally approve the immediate budget year, while adopting future-year forecasts in principle.
- ii. Rolling Re-adoption
 - o Each year, City Council will formally approve the upcoming budget year, maintaining the remaining outer years in principle.
- iii. Continuous Forecasting
 - o As part of the annual reconfirmation process, an additional year will be appended to the forecast, ensuring the presentation always features one approved budget year alongside a three-year forecast adopted in principle.

This rolling model is designed to enhance long-term planning and forecasting accuracy, while providing the flexibility to revise budgets and forecasts during the annual reconfirmation cycle.

In addition, the City provided guidelines of a 3.25% municipal funding increase in 2027, followed by annual increases of 3.00% for the years 2028 through 2030.

Report

The SCPL 2027 to 2030 Multi-Year Operating Budget was developed through a comprehensive, line-by-line review conducted by the management team. The process included assessing past spending trends and thoughtfully anticipating future needs. Every element was closely evaluated to ensure accuracy, promote efficiency, and align with core organizational priorities.

While SCPL is able to align the 2028 to 2030 municipal contribution increase with the 3.00% guidance, the 2027 increase of 8.41% includes base budget adjustments of 4.82% to reflect the increased occupancy costs associated with the relocation of Merritt Branch and inclusion of transfers to reserves in accordance with the SCPL Reserve Policy developed in consultation with the City.

The balance of the municipal contribution increase reflects collectively bargained wage increases, partially offset by benefit cost savings, along with higher technology-related expenses and enhanced health, safety, and security measures.

2027 City of St. Catharines Contribution Reconciliation		
Approved 2026 City of St. Catharines Contribution	\$7,517,958	
Base Budget Adjustments		
Merritt Branch Lease	104,672	1.39%
Reserve Contributions – Capital Reserve	132,425	1.76%
Reserve Contributions - Stabilization Reserve	125,000	1.67%
Total Base Budget Adjustments	362,097	4.82%
Salaries and Benefits		
Salaries and Benefits	188,941	2.51%
Benefit Premium Savings	(63,480)	(0.84)%
Total Salaries and Benefits	125,461	1.67%
Other Expenditures		
IT Service Subscriptions and Contracts	47,577	0.63%
Additional Seasonal Security	37,265	0.50%
Net Other Increases	59,554	0.79%
Total Other Expenditure Increases	144,396	1.92%
Proposed City of St. Catharines Contribution Increase	\$631,954	8.41%
Proposed 2027 City of St. Catharines Contribution	\$8,149,912	

The combined factors result in the following municipal contribution increases for 2027 through to 2030.

Year	Proposed Increase	City Guidance
2027	8.41%	3.25%
2028	3.00%	3.00%
2029	3.00%	3.00%
2030	3.00%	3.00%

Attached as Appendix A is the proposed 2027 to 2030 Multi-Year Operating Budget and accompanying explanatory notes. The 2027 budget includes minor amendments to the version approved in principle by the Board in May.

Next Steps

Important dates for the next steps related to the 2027 to 2030 Multi-Year Operating Budget are:

Date	Action Item
July 31, 2026	Draft 2027 to 2030 Multi-Year Operating Budget Due. Does not have to be final board approved version, but sufficient to inform requested funding from the City.
September 17, 2026	Board Approve 2027 to 2030 Multi-Year Operating Budget
October 2, 2026	Final Board Approved 2027 to 2030 Multi-Year Operating Budget Due
December 9, 2026	SCPL Presentation to City Council

Appendix A - St. Catharines Public Library 2027 to 2030 Multi Year Operating Budget

	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
City Contribution	7,517,958	8,149,912	8,394,409	8,646,241	8,905,629
Provincial Grant	228,600	228,600	228,600	228,600	228,600
Other Grant Revenue	12,267	12,267	12,267	12,267	12,267
Fines/Membership	5,500	1,550	1,550	1,550	1,550
Copier Services	2,905	20,000	20,400	20,808	21,224
Equipment Rental	1,500	2,000	2,040	2,081	2,122
Investment Income	40,000	40,000	40,000	40,000	40,000
Room Rentals	6,000	10,000	10,500	11,025	11,576
Sundry	16,383	15,000	15,000	15,000	15,000
Transfer from Reserve	60,000	-	50,000	-	-
Total Revenue	7,891,113	8,479,329	8,774,766	8,977,572	9,237,969
Salaries & Benefits	5,641,988	5,767,449	5,940,472	6,118,687	6,302,247
Books	490,703	462,086	475,949	490,227	504,934
Videos and Video Games	70,359	74,321	76,551	78,847	81,213
Microfilm	3,731	3,495	3,600	3,708	3,819
Electronic Resources	252,121	301,186	310,222	319,528	329,114
Sound Recordings	3,944	3,912	4,029	4,150	4,275
Total Library Materials	820,858	845,000	870,350	896,461	923,354
Utilities	239,562	241,500	248,810	256,342	264,102
Insurance	49,933	53,879	56,034	58,836	61,778
Rent/Taxes	256,566	281,603	290,804	286,565	289,177
Repairs & Maintenance	151,366	203,802	209,062	215,334	221,794
Security	82,209	119,474	123,227	127,768	132,385
Communications	41,900	42,146	43,410	44,712	46,054
Total Occupancy Costs	821,536	942,404	971,348	989,558	1,015,290
General Supplies	48,707	32,000	32,960	33,949	34,967
Electronic & Peripheral Supplies	4,284	5,500	5,665	5,835	6,010
Professional Fees	59,686	55,648	107,384	62,946	66,036
Staff Training & Development	45,389	46,500	47,895	49,332	50,812
Rental of Equipment	13,409	45,826	47,510	49,257	51,069
IT Service Subscriptions and Contracts	148,952	196,529	179,099	183,782	189,562
Transportation	34,174	31,000	31,000	31,930	32,888
Sundry	15,772	16,000	16,188	16,674	17,174
Printing & Stationary	2,244	2,000	2,060	2,122	2,185
Public Relations	27,035	27,576	28,403	29,255	30,133
Programs	22,040	22,481	23,155	23,850	24,566
Data Processing	29,423	26,469	43,762	45,530	47,374
Total Supplies and Services	451,115	507,529	565,081	534,461	552,776
Furniture & Equipment	20,000	20,000	20,600	21,218	26,855
Facility & Systems Enhancements	25,000	25,000	25,750	26,523	32,317
Debenture Debt-Aquatic Centre	101,828	105,734	109,790	114,002	103,047
Reserve Contributions	8,788	266,213	271,375	276,664	282,083
Total Operating Capital	155,616	416,947	427,515	438,406	444,301
Total Expenditures	7,891,113	8,479,329	8,774,766	8,977,573	9,237,969

Revenue

City Contributions

For 2027, SCPL requires an 8.41% increase in municipal funding to cover increased occupancy costs from the Merritt Branch relocation and to reinstate vital transfers to reserves per the SCPL Reserve Policy. Although reserve transfers were temporarily excluded from the last multi-year budget cycle due to the financial pressures of the Merritt move, job evaluations, pay equity, and market reviews, they must now be built into the base budget to maintain sustainable operations.

The 3.0% annual increases projected from 2028 to 2030 align with municipal guidance.

Provincial Grant

The Ministry has not indicated any changes to the Provincial Grant which has remained stagnant for over 30 years.

Other Revenue

Other revenue includes memberships, copier services, meeting room and equipment rentals, and investment interest. For the 2027 to 2030 period, these revenue projections have been aligned with historical actuals.

Transfers from Reserves

During the 2025 and 2026 budget cycles, transfers from the Stabilization Reserve were utilized to bridge municipal funding gaps identified during the reconfirmation process. In 2028, a one-time transfer from the Stabilization Reserve has been included to offset the costs of a new strategic plan.

Expenditures

Salaries and Benefits

Approximately 70% of the SCPL total expenditures budget is salaries and benefits. For 2027 salaries and benefits include the current staffing complement and the addition of a summer student (\$6,008) as, well as, staffing for the opening of the Merritt Branch on Sundays starting in October 2027 (\$10,373).

Benefit costs include estimated premium savings of \$63,480 arising from the transition to a new benefits carrier in June 2026 after obtaining competitive bids through a market procurement process.

Annual increases of 3.0% have been included for 2028 through 2030 to provide for merit adjustments, growth in employee benefit costs (including pension contributions, CPP, EI, health, and dental benefits), and anticipated collective bargaining costs. The current collective agreement expires on December 31, 2027, with negotiations expected to begin in 2028.

Library Materials

Historically, SCPL allocated a higher proportion of its budget to library materials than comparable library systems. Between 2019 and 2023, the materials budget was

strategically reduced to align with industry standards. SCPL is now operating at a level comparable to its peers, and the collection budget will increase annually to account for inflation.

The 2027 to 2030 budgets reflect a balance between being prudent while still ensuring our customers receive the materials they want.

Occupancy Costs

The increase in 2027 occupancy costs is primarily driven by the 2025 relocation of the Merritt Branch to the Pen Centre, as well as a transition to third-party cleaning services across the branches. The added cleaning expenses have been offset by corresponding savings in salaries and benefits. While the 2026 cost increases were partially mitigated by a transfer from the Stabilization Reserve, no such offset is applied to 2027. For the period from 2028 through 2030, occupancy costs are projected to remain relatively stable, reflecting only standard inflationary increases.

Supplies and Services

Overall, supplies and services costs have remained relatively stable. The 2027 increase in IT Service Subscriptions and Contracts is driven by a temporary rise in Integrated Library Service maintenance fees. For the period from 2028 through 2030, projected increases in supplies and services include standard inflationary adjustments and a one-time expense in 2028 for a new strategic plan.

Reserve Contributions

The SCPL Reserve Policy establishes the framework for building and maintaining adequate reserve levels. These funds support daily operations while fostering long-term capacity and enabling strategic infrastructure investments.

This policy framework is particularly vital given the findings of the 2023 Central Branch Condition Assessment, which identified \$7 million in capital liabilities through 2030. While SCPL intends to address approximately \$3.3 million of these costs within the scope of the proposed Central Branch Renovation and Accessibility Improvement Project, \$3.7 million in critical infrastructure needs such as aging electrical distribution, fire alarms, and branch IT networks remain outside the project scope. SCPL will hold responsibility for a portion of these remaining costs.

Consequently, the 2027 to 2030 budget forecasts include planned transfers to both the Stabilization and Capital Reserves. This strategy aligns with the Reserve Policy and ensures dedicated funding for infrastructure costs, yet to be determined, designated as SCPL's responsibility. The detailed reserve forecast is attached as Appendix B.

Appendix B - SCPL Reserves Forecast

SCPL Capital Reserve										
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Balance, Beginning of Year	2,673,789	2,323,789	2,332,577	1,373,790	1,266,414	1,410,465	1,555,956	602,903	751,318	901,218
Contributions from Operating	-	8,788	141,213	142,625	144,051	145,491	146,946	148,416	149,900	151,399
	2,673,789	2,332,577	2,473,790	1,516,414	1,410,465	1,555,956	1,702,903	751,318	901,218	1,052,617
Huq Branch Capital Improvements	-	-	-	250,000	-	-	-	-	-	-
Merritt Branch Capital Improvements	350,000	-	-	-	-	-	1,100,000	-	-	-
Central Branch Capital Improvements	-	-	1,100,000	-	-	-	-	-	-	-
Total Spending	350,000	-	1,100,000	250,000	-	-	1,100,000	-	-	-
Estimated Balance, End of Year	2,323,789	2,332,577	1,373,790	1,266,414	1,410,465	1,555,956	602,903	751,318	901,218	1,052,617

Stabilization Reserve										
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Balance, Beginning of Year	319,844	205,702	5,702	130,702	209,452	342,065	478,655	619,344	714,253	863,510
Contributions	5,858	-	125,000	128,750	132,613	136,591	140,689	144,909	149,257	153,734
	325,702	205,702	130,702	259,452	342,065	478,655	619,344	764,253	863,510	1,017,244
Transfer to Operating:										
ILS One Time Project Costs	-	90,000	-	-	-	-	-	-	-	-
Community Needs Assessment	-	50,000	-	-	-	-	-	-	-	-
Merritt Relocation Mitigation	120,000	60,000	-	-	-	-	-	-	-	-
Strategic Plan	-	-	-	50,000	-	-	-	50,000	-	-
Total Spending	120,000	200,000	-	50,000	-	-	-	50,000	-	-
Estimated Balance, End of Year	205,702	5,702	130,702	209,452	342,065	478,655	619,344	714,253	863,510	1,017,244