

The City of Pickering Public Library Board

Meeting Agenda

BCD = Board CEO
Delegation Policies

EL = Executive Limitations

EP = Ends Policy

GP = Governance Policies

[Link to Board Sharepoint Site](#)

To be held: On Thursday September 26, 2019 at 7:00 pm

Location: In the [Central Library](#) Boardroom

7:00 PM	1	Public Delegations - Public attendance registration not required.	By-Laws Link see pg. 6-7		
7:05 PM	2	Approval of Agenda, Conflict of Interest Disclosure		S. Sheehy	MOTION to Approve
7:10 PM	3	Consent Agenda (includes previous minutes to be approved)	SharePoint Package Link	S. Sheehy	MOTION to Approve
		3.1 Minutes of the Previous Meeting - August 22, 2019			
		3.2 Minutes of the Building Committee - September 11, 2019			
7:15 PM	4	Board Education	SharePoint Package Link		
		4.1 Library Services to Teens and Adults		E. Knox & J. Trinier	
		4.2 Intellectual Freedom Article		S. Sheehy	
7:45 PM	5	Ends Discussion	SharePoint Package Link		
		5.1 Library Information Update		K. Williams	
		5.2 Draft 2020 Budget Estimates		E. Bird	MOTION to Approve
8:15 PM	6	Staff Reports	SharePoint Package Link		
		6.1 Report on Updated Policies	SharePoint Package Link	K. Williams	MOTION to Approve
		6.2 Plan for Review of other administrative policies (verbal update)		K. Williams	
8:30 PM	7	Monitoring Reports - EL	SharePoint Package Link		
		7.1 EL 5 Financial Planning	Policy Link to Picnet.org	M. Anderson	MOTION to Adopt
		7.2 EL 6 Financial Condition	Policy Link to Picnet.org	M. Fatemah	MOTION to Adopt
8:45 PM	8	Board Committee Reports			
		8.1 Report of the Community Linkage Committee		M. Anderson / K. Williams	
		8.2 Report of the Board Building Committee (verbal update)		D. Sharma / E. Bird	
		8.3 Terms of Reference for Building Committee	SharePoint Package Link	D. Sharma	MOTION to Adopt
9:00 PM	9	Governance			
		9.1 Previous Board Meeting Evaluation Results (verbal update)		M. Brenner	
9:05 PM	10	Board Policy Review	Policy Link to Picnet.org		
		10.01 The following EL policies will be discussed at the next Board meeting. All members to review prior to the next meeting			
		EL Assignment #2 Treatment of Clients		D. Barham	
9:10 PM	11	New Business	SharePoint Package Link		
		11.1 Member Community Reports (verbal update)			
9:15 PM	12	Other Business (items to be discussed at a future meeting)			

Meeting Agenda

9:15 PM	13	Confidential Matter	
9:15 PM	14	Board Meeting Evaluation	Meeting Evaluation Link
9:20 PM	15	Adjournment	MOTION to Adjourn

Next Meeting

To be held:	Thursday October 24, 2019 at 7:00 pm
Location:	At the Claremont Library in the Thomlinson Community Centre

Preliminary List of Motions

- Item # Draft Motion
- 3 THAT the Board approve the items in the Consent Agenda
- 5.2 THAT the Board approve the Draft 2020 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.
- 6.2 THAT the Board adopt the Hiring, Health and Safety, Workplace Violence and Purchasing Policies as presented/amended
- 7.1 THAT the Board adopt Monitoring Report Executive Limitation #5 Financial Planning as presented and; THAT the Board adopt Policy Executive Limitation #5 Financial Planning as presented/amended, the Policy being complete, sound and effective.
- 7.2 THAT the Board adopt Monitoring Report Executive Limitation #6 Financial Control as presented and; THAT the Board adopt Policy Executive Limitation #6 Financial Control as presented/amended, the Policy being complete, sound and effective.
- 8.3 THAT the Board Adopt the Building Committee Terms of Reference as presented/amended.

Alternate formats available upon request. Contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday August 22, 2019
Location: At Pickering Central Library
<http://www.picnet.org/libraryboard>

Attendees: M. Anderson, D. Barham, S. Beckett, Councillor M. Brenner, R. Coelho,
Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, S. Sheehy (Chair).

Absent:

Staff: E. Bird – Acting Deputy CEO, K. Williams – Acting CEO.

Meeting Commencement Time: 7 pm

1. Public Delegations

None

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion # 19.57

Moved by D. Sharma, Seconded by M. Anderson. **Motion** THAT the Agenda be adopted as presented.
Carried.

3. Consent Agenda

Item 3.4 pulled from the Consent Agenda and moved to New Business as item 11.3.

Motion # 19.58

Moved by M. Brenner, Seconded by I. Cumming. **Motion** THAT the remaining items on the Consent Agenda be adopted as presented.
Carried.

4. Board Education

4.1 Library Client Experience and Programming

U. Siva was introduced. She is currently the Manager of Library Technologies but until last month was the Manager of Client Experience. She shared information about the Client Experience Project: One Team One Vision. The focus was to make the public service team into one team both physically and practically with cross training in public service. The front line team has been empowered to work with clients without a lot of leadership intervention.

U. Siva reported that the public service group had four guiding principles: Excellence matters in everything we do, Proactive Customer Service, Fostering Client loyalty, Creating Raving Fans. Staff participated in training about client experience with Durham College. The current Client Experience Project is Project Agile. The aim is to improve library experience (as outlined in the strategic plan). This project takes suggestions from staff on the front line and tests them. The focus is continuous improvement.

K. Williams reported on changes in the programming area. The children's, teen and adult programmers were assigned to work with K. Williams on a one-year development project when K. Williams was the Director of Support Services. The team has worked with the Project Outcome surveys to identify the outcomes of their programs the Library offers. K. Williams developed a project rationale template for programming to ensure alignment on programming and expected outcomes. We have identified 4 programming cycles and the team is meeting with City programming staff quarterly so that any possible issues can be discussed. As discussed, we will investigate possible ad revenue vehicles and consider the "My City magazine" model.

S. Beckett joined the meeting at 7:40

4.2 Employee Engagement

K. Williams reported that the library had participated in a Psychological Health and Safety survey for employees. The findings will be reported to the Board at a future meeting. The Library participates in an employee survey every two years (not always psychological Health and safety). The two-year period is because we don't want to over survey the staff and it takes time to implement changes and for staff to see those changes reflected in their day-do-day work lives.

5. Ends Discussion

5.1 Library Information Update

Summer Reading Club wrap up took place this week. It was another successful summer for this program. Thanks to M. Anderson and the IODE for their donation and support for this program.

K. Williams reported that Lynda.com, a very popular library resource was purchased by Linked In. Their new version required library clients to create a Linked In account and share personal information. The library community is not happy with this situation. We are still trying to decide what our response will be. Toronto Public Library is going to share their response with us. A warning to clients might be an option.

K. Williams noted that the request to put funds into the 2020 to allow the George Ashe Library to be open on Sundays will be submitted as Service Level Change. The cost will be about \$20,000.

5.2 Mid-Year Report – Statistics by End

E. Bird noted that the report included information about the new Ends that the Board had created as part of the Strategic Plan. Not a lot of information was available yet as staff have just started providing services based on the new Ends.

A question was asked about the type of incidents included in the “Damage by clients” section. K. Williams replied that some were “graffiti” type incidents but several were more serious including damage to TV screens.

6. Staff Reports

6.1 Report on Exploration of shared services with City of Pickering

K. Williams reviewed the contents of the report that was distributed. She reported that we were pleased with the progress so far in the four areas of co-operation.

Programming – the mandate is to avoid duplication between City and Library programming. We have had several meetings and have increased our opportunities to partner and co-promote programs. There is an understanding of areas that City and Library programming will involve. She feels that with this understanding we can meet the Library’s strategic goals

Marketing – We are working more closely with M. Guinto and S. Muir at the City. They have provided good advice and assistance for a couple of more controversial issues. The City has provided a part time marketing staff person to the Library to fill our vacant position. This has been a good solution for the Library although it may not be sustainable. We will continue to talk to M. Guinto about the plans moving forward.

HR – City HR staff have reviewed the Library’s HR policies review. The Library’s HR staff is working on the City’s HRIS project. When this project is complete the Library will likely be more aligned to the City in HR matters. Diversity and Inclusion: hoping to begin training management team in Fall. City HR staff will be updated on progress on this project.

IT- Library staff have met with D. Quaife. We are currently working on a complete inventory to assist in these discussions. We are considering areas to work together and considering shared IT models from other Libraries.

6.2 Updated wording for Strategic Plan document

K. Williams outlined the reason for the requested change to the wording.

Motion # 19.59

Moved by D. Sharma, Seconded by M. Brenner. **Motion** THAT the Board adopt the suggested wording change to the Strategic Plan 2019 – 2023 as presented.
Carried.

7. Monitoring Reports

7.1 EL 4 Staff Conduct

A Maginley reported that he met with K. Williams to review the evidence for this monitoring report. He reviewed the staff manual, performance discussion form, the spot on the Performance Review form for staff to sign off that they have reviewed the policy documents. He also looked at the staff Sharepoint site. He found it Easy to navigate and find all the relevant policies.

Motion # 19.60

Moved by A. Maginley, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #4 Staff Conduct as presented; and THAT the Board adopt Executive Limitation #4 Staff Conduct as presented, the Policy being complete, sound and effective.
Carried.

7.2 EL #10 Communication and Counsel to the Board

D. Sharma reported that the policy is straightforward. He feels that the Board has been well informed and that there is no shortage of information provided with lots of detail. He confirmed the period covered by the report.

Motion # 19.61

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #10 Communication and Counsel to the Board as presented; and THAT the Board adopt Executive Limitation #10 Communication and Counsel to the Board as presented, the Policy being complete, sound and effective.
Carried.

8. Committee Reports

8.1 Report of the Community Linkage Committee

Nothing to report. The committee will meet after this meeting and have a report for the September Board meeting.

8.2 Building Committee

There has been little to discuss about either Building Project with no meetings held over the summer. The committee will meet when information is available. E. Bird will share the Building meeting schedule with the committee as meetings have recently begun again. E. Bird reported that we had received the RPG (Library Consultant) document. We will review and summarize the findings. D. Sharma will discuss the Draft a Terms of Reference with the committee at the next meeting.

9. Governance

9.1 Previous Board Meeting Self Evaluation

May meeting data was not available therefore there was nothing to report. E. Bird will send survey link to all Board members after the meeting and forward the report to M. Brenner when available.

10. Board Policy Review for next meeting

Note: The following Executive Limitation policy will be discussed at the next Board meeting. All members to review prior to meeting. The Board member listed will review any evidence they feel is necessary and lead the discussion at the meeting

EL Assignment #5 Financial Planning
EL Assignment #6 Financial Condition

assigned to M. Anderson
assigned to M. Fatema

11. New Business

11.1 Board Member Reports

M. Brenner reported that he had visited Sault Ste Marie Public Library. He found that they had an older building, but that it had stood up over time. He noted that they provide fee for service for digitizing items like VHS tapes. He also reported that they have a Friends of the Library group that holds a large books sale for fundraising. PPL is beginning a discussion with the City on various fundraising ideas.

11.2 Ebook action to Municipal Council

K. Williams outlined the issues as presented in the distributed report.

Motion # 19.62

Moved by I. Cumming, Seconded by R. Coelho. **Motion** THAT the Board endorse the Accessing E-Content information from CULC as presented and THAT the Board ask City Council to endorse the draft motion as presented and THAT a letter as presented be sent to the local MP and all other federal candidates in the upcoming federal election on behalf of the Board.

Carried.

11.3 Policies for approval

Motion # 19.63

Moved by I. Cumming, Seconded by M. Brenner. **Motion** THAT the CEO have appropriate City staff review the four listed policies and make suggested changes to align the policies with City policies. These revisions, to be brought back to the Board at the September Board meeting. The CEO will review the other policies and make a plan for their review to also be presented at the September Board meeting.

Carried.

12. Other Business (for consideration at future meetings)

None

13. Confidential Matter

None

14. Board Meeting Self Evaluation (complete online)

15. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday September 26, 2019 at 7 pm in the Central Library Board Room.

The City of Pickering Public Library Board Meeting Minutes

Motion #19.64

Moved by D. Barham, Seconded by M. Fatema. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 9 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Alternate formats available upon request. Contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.



The City of Pickering Public Library Board Building Committee DRAFT Meeting Minutes

A Building Projects folder is in SharePoint "Documents" <http://www.picnet.org/libraryboard>

Held: Wednesday September 11, 2019

Location: In the Central Library Board Room

Attendees: Councillor M. Brenner, Councillor I. Cumming, D. Sharma (Chair)

Absent: S. Beckett

Staff: E. Bird – Acting Deputy CEO (minutes),

Meeting Commencement Time: 6:30 pm

1. Review of any action items from last meetings

See Terms of Reference section below

2. Project Status updates

- Heritage Centre (Library Archives & Genealogy)
No developments in the project at this time. Awaiting information about grant funding application.
- City Centre Library
E. Bird reviewed the major changes in the new floor plan. The biggest concern is the security issue. There are many access points in the current design making security of materials a major challenge. The architects are going to look at other libraries for best practices and options.

A major change is the area to the west of the library (currently part of the old cinema was offered to the library for storage. Since there is a need for additional storage space this is very welcome. We are also considering putting the sorting equipment in this area instead of on the parking level. The committee suggested we should look at putting IT – perhaps and/or security for all three City buildings in that location. E. Bird will discuss the IT

Library Board Building Committee Meeting Minutes

suggestion with D. Quaife for input. A new Security manager is being hired at the City and that option can be discussed with when they are on board.

Other issues such as staff space and inconsistent access to some areas will be ironed out at coming meetings with the architect.

3. Terms of Reference

D. Sharma had shared the draft Terms of Reference for the Committee (see below). No suggestions for changes were made by the Committee. E. Bird will include this information with the Board package so that the Board can review, revise and approve.

4. Other Business

Next meeting to be held: November 13, 2019 at 6:30 pm in the Central Library Board Room.

The meeting was adjourned at 7:30 pm.

Alternate formats available upon request. Contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.

Pickering Public Library Board

Building Subcommittee

Terms of Reference

(2019 to 2022)

Building Subcommittee

The Building Subcommittee was established by the Pickering Public Library Board in its meeting dated February 28, 2019.

Members

The Building Subcommittee consists of the following members:

- Pickering Public Library Board Members i) Councillor Maurice Brenner, ii) Councillor Ian Cumming, iii) Shawn Beckett and iv) Doodnauth Sharma (Chair)
- Pickering Library CEO or designate

Subcommittee Mandate

The main purpose of the Library Board's Building Subcommittee is to function as a steering Subcommittee that advises the Board to make decisions that will direct the CEO in matters that would have a functional impact on the construction of the new City Centre Library and the new Heritage Centre.

Subcommittee Activities

- To make recommendations to the entire Board as it pertains to the City Centre Library and the Heritage Centre building projects.
- To support the CEO by protecting the interests of the Library during building projects.
- To monitor the progress of the projects including review of and input into building designs and floor plans.
- To propose a draft Memorandum of Understanding regarding the shared use of facility space and overlapping services.

Chair

The Chair will work with the CEO or designate on upcoming agenda which will be issued one week in advance of the meeting. The Chair will provide an update on the Building Subcommittee activities at

Library Board Building Committee Meeting Minutes

each Board meeting and bring to the Board's attention any recommendations being made by the Building Subcommittee.

Meeting Frequency and Minutes

- Meeting will be held once every two months or on an as needed basis.
- Meeting minutes will be reviewed by Building Subcommittee and then distributed in the Board meeting package for discussion at the Board.

Duration

- The Building Subcommittee will dissolve when its Mandate has been achieved or at the end of the Board's Term, whichever comes first.

Approved by: Building Subcommittee

September XX, 2019

Pickering Public Library Board

XXXX, 2019

Library Update

September 2019

Board End: Lifelong Learning

Harvesting Vegetables



On September 9th, Cynthia hosted 19 children in the George Ashe Reading Garden. Harvesting Vegetables was the culmination of a series which introduced children to the joy, health and wellness benefits, and lifelong learning that come from gardening. Throughout the series, Cynthia helped our

participants learn about planting and tending-to pumpkin plants, sunflowers, and vegetables, including carrots, radishes and lettuce. In this final program, children had the opportunity to see how much their vegetable plants had grown and taste each one. Additionally, this program helped to build awareness of our Reading Garden and gave participants a reason to stop in and check on their plants!

Board End: Culture of Reading

TGIS Teen Reading Challenge

Thank Goodness It's Summer Teen Reading Challenge went paperless this year! Registration, Book Reviews, and information was all provided digitally. This meant front line staff did not have additional tasks with the teen reading challenge. This year was a great success with teens reading almost 100,000 pages (99,516 to be exact).

SRC Wrap Up Party



The 2019 TD Summer Reading Club wrapped up with an afternoon party in Esplanade Park on August 22nd. Children of all ages, and their families, were greeted by Kathy Williams and Board Member Mary K. Anderson who congratulated them on their summer reading accomplishments. Children were then treated to an hour-long magic show by The Amazing Magic Mel, while snacking on popcorn, and had an hour to explore activity stations including hula-hoop toss, bean bag toss, dino-dig, giant Lego, and button-making, all run by

the children's team and our volunteers. The event attracted 142 children and 60 adults, and it was a great way to celebrate the 1381 children who signed-up for and participated in this years Summer Reading Club.

Board End: Community Engagement

Doggo Day

At the end of August, we ran a dog therapy program in partnership with St. John's Ambulance and their therapy dogs. We had a total of 16 teens present, which meant full registration! We had a visit from MPP Peter Bethlenfalvy, who spent time speaking with the volunteers and the teens at the event. The teens expressed interest repeating this program in June, a few weeks before exam time.



5MFF Screening Gala

Starting in July and running until September, the Pickering Public Library ran and hosted the 5-Minute Film Festival. This inaugural Festival started with 6 weeks of film-making workshops and culminated with a star-studded Screening Gala where the 22 films submitted by clients were screened in front of over 100 guests.

Strategic Goals (2019 – 1023)

Financial Literacy

Money Talks

The teen team invited Jessica Glendinning from CPA Canada to present a program on financial literacy. The speaker talked about credit cards, financial challenges for the first year of university, and how to best save when you feel like you have nothing to save! Nine teens attended.



Supporting Organizational Excellence

The theme for our 2019 Management Offsite meeting on Sept. 10th & 11th was “*Next Generation Libraries: Building Alignment.*” We focused on aligning our 2020 goals with our Mission and Strategic Plan, vis-à-vis how the Library industry is changing as a whole. The leadership team found it very beneficial working through our 2020 strategic priorities together. Here are some feedback comments received after the event.

“It was very beneficial working through our 2020 strategic priorities as a team.”

“All in all I think we are well organized to start on 2020 and with all our goals aligned we will be able to do great work.”

“This year’s offsite was very good. The combination of the space, agenda, and participation of everyone, resulted in a valuable sharing and learning experience for me. It shows how important it is for us as a management team, to have the opportunity to get deeper into several important conversations. I only wish we could do this more than once a year. I personally feel it made us connect stronger as a team significantly.”

What’s New?

Joel Sutherland began his new role as Manager of Client Experience on Tuesday, September 3. Joel was previously the Manager, Children’s & Youth Services at Georgina Public Library and an Information Assistant at Ajax Public Library. He has an MLIS from Aberystwyth University in Wales. In his free time, Joel is the author of several children’s books, including Scholastic Canada’s bestselling, award-winning Haunted Canada series.

Pickering Heritage and Community Centre (PHCC) Project Update:

We were thrilled to hear that the City of Pickering has been awarded four million dollars toward the PHCC project, under the Canada Cultural Spaces Fund Program (CCSF). CCSF supports renovation and construction projects, the acquisition of specialized equipment and feasibility studies related to cultural spaces. This funding marks one of the largest grants from a single level of government for a new construction project in the City of Pickering, in recent years.

It is important to note that the funding is allocated over two government fiscal years 2021-2023 which will position us to commence construction in 2021 with completion in 2023. Once the Federal Government makes the formal grant announcement, staff will share the status of the Pickering Heritage & Community Centre project with community stakeholders and local residents.



REPORT TO:
The Pickering Public Library Board

Report Number: 11-19
Date: September 26, 2019

From: Elaine Bird, Acting Deputy CEO, Pickering Public Library

Subject: Budget Estimates 2020

Recommended:

1. THAT the Board adopt the Draft 2020 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Please find the draft Operating and Capital Budget Estimates for 2020 as attachments for your consideration. This memo outlines the rationale for these Budget Estimates. Keeping our Policy Governance perspective in mind, I have included a discussion of how the Budget meets the Board’s Ends.

The Board Estimates as presented serve to maintain existing services and priorities and allow the Board to achieve or work towards its stated Ends. The Current budget represents an increase of 2.5% or \$142,439 in our request for municipal contribution over the Library’s 2019 budget. The Capital budget contains only three items. Many of the planned for capital projects for 2020 have been postponed or eliminated.

Operating Estimates

As in previous years, operating estimate figures are based on a number of factors. The actual expenditures for the previous year and the year-to-date figures for the current year are factors in the determination. Over the next several months, there will be some adjustment required in some lines, as it is difficult to accurately project all 2020 figures until we approach the end of the current year.

Budget Reductions

In 2020, the Library has 19 budget lines that are either reduced from 2019 or kept at 0% increase. Important reductions to note are:

<i>Budget Area</i>	<i>Decrease</i>	<i>Rationale</i>
Conferences	-\$2500	Removed out of country conferences
Telephones	-8,050	Some internet access funds removed from budget as we are working with the City to share internet

Agenda Item 5.2

Advertising	-4,000	Extra funds were added to the 2019 budget to promote the new strategic plan. These funds were not considered necessary for ongoing promotion of the plan in 2020.
Building Repair and Maintenance	-\$21,598	No projects for the Central Library – only minor upkeep.
System and Software upgrades	-\$40,000	Web software costs now reside in Software / Hardware maintenance line.

Non-Discretionary Increases over \$2,000

<i>Budget Area</i>	<i>Increase</i>	<i>Rationale</i>
Salaries and Wages	\$39,808	Reflects the expected Collective Agreement increases for staff.
Employer Contributions	\$41,280	Based on expected Collective Agreement increases and an increase in Employee Post Retirement Benefits.
Hydro	\$10,700	City calculation based on actuals and expected rate changes.

Strategic Increases

The following increases in the Operating budget are discretionary but are strategically important. In 2020, these have been funded through funding reductions elsewhere in the Library's budget.

<i>Budget Area</i>	<i>Increase</i>	<i>Rationale</i>
Seminars & Education	\$17,750	Added Diversity and Inclusion training for staff.
Consulting and Professional	\$17,500	Technical Consulting Contract to assist with planning for City / Library co-operation in the area of technology. This has been a valuable resource and it has been recommended by both Library IT and City IT staff. Was in the 2018 but not in 2019 budget.
Software / Hardware Maintenance Contracts	\$55,076	Addition of new library website software maintenance costs and new costs from the City for maintenance of the HRIS system (non-discretionary) plus increases in maintenance costs from other software vendors.
Program Supplies	\$5,000	To allow for increase to programming especially in the Technology area. Makerspace supplies were originally purchased from project start up funds.
Library Materials	\$21,000	Increased spending on electronic collections. Funds moved from Capital (no overall impact on the taxpayer)

Revenues

Budget Area	Change	Rationale
Fines	-\$5,000	Change based on actuals. This continues the ongoing pattern of decreasing this budget line because of the decrease in circulation of physical materials. Fewer fines and lost charges are now assessed and paid as electronic materials do not have fines or lost charges.
Photocopiers	\$3,000	Increase based on actuals. This line now includes client payments for makerspace supplies (such as 3D printer filament and vinyl) which is a growing area. Note: makerspace materials charges are based on cost recovery.

The Library’s revenues continue to be a source of significant concern. For several years revenue from fines has declined as our clients have increasingly selected electronic books and resources.

While photocopying revenues have increased, they have not been able to accommodate the loss of revenue from fines. The Library will look to increase revenue from other sources.

Summary:

The Library’s operating expenditures for 2020 are estimated to increase by 2.4% or \$141,439.

Factoring in our declining revenue, our municipal contribution request is an increase of 2.5%, when the transfer from capital materials is accounted for.

The major factors which contribute to this increase are non-discretionary increases in utilities and salaries as well as increases relating to strategic priorities. Specifically, these increases allow the library to train staff in diversity and inclusion, provide support to IT staff in their discussions with City IT and a modest increase to allow for increased programming, especially in the makerspace.

Capital Estimates

Below is a list of the currently identified 2020 capital needs for the Library.

Budget area	Budget	Explanation
Library Materials (all physical collections except magazines)	\$315,000	2019 total materials budget minus the amount (\$21,000) transferred to the Current materials budget.
Computer Upgrades for the George Ashe Branch	\$20,000	For regular replacement of George Ashe computers for clients and staff.

Server upgrade	\$15,000	Server that runs the telephone notification system. It runs on outdated software that poses a security risk.
Total Capital 2020	\$350,000	

The Library’s capital budget for 2020 represents a substantial decrease from 2019. The capital budget in 2019 was \$4,369,292. The majority of that budget was for the Library’s portion of the Pickering Heritage and Community Centre (\$3,668,292 mostly from Development Charges).

Budget to Meet the Board’s Ends

The new Strategic Plan approved by the Board adopted Ends which focused on:

- Building and maintaining a reading culture in the City of Pickering;
- Facilitating lifelong learning for all ages and stages;
- Providing welcoming facilities both physical and virtual for the use of the community,
- Resources and services to support financial, physical, social and mental well being.
- Services that are high quality, efficient and cost effective developed with community input and awareness.

I believe that the Budget presented will serve to preserve and promote these Ends.

Maintaining a solid collections budget including increased funds for digital materials will allow us to support our reading culture.

Maintaining our collections budget, for both print and digital, along with maintaining our staffing budget will also allow us to support lifelong learning. Supporting next generation learning styles requires that we spend some money on non-book lendables (such as upgraded Surface Tablets – a planned purchase for 2020) and supplies for hands-on learning and programs, in the Makerspace and elsewhere in the library. The 2020 Current Budget does allow for the support of these activities.

The Board end that prioritizes welcoming public facilities is one that I believe is not fully supported by this budget. Because of the plans for a new City Centre Library, no major improvements have been budgeted for the Central Library. There is sufficient budget to maintain the cleaning needed by the aging Central library and repair minor furniture. The Board is aware of the complaints that the library is receiving to do with the aging facility and the incompatibility of the many clients uses of the Central Library. This could only be resolved with a major renovation which cannot be undertaken under the circumstances. We look to the future facility to further fulfill this goal. Virtual spaces are undergoing a “renovation” with the new website set to debut in 2020.

Support for physical social and mental wellbeing will focus on programming and collections in 2020. The existing programming and collections funding will be used to accomplish the focus changes.

Agenda Item 5.2

Leading Diversity & Inclusion was a 2019-2023 goal. The 2020 budget allows us to begin staff training and work this project. Library staff are working closely with City staff to accomplish the high quality, efficient and cost-effective delivery of services.

Other Budget information

As requested by the Board we have submitted a Service Level Budget request to add Sunday Service at George Ashe Library in 2020. The cost is approximately \$18,000 for half of the year and includes staffing, security and cleaning costs.

There is also a line in the Current budget called "Transfer to Reserve". The cost is \$100,000 which is a \$20,000 increase over 2019. The funds are earmarked for the City Centre Library.

Conclusion and Next Steps

The Board's approval of this budget authorizes the CEO to defend the budget during the deliberation process with City staff. During this process, any significant changes will be presented to the Board until the final budget is presented to Council early in 2020.

Attachments:

2020 Current Budget Estimates – Summary
2020 Current Budget Estimates – Detailed
2020 Capital Budget Estimates

Draft Current Library Budget 2020

	2018	2019	2019		Dept.	
	Approved	YTD	Approved	INC./DEC.	Submission	% CHGE.
	Budget	Actuals	Budget		2020	2019
Expenditures						
Salaries & Wages	3,575,407	1,430,521	3,619,991	39,808	3,659,799	1.10%
Overtime	1,310	0	1,310	(1,310)	0	(100.00%)
Employer Contributions	939,724	437,621	936,816	41,280	978,096	4.41%
Employee Recognition & Appreciation	3,000	0	3,000	0	3,000	0.00%
Conferences	10,000	4,837	9,000	(2,500)	6,500	(27.78%)
Uniforms	1,300	1,454	2,300	0	2,300	0.00%
Travel	6,000	2,761	6,000	0	6,000	0.00%
Postage	2,800	2,078	2,800	1,000	3,800	35.71%
Freight, Express & Cartage	350	1,180	350	650	1,000	185.71%
Cellular Phones	11,680	3,623	12,205	(1,205)	11,000	(9.87%)
Telephones	58,786	27,009	65,710	(8,050)	57,660	(12.25%)
Advertising	13,500	3,648	18,000	(4,000)	14,000	(22.22%)
Legal Services	8,000	349	7,500	1,000	8,500	13.33%
Seminars & Education	17,500	6,202	22,500	17,750	40,250	78.89%
Purch Prnting/Broch/News Ltr	6,000	0	5,500	3,500	9,000	63.64%
Insurance Premium	23,918	23,918	23,918	1,196	25,114	5.00%
Ins. Deductible	2,000	0	2,000	0	2,000	0.00%
Consulting & Professional	95,850	7,863	14,350	17,500	31,850	121.95%
Recpt, Prom & Sp Events	10,000	5,902	9,000	0	9,000	0.00%
Memberships	5,380	7,045	5,380	3,120	8,500	57.99%
Outside Agency Serv	46,950	16,520	47,700	50	47,750	0.10%
Build Repairs & Mtce	229,333	43,906	247,887	(21,598)	226,289	(8.71%)
Veh - Repairs & Maintenance	2,000	359	2,000	0	2,000	0.00%
Misc Equip Repairs	46,250	21,919	46,250	(3,000)	43,250	(6.49%)
Software/Hardware Maintenance Contr	115,785	133,202	132,765	55,076	187,841	41.48%
Stationery & Office Supplies	20,500	6,147	20,200	(1,200)	19,000	(5.94%)
Catalogue Processing Supp	5,000	1,134	5,000	0	5,000	0.00%
Lib Materials	225,000	168,581	252,290	21,000	273,290	8.32%
Program Supplies	27,750	10,251	30,750	5,000	35,750	16.26%
Utilities - Water	15,265	3,868	17,250	2,010	19,260	11.65%
Utilities - Gas	34,911	20,831	35,961	1,798	37,759	5.00%
Utilities - Hydro	243,852	50,062	214,000	10,700	224,700	5.00%
Gas, Oil Tires	3,143	656	2,843	(711)	2,132	(25.01%)
Supplies & Tools	3,500	88	3,500	0	3,500	0.00%
Minor Furniture & Fixtures	12,000	910	5,000	0	5,000	0.00%
System & Software Upgrades	0	40,704	40,000	(40,000)	0	(100.00%)
Hardware Replacements	34,000	2,178	19,500	2,575	22,075	13.21%
Total Expenditures	5,857,744	2,487,327	5,890,526	141,439	6,031,965	2.40%
Revenues						
Fines - Library Matls.	(100,000)	(29,948)	(85,000)	5,000	(80,000)	(5.88%)
Misc. - Photocopies Lib.	(44,000)	(20,085)	(49,000)	(3,000)	(52,000)	6.12%

Donations	(15,000)	(760)	(16,000)	0	(16,000)	0.00%
Ont. Specific Grants	(138,050)	(28,920)	(106,425)	0	(106,425)	0.00%
Vending Machines	(2,500)	(572)	(2,500)	0	(2,500)	0.00%
Rentals - Mtg. Room/Public	(8,500)	(1,803)	(8,500)	500	(8,000)	(5.88%)
Other Misc Revenue	(3,500)	(3,674)	(5,500)	(500)	(6,000)	9.09%
Sponsorships No Tax	(500)	0	0	0	0	0.00%
Marketing Sponsorships	(2,500)	0	0	0	0	0.00%
Total Revenues	(314,550)	(85,762)	(272,925)	2,000	(270,925)	(0.73%)
Transfers to/from Reserves & R.F.						
Transfer to/(from) Reserve	0	0	80,000	20,000	100,000	25.00%
Transfer to/(from) Reserve Fund	(50,625)	0	0	0	0	0.00%
Total Transfers	(50,625)	0	80,000	20,000	100,000	25.00%
Net	5,492,569	2,401,565	5,697,601	163,439	5,861,040	2.87%

Library Draft 2020 Current Budget - Detailed

Expenditures

2745.1100.0000 Salaries & Wages	
Base Salaries and Wages	3,697,554
Pay in Lieu of benefits for casual staff (level 3)	6,800
One part time Admin. Services Assistant position eliminated	-26,482
One part time Senior Info. Services Tech. position eliminated	-32,639
One part time Admin. Assistant position eliminated	-30,642
One full time Deputy CEO/Director of HR position eliminated	-129,912
One full time Info. & Support Tech. position eliminated	-54,818
New full time Admin. Services Assistant position	47,253
New part time Senior Client Experience Associate position	33,298
New full time People & Culture Manager	91,124
New full time Client Experience Associate - Technolgy position	58,263
Total 2745.1100.0000 Salaries & Wages	<u>3,659,799</u>
2745.1200.0000 OVERTIME	
To meet service level/workload commitments	0
Total 2745.1200.0000 OVERTIME	<u>0</u>
2745.1400.0000 Employer Contributions	
This item includes mandatory deductions (CPP, EI, EHT) and employer provided benefits such as extended health and dental	988,213
Employee Post Retirement Benefits	9,977
Benefits related to one Admin. Services Assistant position eliminated	-4,231
Benefits related to one part time Senior Info. Services Tech. position eliminated	-10,153
Benefits related to one part time Administrative Assistant position eliminated	-6,283
Benefits related to one full time Deputy CEO/Director of HR position eliminated	-32,516
Benefits related to one full time Info. & Support Tech. position eliminated	-18,582
Benefits related to new full time Admin. Services Assistant position	7,880
Benefits related to new part time Senior Client Experience Associate position	5,046
Benefits related to new full time People & Culture position	25,219
Benefits related to new full time Client Experience Associate - Technolgy position	13,526
Total 2745.1400.0000 Employer Contributions	<u>978,096</u>
2745.1700.0000 Employee Recog'n & Apprec	
Long Service and Retirement Awards for staff	2,000
Recognition event for volunteers including bursary	1,000
Total 2745.1700.0000 Employee Recog'n & Apprec	<u>3,000</u>

2745.1800.0000 Conferences	
Ontario Library Association Annual Conference (OLA)	3,500
Other Conferences (Library as Place etc.)	3,000
Total 2745.1800.0000 Conferences	<u>6,500</u>
2745.1900.0000 Uniforms	
Uniform and Safety apparel for staff	2,300
Total 2745.1900.0000 Uniforms	<u>2,300</u>
2745.2110.0000 Travel	
Staff and Board travel at City's approved rate	3,700
Travel costs for seminars and education	2,300
Total 2745.2110.0000 Travel	<u>6,000</u>
2745.2121.0000 Postage	
Overdue notices	3,000
Other mail	800
Total 2745.2121.0000 Postage	<u>3,800</u>
2745.2122.0000 Freight, Express & Cartage	
Freight, express & cartage	1,000
Total 2745.2122.0000 Freight, Express & Cartage	<u>1,000</u>
2745.2131.0000 Cellular Phones	
Library cell phones	2,500
PPL Connects Project hotspots	8,500
Total 2745.2131.0000 Cellular Phones	<u>11,000</u>
2745.2140.0000 Telephones	
Voice / Data	23,544
Internet	32,660
Cable	1,456
Total 2745.2140.0000 Telephones	<u>57,660</u>
2745.2210.0000 Advertising	
Advertising (recreation newsletter, advertisements, job postings)	14,000
Total 2745.2210.0000 Advertising	<u>14,000</u>
2745.2320.0000 Legal Services Expenses	
Provision for legal counsel	8,500
Total 2745.2320.0000 Legal Services Expenses	<u>8,500</u>
2745.2340.0000 Seminars & Education	
Staff training based on Staff Development plan	13,600
Diversity and Inclusion training	20,850
Advanced Public Library Leadership course	1,800
Legally required staff training	4,000
Total 2745.2340.0000 Seminars & Education	<u>40,250</u>
2745.2365.0000 Purch. Pr./Broch./News Lt	
Printed brochures, newsletters, signs, banners, etc.	9,000
Total 2745.2365.0000 Purch. Pr./Broch./News Lt	<u>9,000</u>
2745.2370.0000 Insurance Premium	

Annual cost of insurance policy that provides protection for Library activities and property. (Policy coverage includes: liability, automobile and property)	25,114
Total 2745.2370.0000 Insurance Premium	25,114
2745.2371.0000 Insurance Deductible	
Insurance Deductible	2,000
Total 2745.2371.0000 Insurance Deductible	2,000
2745.2392.0000 Consulting & Professional	
EFAP Program	3,550
Board Education	1,000
Ergonomic assessment	500
Ability management	3,300
Tech Consulting Contract	17,500
External Audit Fees	6,000
Total 2745.2392.0000 Consulting & Professional	31,850
2745.2394.0000 Recpt,Prom. & Sp.Ev.,Gen	
Board / Community linkage activities	2,000
Employee & Board relations, condolence, meeting costs etc.	7,000
Total 2745.2394.0000 Recpt,Prom. & Sp.Ev.,Gen	9,000
2745.2395.0000 Memberships	
Library Association Memberships	6,500
Other Miscellaneous memberships	1,000
Professional memberships	1,000
Total 2745.2395.0000 Memberships	8,500
2745.2399.0000 Outside Agency Services	
Security Services for Central Library	36,950
Collection Agency Services (partially offset by revenue in acct #1529)	5,000
Rental of storage space for Local History documents	1,750
Accessibility Services	500
Central Security Alarm System Service	500
George Ashe - Security System Services	600
Claremont Library--Security System Services	600
Base Hospital Support Defibrillation Program - Central	1,600
Central Library Defibrillator monitoring	250
Total 2745.2399.0000 Outside Agency Services	47,750
2745.2435.0000 Building Repairs & Mainte	
Central Library Sanitact (6 units)	2,900
George Ashe - Sanitact (1 unit)	320
All Branches Washroom & Janitorial Supplies	5,800
All Branches--Water Testing	800
All Branches - Bed Bug inspection and treatment	3,300
Contingency (All Sites)	5,000
All Branches--Fire Alarm, Sprinkler & Fire Extinguishers	3,200
Claremont Library - Snow Clearing	3,000

Central Library snow clearing	12,500
George Ashe Snow clearing	3,000
Air handling maintenance (chillers & starters only)	4,120
Fan calibration & adjustment	2,060
Elevator maintenance	4,600
Boiler maintenance	3,090
Garbage disposal	6,288
Diesel generator maintenance	3,000
Main Electrical Switchboard yearly maintenance	1,000
Mech. Systems Water treatment	3,600
Energy Management System "PM"	1,500
Electrical Safety Authority Yearly Inspections	3,200
Miscellaneous provision for electrical, plumbing, mechanical & other supplies, air handling	10,300
George Ashe - HVAC service contingency	1,250
All Branches--Fire Alarm, Sprinkler & Fire Extinguishers	3,348
Janitorial staff City (Term employees)	121,313
Special Cleaning Projects (power cleaning stairs, carpet cleaning all branches, foyer and flooring, cleaning related to major furnishing moves, major cleaning to access areas etc.)	10,000
Replace exterior drop box George Ashe Library	2,500
Add clear glass panes in public study area at George Ashe Library	5,300
Total 2745.2435.0000 Building Repairs & Mainte	226,289
2745.2457.0000 Vehicle-Repair & Maintena	
City Vehicle assigned for Library Courier use	2,000
Total 2745.2457.0000 Vehicle-Repair & Maintena	2,000
2745.2478.0000 Misc.Equipment Repairs &	
Network Maintenance - Installation and Cabling	9,000
Copier Maintenance - all branches, partially offset by Revenue Account 1580	34,250
Total 2745.2478.0000 Misc.Equipment Repairs &	43,250
2745.2479.0000 Sfwr/Hdwr Maint Contracts	
RFID Maintenance Contract (CN & GAL) - Hardware	23,500
ILS Maintenance--Horizon Software and Hardware Support	50,075
ILS Maintenance--BiblioCommons	31,800
Biblio Web software/Content Management Module for ILS	40,700
Network Maintenance--Domain registrations	200
Microsoft Licensing	7,000
Open DNS Cloud Security	2,000
Client Access software including anti-virus	2,500
Virtual server licencing	2,500
Springshare Room Booking software for website	1,850
Papercut contract	1,000
Book Club Reservation software	700
Cloudflare	350

Back Blaze offsite backup	360
Online Assistance software	650
Staff Scheduling software	4,100
Proxmox software for our virtual servers	1,000
Public feedback system	4,500
Adobe Creative Suite	1,300
Veam Backup and Recovery software	1,500
Lastpass Teams - password management	600
Maintenance - HRIS - new	9,656
Total 2745.2479.0000 Sfwr/Hdwr Maint Contracts	<u>187,841</u>
2745.5300.0000 Stationery & Office Suppl	
General office supplies	16,000
Computer peripherals	3,000
Total 2745.5300.0000 Stationery & Office Suppl	<u>19,000</u>
2745.5303.0000 Circulation Supplies	
Supplies includes membership cards, printer rolls and related items.	5,000
Total 2745.5303.0000 Circulation Supplies	<u>5,000</u>
2745.5310.0001 Library Mat - 57.14%	
Includes Non-Capital Materials (Online Products, Digital Collections and Periodicals)	252,290
Transfer from Capital Materials	21,000
Total 2745.5310.0001 Library Mat - 57.14%	<u>273,290</u>
2745.5320.0000 Program Supplies	
Programming funds for public programs. Partially offset by donations	32,750
Makerspace supplies	3,000
Total 2745.5320.0000 Program Supplies	<u>35,750</u>
2745.5510.0000 Utilities - Water	
Budget based on 2019 projected actuals and regional water rate increase in 2020	14,445
- Central	
Budget based on 2019 projected actuals and regional water rate increase in 2020	4,815
- George Ashe	
Total 2745.5510.0000 Utilities - Water	<u>19,260</u>
2745.5520.0000 Utilities - Gas	
Central, George Ashe and Claremont Libraries - Budget based on projected 2019 actuals	37,759
Total 2745.5520.0000 Utilities - Gas	<u>37,759</u>
2745.5530.0000 Utilities - Hydro	
Budget based on 2019 projected actuals and rate increase in 2020	224,700
Total 2745.5530.0000 Utilities - Hydro	<u>224,700</u>
2745.5900.0000 Gas, Oil, Tires	
Fuel: Unleaded 2,026 litres @ \$1.03/litre	1,300
Oil changes and tires	832

	<u>2,132</u>
Total 2745.5900.0000 Gas, Oil, Tires	
2745.5902.0000 Supplies & Tools	
Miscellaneous & Supplies	2,500
Children's Educational Equipment & Supplies	1,000
Total 2745.5902.0000 Supplies & Tools	<u>3,500</u>
2745.5973.0000 Furniture & Fixtures	
Replacements - furniture	5,000
Total 2745.5973.0000 Furniture & Fixtures	<u>5,000</u>
2745.5974.0000 System & Software Upgrade	
	0
Total 2745.5974.0000 System & Software Upgrade	<u>0</u>
2745.5975.0000 Hardware Replacements	
Replace UPS and power supplies	2,000
Replace network core switches & wireless access ports	7,000
Technology outreach programming equipment	4,500
Makerspace Equipment & programming replacement	4,800
Upgrade loanable technology	3,775
Total 2745.5975.0000 Hardware Replacements	<u>22,075</u>
Total Expenses	6,031,965
Revenues	
1529.0000.0000 FINES - LIBRARY MATLS.	
Fines, Replacement & Fees etc.	-80,000
Total 1529.0000.0000 FINES - LIBRARY MATLS.	<u>-80,000</u>
1580.0000.0000 MISC. - PHOTOCOPIES LIB.	
Photocopying	-49,000
Makerspace supplies payments	-3,000
Total 1580.0000.0000 MISC. - PHOTOCOPIES LIB.	<u>-52,000</u>
1592.2745.0000 Misc - Donations-Library	
Donation funds from various sources	-16,000
Total 1592.2745.0000 Misc - Donations-Library	<u>-16,000</u>
1623.2745.0000 Ont Grant - Library	
Household Grant - Province	-97,833
Pay Equity Equalization "down-payment" est. - Prov.	-8,592
Total 1623.2745.0000 Ont Grant - Library	<u>-106,425</u>
2745.9916.0000 Vending Machines	
Based on sales of vending machine products	-2,500
Total 2745.9916.0000 Vending Machines	<u>-2,500</u>
2745.9933.0000 Rentals - Mtg. Room/Publi	
Rental of library meeting and board rooms	-8,000
Total 2745.9933.0000 Rentals - Mtg. Room/Publi	<u>-8,000</u>
2745.9990.0000 Other Revenue	
Payphone, book sales, genealogy research, other revenues	-6,000

Total 2745.9990.0000 Other Revenue	<u>-6,000</u>
Total Revenues	-270,925
Transfers	
2821.7042.0000 To Res- Libry-Estrn Brnch	80,000
Transfer to Library Reserve	<u>100,000</u>
Total 2821.7042.0000 To Res- Libry-Estrn Brnch	<u>100,000</u>
Total Transfers	100,000
Net Expenses	<u><u>5,861,040</u></u>

Capital Budget 2020 - Pickering Public Library

	Funding	Expense
5800.2001 Collection Materials		
2823 Paid from Property Taxes	(315,000)	
6179 Book Collection Material		315,000
Library materials cover the following: Books, movies, music and other types of materials along with their processing and packaging. This budget is based on a formula which includes community demand, material costs and industry norms.		
Total 5800.2001 Collection Materials	(315,000)	315,000
5800.2002 GAL Computers Upgrade		
2823 Paid from Property Taxes	(20,000)	
6175 - Hardware Replacements		20,000
Replacement of public and staff computer workstations at the George Ashe Library that are older than 5 years with new equipment.		
Total 5800.2002 GAL Computers Upgrade	(20,000)	20,000
5800.2003 Talking Tech Server Upgrade		
2823 Paid from Property Taxes	(15,000)	
6175 - Hardware Replacements		15,000
Replacement of server that runs the telephone notification and call in renewals information for the library that is outdated and runs on outdated software posing a security risk.		
Total 5800.2003 Talking Tech Server Upgrade	(15,000)	15,000
Total 5800 Library	(350,000)	350,000



REPORT TO: The Pickering Public Library Board

Report Number: 12-19

Date: September 18, 2019

From: Kathy Williams, Acting CEO

Subject: Report on Updated Policies

Recommend Motion:

THAT the Board adopt the Hiring, Health and Safety, Workplace Violence and Purchasing Policies as presented/amended.

Summary:

Library staff were asked to review and compare these four Library Policies to the relevant City of Pickering policies. The draft versions of the policies are attached for reference.

Purchasing Policy

We have reviewed and made adjustments to ensure that the Pickering Public Library's Purchasing Policy matches the City's. Most of the changes were made to include the role of City staff (the Treasurer and the Manager of Supply and Services) in the Library's purchasing process. Some items in the City's policy do not relate to the Library (for example land acquisition) and those items are not included in the Library's policy. The policy review was completed with the City's Manager of Supply and Services. The changes to the Policy will be reviewed by the Treasurer. If he recommends any further changes they will be brought back to the Board for approval.

Hiring Policy

The Library has re-written its Hiring Policy based on the City's Hiring Policy. Although the Policy has changed substantially it reflect the Library's current practices, so substantial changes in procedure will not be necessary. This policy was reviewed with City's Director of Human Resources.

The Director of Human Resources pointed out that the City's policies are very lengthy and often include procedures. Their policies need to be approved by City Council and often get out of date. In the future, the City staff hope to adopt shorter over-arching policies and create procedures that are more specific to the work of staff. Since the Library already has already adopted this format (policy and supporting procedures) we are recommending that we maintain that distinction where possible.

Health and Safety Policy

After reviewing the City's policy, we adjusted our policy principles section to match the City's but we kept one additional principle "The Pickering Public Library will comply with the Occupational Health and Safety Act as amended from time to time, and all other relevant legislation". The rest of the City's Policy that outlines staff responsibilities has been placed in a Library procedure. This will enable us to keep a brief policy that can be posted on Health and Safety Bulletin Boards at each Library branch.

Workplace Violence Prevention Policy

The City of Pickering has a Respect in the Workplace Policy and the Library has two policies that address this content – the Workplace Violence Prevention Policy and the Workplace Harassment Prevention Policy. Both of the Library's policies were reviewed by the Director of Human Resources and found to meet the necessary criteria.

Prepared by:



Name: Kathy Williams
Title: Acting Chief Executive Officer

Hiring Policy

Last Updated	Reviewed Annually by the Board	Policy Number A10
Point of Contact Director of Support Services	Pages:	

Policy Objective

The objective of this Policy is to:

1. Establish fair and consistent employment practices.
2. Ensure that vacant positions are filled in a fair and consistent manner, recognizing the bona fide requirements and characteristics of the position being filled.
3. Ensure compliance with governing legislation, policy and conditions specified by the Library's collective agreement with its unionized employees .
4. Ensure that an adequate range of qualified individuals are attracted for all vacancies.

Index

- 01 Definitions
- 02 Responsibilities
- 03 Procedures/General Provisions
- 04 Non-Discrimination
- 05 Accessible Employment Standards
- 06 Job-Related Medical Examination

- 07 Verification of Credentials
- 08 Reference Verification
- 09 Unsolicited Applications
- 10 Documentation
- 11 Nepotism
- 12 Driver's Licence
- 13 Contract Staff
- 14 Relocation Assistance
- 15 Probationary/Trial Periods
- 16 Criminal Reference Check Vulnerable Sector Screening

Appendices

01 Definitions

- 01.01 Accessible Formats - include but are not limited to large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.
- 01.02 Applicant -An external individual submitting a job application for employment with the Library.
- 01.03 Candidate - An existing employee submitting a job application for a posted vacancy.
- 01.04 Children - From birth to 18 years of age.
- 01.05 Common-Law Spouse -An adult man or woman who cohabits with a member of the same or opposite sex in a conjugal relationship outside of marriage.
- 01.06 Communication Supports - Includes but is not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
- 01.07 Criminal Reference Check -A check undertaken through the police department on individuals to determine whether they have a record of offences.

- 01.08 Direct Reporting Relationship - A reporting relationship where an individual has the authority to directly control the activities or work assignments of another employee (as in a supervisor/subordinate relationship).
- 01.09 Disability
- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or in a wheelchair or other remedial appliance or device.
 - b) A condition of mental impairment or a developmental disability.
 - c) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
 - d) A mental disorder.
 - e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap").
- 01.10 Employment Reference - Telephone contact with company officials who have supervised the applicant and who have direct knowledge of the applicant's work record and job performance.
- 01.11 Immediate Family - A husband, wife, including common-law spouse, children, including foster or stepchildren, of an employee.
- 01.12 Immediate Relative - The parents, brothers, sisters, including foster or step, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, or any other relative living with an employee.
- 01.13 Moving Expenses - The reasonable costs of packing, unpacking, cartage and freight of an employee's household effects to the City of Pickering. It will be incumbent upon the prospective employee to provide to the employer three (3) estimates on moving costs prior to authorizing final arrangements.
- 01.14 MTO Signing Authority - The individual(s) authorized by the Ministry of Transportation Ontario to conduct Driver Abstract searches.
- 01.15 Nepotism - Employment preference or other favouritism shown to immediate family or immediate relatives.
-

- 01.16 Non-Resident Employee - For the purpose of determining relocation assistance under this Policy, a non-resident employee is a new employee who has been appointed to a position with the Pickering Public Library and who does not reside in the City of Pickering, the surrounding area or within commuting distance of the City.
- 01.17 Probationary/Trial Period – A set amount of time during which a new employee appointed to a position must demonstrate the ability to effectively discharge the full range of duties of the position and during which the employer may assess the employee’s competence and suitability for the position.
- 01.18 Relocation Expenses
- a) The cost of public transportation (air, rail, bus) of an employee and immediate family to the City of Pickering.
 - b) Includes the cost of gas, meals and hotel accommodation for the employee and immediate family if traveling is completed by automobile to the City of Pickering.
 - c) Accommodation and meals at a local hotel for a period of not more than fourteen (14) days to allow the employee to make accommodation arrangements.
- 01.19 Supervisor- Immediate Non-Union Supervisor.
- 01.20 Trial Period -A set amount of time during which an existing employee appointed to a new position must demonstrate the ability to effectively discharge the full range of duties of the position and during which the employer may assess the employee's competence and suitability for the position.
- 01.21 Vacancy -When the Library declares a position open and ready to be filled by advertising the position by a job posting.
- 01.22 Vulnerable Sector - Persons who, because of their age, a disability or other circumstances, whether temporary or permanent are:
- a) in a position of dependence on others; and
 - b) otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
- 01.23 Vulnerable Sector Screening - A check undertaken through the police department on individuals to determine whether they have a record of offences involving the vulnerable sector.
- 01.24 Interview Panel - Consists of People and Culture representative, and representative(s) from the hiring department (typically the immediate non-union supervisor).

02 Responsibilities

- 02.01 Chief Executive Officer (CEO) to:
- a) approve the filling of all permanent vacancies; and
 - b) authorize negotiated entitlements related to compensation and vacation for non-union employees.
- 02.02 Director to:
- a) identify staffing requirements and work with the People and Culture Department to provide staffing within their department;
 - b) review duties and qualifications of vacant positions and prepare up-to-date and accurate job descriptions;
 - c) review and authorize all staffing actions initiated within their jurisdiction; and
 - d) participate in the individual selection process as appropriate.
- 02.03 Manager to:
- a) initiate Employment request for staffing within their area of responsibility; initiate process for new staffing within their area of responsibility
 - b) participate in the development of interview packages;
 - c) participate in the individual selection process; and
 - d) arrange for employee and position orientation on employee's first day on the job.
- 02.04 People and Culture Department to:
- a) prepare Internal Job Postings and external advertisements for job competitions;
 - b) receive and review all resumes and job applications remove bracketed information in relation to selection criteria;
 - c) assist client department in the development of interview questions;
 - d) coordinate and participate in the individual selection process
 - e) ensure that interviews and hiring decisions are undertaken in a fair and consistent manner and in compliance with governing legislation, policy and terms and conditions in the collective agreement.
 - f) arrange relocation assistance where appropriate; and
 - g) provide new employee with benefit orientation and enrolment.

03 Procedures/General Provisions

- 03.01 The Manager initiates employment request and forwards to People and Culture with appropriate approvals.
- 03.02 Posting and filling of jobs falling within the scope of a collective agreement will be carried out in accordance with the requirements of the collective agreement. The posting shall summarize typical duties of the position, minimum entry qualifications, salary range or pay grade and application deadline.

- 03.03 All non-union job postings may be advertised internally and externally at the same time in the interests of expediting the filling of a vacancy.
- 03.04 People and Culture reviews applications received according to standards identified in the job description. For union positions, People and Culture will also verify the candidate's seniority date.
- 03.05 Testing of required knowledge, skills and abilities may form an integral part of the screening process. Accommodation needs of an individual due to a disability will be addressed.
- 03.06 Interviews take place and applicants are rated against selection criteria.
- 03.07 The Interview Panel recommends a suitable individual to the Senior Management Team.
- 03.08 Once final approvals are obtained, People and Culture makes a conditional offer of employment to the successful individual which may be subject to a satisfactory pre- employment medical and/or a satisfactory criminal reference check/vulnerable sector screening.
- 03.09 Upon acceptance by the individual, People and Culture will notify the hiring department of the employee's commencement date. If an internal candidate has been selected to fill a position, the employee's start date in the new position is established through mutual agreement by the two Managers involved.
- 3.10 People and Culture will notify all unsuccessful internal candidates and external applicants interviewed that the vacancy has been filled.
- 3.11 People and Culture will prepare an individual accommodation plan in consultation with the employee, where applicable a union steward (at the employee's request) and an outside medical or other expert at the Library's expense.
- 3.12 The People and Culture Department will arrange for the employee's benefit enrolment.
- 3.13 The immediate non-union Supervisor will schedule the employee for the first available orientation session.

04 Non-Discrimination

In accordance with the *Ontario Human Rights Code*, the Library will provide equal opportunity for employment to all qualified individuals without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, age, record of offences, marital status, family status or disability.

05 Accessible Employment Standards

In accordance with the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Library shall follow the principles of dignity, independence, integration and equal opportunity by addressing the following:

05.01 Recruitment, Assessment and Selection

The Library will notify employees and the public about the availability of accommodations during the recruitment process. Suitable accommodations will take into account the applicant's accessibility needs due to a disability.

Employees will be notified upon hire of the Library's policy to accommodate employees with disabilities and will be provided with updated information whenever there is a change to accessibility policies.

05.02 Accessible Formats and Communication Supports for Employees

Where an employee with a disability so requests it, the Library must provide or arrange for the provision of accessible formats and communication supports for the following:

- a) information needed in order to perform their job; and
- b) information that is generally available to all employees in the workplace.

05.03 Workplace Emergency Response Information

The Library shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability. The Library shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. This information shall be reviewed:

- a) when the employee moves to a different location;
- b) when the employee's overall accommodations needs or plans are reviewed; and
- c) when the employer reviews its general emergency response policies.

05.04 Documented Individual Accommodation Plans

The Library will document accommodation plans for employees with disabilities in accordance with the Library's Accessible Employment Standards Policy (A30)

05.05 Return to Work and Performance Management

- a) The accessibility needs of employees must be respected when utilizing performance management tools.
- b) When providing career development and advancement to employees, the Library shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans.

06 Job-Related Medical Examination

The objective of a job-related medical examination is to ensure that individuals are medically and physically capable of performing the essential duties of the position for which they have been given a written conditional offer of employment. The medical examination shall relate to the individual's physical and/or mental ability to carry out the essential duties of the job and may be required upon appointment to permanent positions or positions which demand a greater degree of physical effort or fitness.

07 Verification of Credentials

Successful individuals will be required to submit originals of all degrees, diplomas or other relevant documents which they claim to hold, to the People and Culture Department. Copies will be maintained in the employee's personnel file for future reference.

08 Reference Verification

Employment references must be completed and documented prior to issuing an offer of employment. People and Culture conduct all external reference checks using a Telephone Reference Check form. Typically, this will involve contact with at least three (3) previous supervisors of an external applicant.

The Department will obtain written authorization from the applicant prior to conducting a reference check. Using the Employment Reference Consent Form. Only the references provided by the applicant on the Employment Reference Consent Form will be contacted.

09 Unsolicited Applications

Unsolicited applications for employment will be retained in the People and Culture Department for a period of six months. Unsolicited applications received by supervisors and elected officials should be forwarded to the People and Culture Department in all instances immediately upon receipt.

10 Documentation

In accordance with the administrative requirements set out in the *Municipal Freedom of Information and Protection of Privacy 1990 Act* (MFIPPA), all recruitment and selection related data is to be retained in the People and Culture Department, or under custody and control of the City Clerk.

Upon completion of the interview process, interview panel members are required to return all documentation contained within the interview package to the People and Culture Department for central filing. Documentation related to the interview and selection process will be retained within the People and Culture Department for a period of four years.

11 Nepotism

The Pickering Public Library recognizes that all qualified individuals should be provided with the opportunity to be considered for employment and that family relationships should not unduly or unfairly restrict an individual's right to seek employment opportunities. The fact that a potential employee is related to an existing employee should neither prejudice nor advance that person's hiring opportunities.

- 11.01 Any attempts at interference, undue influence or coercion relating to employment shall be reported immediately to the CEO for investigation.
- 11.02 The hiring of immediate family or immediate relatives of employees is not appropriate in situations where the related employees would be in a direct reporting relationship. Given the small size of the Library workforce, it may be necessary to assess the level of the position applied for and possible future impacts related to supervision.
- 11.03 Members of immediate family or immediate relatives shall not participate in the recruitment, promotion or selection process where a candidate is an immediate family or immediate relative.

12 Driver's Licence

Where a position requires a valid driver's licence, the following guidelines will apply.

- 12.01 The Library will determine all jobs within the Library where the ability to drive is an essential requirement of the position. This requirement will be identified in the job description.
- 12.02 Individuals in positions that require the ability to drive a Library vehicle will be required to sign a Driver's Abstract Consent Form and provide a copy of a valid Ontario Driver's Licence of the correct class for the vehicle to be driven, after a conditional offer of employment has been made.
- 12.03 The City's MTO Signing Authority will arrange to have a semi-annual driver abstract search undertaken for all employees who operate City vehicle and equipment
- 12.04 Individuals in positions that require the ability to drive a personal vehicle shall complete a Contract for Personal Vehicle Use form and Confirmation of Liability Insurance Coverage form only after a conditional offer of employment has been made.

13.01 Guidelines

- a) Individuals may be hired on an employment contract basis to perform specific functions for a specified period of time. Establishment of such contracts shall not violate the provisions of the Library's Collective Agreement.
- b) Benefits will be provided to contract individuals in accordance with governing legislation. Additional benefits may be provided as negotiated between the respective parties.
- c) Contracting of individuals shall be undertaken within the constraints of departmental budgets or other approved funding and will be subject to the approval of the CEO.
- d) Each contract is subject to such terms and conditions as may be negotiated between the Library and the individual contractor.
- e) Contracts will be prepared by the People and Culture Department in accordance with established format and procedures.

13.02 Recruitment Consultants

- a) The Library recognizes that it may be necessary to rely on the services of outside management consultants to assist in the identification and referral of applicants for certain positions. Outside consultants may be retained by the Library for:
 - i. senior managerial positions, including the CEO, where it has been determined that a consultant may be better able to attract well-qualified applicants; and
 - ii. professional or specialized technical positions where it has been determined that suitably qualified applicants with specialized skills cannot be attracted by more conventional and traditional approaches to recruitment.
- b) Use of consultants will be subject to review and approval of the CEO and Purchasing Policy. If recruiting is for the position of CEO, the Board or its designated representatives will be responsible for coordinating the selection and retention of outside consultants and for liaison during the recruitment and selection process.

14 Relocation Assistance

- 14.01 Relocation assistance ensures that a qualified applicant will not be prevented from accepting employment with the Library because of the expense of relocation when (see Relocation Expense Service Agreement form HUR 040 Appendix 5):
- a) the position is a key position for which there is no suitably qualified individual available within the City of Pickering or in the immediate vicinity;
 - b) it is mandatory that the position be filled as quickly as possible; and
 - c) the Director recommends, and the CEO concurs, that such recruitment incentive is appropriate in the specific circumstances.
- 14.02 The Library may assist newly appointed non-resident employees with relocation assistance upon written acceptance of an offer of employment.
- 14.03 The Library will recover on a pro-rata basis, any relocation assistance paid to an employee who resigns or is terminated from employment for just cause within twenty-four (24) months of commencement of employment. Relocation assistance may include both moving expenses and relocation expenses.

15 Probationary/Trial Periods

- 15.01 The City of Pickering Public Library recognizes the importance of a period of evaluation for employees appointed to positions as a result of competition, promotion or transfer. Permanent appointments to all positions within the Library shall be subject to satisfactory performance during the probationary/trial period.
- a) Unionized employees will serve a probationary/trial period in accordance with the provisions of the Library's Collective Agreement with its unionized employees.
 - b) The standard probationary/trial period for non-union employees of the Library shall be six working months. Any single period of absence during the probationary period in excess of 5 working days, for any reason, shall be added to the probationary period.

16 Criminal Reference Check Vulnerable Sector Screening

16.01 The Library recognizes the importance of ensuring the personal safety and well-being of its employees and the safety and well-being of those members of the community who are receiving services. The Library will undertake a Criminal Reference Check for all full-time and part-time volunteers, existing employees who have applied successfully and external applicants who will, as a result of their positions, meet one or a combination of the following criteria:

- a) employees who occupy a position of trust, financial or otherwise. Otherwise is defined as the level of authority, importance of contacts, impact on the Library's image/reputation, and access to confidential/privileged information with the ability to control or manipulate data;
- b) employees who are required to enter private residences on a regular basis;
- c) all levels of management; and
- d) employees who as part of their job requirements, work directly and interact with the vulnerable sector will form the basis for a Vulnerable Sector Screening.

16.02 Guidelines

Criminal Reference Checks Vulnerable Sector Screenings shall be carried out in accordance with the Ontario Human Rights Code. The Code prohibits discrimination on the basis of a person's record of offenses which is defined as:

- a) an offense in respect of which a pardon has been granted under the *Criminal Records Act* and has not been revoked; and
- b) An offense in respect of any provincial enactment.

A record of offenses does not include a conviction under the *Criminal Code*, *Narcotics Control Act*, *Food and Drug Act* or Federal Criminal Enactment for which a pardon has not been granted or for which a pardon has been granted and revoked.

This policy will be supported with a detailed operating procedure which will address the actionable items of those directly involved in recruitment and their respective responsibilities.

Purchasing Policy

Last Updated September 26, 2019 by Board motion	Reviewed Annually by the Library Board	Policy Number A12
Point of Contact Elaine Bird, Director of Support Services	Pages: 21	

Policy Statement

The Pickering Public Library shall provide quality customer service and best value to the taxpayers of the City of Pickering through the provision of fair, transparent, competitive procurement policies, procedures and processes.

The Library will achieve this through efficient and professional service delivery, appropriate commitment authority, consultation, cooperation, innovative solutions, standardization, education and collective knowledge of products and market conditions, and partnerships while developing and maintaining quality vendor and client relations.

Definitions

- 01.01 Acquisition - the process of obtaining goods and services.
- 01.02 Authority or Authorized - the right to conduct the tasks outlined in this Policy.
- 01.03 Bid – an offer or submission received from a vendor in response to a request, which may be accepted, not considered or rejected.
- 01.04 Bidder - the person, firm or corporation submitting an offer to the Library.
- 01.05 Blanket Order – a type of purchase order which is an agreement between the Library and supplier to facilitate the reordering of repetitive use materials or services for a specified term (e.g. for repairs or maintenance purposes) and not to be used for a Capital expenditure.
- 01.06 CEO – the Chief Executive Officer of the Library or a designate

- 01.07 Centralized Purchasing – the activities conducted by the Supply & Services Section of the Corporate Services Department
- 01.08 CAO – the Chief Administrative Officer of the City or a designate.
- 01.09 City – the Corporation of the City of Pickering
- 01.10 Clerk – the City Clerk or a designate
- 01.11 Consulting and Professional Services – services requiring technical skills provided on the basis of a defined project or undertaking to recommend and/or assist in implementing solutions including but not limited to supervision related to the project or undertaking
- 01.12 Contract - a binding agreement between two or more parties. In the absence of any other document, a Purchase Order constitutes a contract
- 01.13 Contract Administrator - a person with authority to administer the terms of a contract to oversee the work of a vendor or contractor
- 01.14 Cooperative Purchasing - the participation of the Library with one or more public agencies in a bid solicitation
- 01.15 Delegate – a person given authority to acquire pricing on goods and services
- 01.16 Designate - a person authorized to act on behalf of another which may include signing authority to purchase within prescribed limits and/or approval authority
- 01.17 Director – The Library’s Director of Support Services
- 01.18 Disposal - the selling, trading, assignment, and/or scrapping of surplus assets
- 01.19 Emergency - a situation that is, in the opinion of the CEO or designate, a threat to public health, safety, property, life or the environment and exists where the immediate acquisition of goods or services is essential to prevent serious delay, injury, damage, restore basic service provided by the Library and warrants operating outside this policy or limit potential liability
- 01.20 Evaluation Committee – procedures may be established to provide for an evaluation committee comprised of a minimum of two representatives from the Library Department and one from Administration to evaluate proposals in an RFP process for the purpose of making a recommendation.
- 01.21 Goods and/or Services – labour, materials, products, equipment, services, supplies, act to be done, furnished or performed by a vendor that are the subject of the contract
- 01.22 Informal Quotation - an offer received from a vendor through an informal process in response to a request for pricing which can be on a vendor’s quotation form
- 01.23 Manager of Supply and Services – City Manager under the general direction of the Treasurer
- 01.24 Proposal – a written offer from a vendor in response to a written request for proposal (RFP) which may be subject to discussion or negotiation. An RFP process may be used when the good or services cannot be definitively specified, where such proposals would result in specific offers by the vendors.

- 01.25 Purchase Order - contract, in an approved form, issued to a vendor to acquire goods or services, including Blanket Order and Limited Purchase Order
- 01.26 Purchasing Card (PCard) - a credit card issued by the City that is used to purchase and pay for goods and/or services subject to spending and/or transaction limits
- 01.27 Quotation - a written offer received from a vendor in a form prescribed by the Manager in response to a request for quotation (RFQ)
- 01.28 Responsive and Responsible Bidder - one who complies with the instructions of the bidding document, contractual terms, conditions, specifications and who can reasonably be expected to provide satisfactory performance of the proposed contract based on adequate financial and other resources, satisfactory reputation, references, and performance on similar contracts
- 01.29 Single Source – where there is more than one source in the open market but only for reasons of function or service, one vendor is recommended for consideration of the particular goods and/or services
- 01.30 Sole Source – only one source of supply available for particular goods and/or services
- 01.31 Standardization – the adoption of a single product or group of products to be used by one or more departments
- 01.32 Systems Contract – an agreement with a supplier carrying an inventory of specific items for the Library such as office supplies, janitorial supplies, work wear, etc.
- 01.33 Tender - a written offer in a form specified by the Library received from a bidder in response to a request for tender
- 01.34 Treasurer – The Treasurer of the City of Pickering who is also appointed as the Treasurer for the Library Board.
- 01.35 Vendor – individual, firm, supplier, contractor, architect, consultant or bidder

Responsibilities

02.01 Pickering Public Library Board to:

- (a) Approve this policy.
- (b) Actively support this Purchasing Policy.

02.02 Chief Executive Officer to:

- (a) Actively support the Purchasing Policy.
- (b) Recommend necessary amendments to this policy for consideration by the Treasurer and Pickering Public Library Board.
- (c) Approve administrative changes to procedures required to implement the provisions of this Policy.

02.03 Treasurer to:

- (a) Review amendments to this Policy made for consideration by the Library Board.
- (b) When required or requested, provide final decisions in regard to matters of interpretation and implementation of this Policy.
- (c) Review and approve all award reports to ensure sufficient budgeted funds exist to support the recommendation for award.
- (d) Approve changes to the PCard transaction limit to reflect changes for efficiencies.
- (e) Assess the potential risks by vendors providing goods or services to determine appropriate insurance coverage and obtain requisite proof of coverage.

Administrative Procedures

- 03.01 This Policy shall be read in conjunction with written administrative procedures.

Purchasing Principles

- 04.01 The Director of Support Services shall:
- (a) Be responsible for the provision of all purchasing services for the acquisition and disposition of all goods and services required by the Pickering Public Library.
 - (b) Arrange for the procurement by purchase, rental or lease of the required quality and quantity of goods or services in an efficient and cost-effective manner.
 - (c) Ensure the greatest value for the Library by exercising professional purchasing practices, free from influence and interference, and encourage open, fair, transparent and competitive bidding and where practical, sustainable practices.
 - (d) Promote acceptance of bids based on total acquisition and life cycle cost, or in the case of a service, the preferred or best level of service, rather than the lowest bid received.
 - (e) Provide for the appropriate level of delegated commitment authority to enable staff to meet service level expectations.
 - (f) Assist in the facilitation, comparison and assessment of alternate service delivery options.

Sustainability Considerations

- 05.01 Staff shall:
Consider, and where appropriate include, one or more of the following matters when preparing specifications for the acquisition of goods and services :
- i. reducing greenhouse gas emissions
 - ii. protecting indoor and outdoor air quality

- iii. improving energy, fuel and water efficiencies
- iv. improving biodiversity
- v. protecting the quality and/or quantity of ground and surface water systems
- vi. minimizing packaging and waste
- vii. making efficient use of natural resources, and using sustainable harvesting or extraction practices, including Forest Stewardship Council (FSC) certified papers
- viii. giving preference to high quality durable materials that can be repaired and/or upgraded
- ix. requiring materials that contain reusable parts, and/or that are made from renewable, compostable or recyclable materials or can be taken back for recycling
- x. reducing or eliminating hazardous or toxic substances
- xi. minimizing human health impacts

06 Authorities, Procurement Methods and Dollar Limits

- 06.01 The Director of Support Services, CEO and Treasurer have the authority and responsibility to operate a centralized purchasing program on behalf of the Library.
- 06.02 The Manager of Supply and Services and/or the Director of Support Services shall have the authority to negotiate terms or conditions of a contract or agreement on behalf to the Library as deemed necessary.
- 06.03 The CEO, Directors or delegates shall have the authority to sign contracts, agreements and any other documents on behalf of the Library with third parties for the acquisition, delivery and maintenance of goods or services acquired in accordance with this Policy.
- 06.04 Dollar limits (in Canadian funds) include all costs of acquisition including delivery, custom fees and duties, disposal surcharges, and any other fees, charges or costs, but exclude HST.
- 06.05 The CEO may delegate to an employee, all or part of the authority to purchase up to an amount of \$1,000 on the understanding the employee promotes the objectives of this Policy.
- 06.06 The Director of Support Services and / or the Manager of Supply and Services may recommend a bidder for the acquisition of goods or services upon such terms and conditions as he or she deems appropriate consistent with the requires of this policy (summarized in Appendix 2).

- 06.07 The Manager of Supply and Services shall have the discretion to review pricing and processes undertaken to ensure compliance with this policy.
- 06.08 Pricing for goods or services over \$1,000 and up to \$5,000 not covered by a contract, service or blanket order may be obtained by the Director of Support Services or delegate with a minimum of one informal quote.
- (a) Where the Director or designate that obtains one informal quote:
- i) is responsible for ensuring that required all Health and Safety and Insurance related documents and requisite approvals are obtained, and all requirements are met.
 - ii) is responsible for monitoring and ensuring that work is not divided into multiple single quotes to circumvent the requirements of the Purchasing Policy and not routinely sourced to the same vendor.
- 06.09 Pricing for goods or services over \$5,000 and up to \$30,000 not covered by a contract, service or blanket order may be obtained by the Director of Support Services or delegate. Three informal quotes, where possible, are required.
- 06.10 For goods or services with an estimated total price over \$30,000 the CEO or Director of Support Services shall determine when a Request for Proposal, Request for Quotation or Tender is the most appropriate method to acquire goods or services and shall solicit a minimum of three proposals, quotations or tenders if possible. Advertising is at their discretion in consultation with the Manager of Supply and Services but an estimated value over \$100,000 shall be advertised.
- 06.11 Where the compliant quotation or tender meeting specifications and offering best value to the Library is acceptable or where the highest scoring proposal is recommended and the estimated total purchase price is:
- (a) Over \$30,000 and up to \$75,000, the Director of Support Services may approve the award, subject to consultation with the CEO and confirmation of financing by the Treasurer.
 - (b) Over \$75,000 and up to \$250,000, the Director of Support Services may approve the award, subject to the approval of the CEO and Treasurer.
 - (c) Over \$250,000, the Director of Support Services may approve the award, subject to the approval of the CEO, Treasurer, and the Library Board.

- 06.12 Revenue generating proposals with a value greater than \$100,000 for services are subject to the approval of the Library Board prior to the awarding of the contract.
- 06.13 Goods or services obtained by sealed public tender shall be advertised or by invitation from a list of qualified bidders, or a combination thereof. Tendering documents shall be issued and opened in public at a specified date and time. Tenders that are late, illegible, unsigned, contain insufficient deposit, contain uncertified cheques, are incomplete or do not include a deposit, bond or surety, shall be rejected. The terms and conditions of the deposit, bond or surety are subject to the approval of the CEO. The Director of Support Services and CEO shall jointly recommend a tendering award.
- 06.14 The Director of Support Services shall ensure that all recommendations dealing with the award of a quotation, proposal or tender contains the appropriate funding statement from the Treasurer.
- 06.15 Authorities and responsibilities shall be applied and administered having regard to the provisions of the Corporate Financial Control Policy and approved Signing Authorities.
- 06.16 If a bid has been approved by the Board and awarded to the selected Bidder and the selected Bidder fails to enter into a contract, the Director of Support Services shall be granted the authority to proceed to the next lowest responsive and responsible Bidder or the next highest evaluated responsive and responsible proponent for a proposal call, for the award of this contract, without going back to the Board for approval, providing there are no bid irregularities, requirements remain unchanged and the new contract is within budget. The approval shall be obtained from the CEO. The Director shall prepare a report to the Board for information purposes for the next scheduled meeting.
- 06.11 When the Board meeting schedule does not allow for timely purchasing approvals by the Board, the CEO will first seek approval from the Board via email. Should sufficient responses not be forthcoming in a timely manner, the CEO will consult with the Chair, who may provide the approval on behalf of the Board provided that:
- a) The project is in an approved budget;
 - b) Such actions are in compliance with the Purchasing Policy;
 - c) The project is not debt financed; and
 - d) A report respecting those approvals is subsequently submitted to the Board.

07 Single Source or Sole Source

07.01 The Director of Support Services is authorized to make single or sole source purchases, without competitive bids may be authorized if any of the following conditions apply:

07.02 Excludes Section 8, Consulting and Professional Services.

07.03 Single Source examples:

- (a) In an emergency.
- (b) A fluctuating market prevents the Library from obtaining price protection or owing to market conditions, the required goods or services are in short supply.
- (c) Bids have been solicited and no responsive bid has been received or bids fail to comply with the specifications or conditions, or the lowest bid received exceeds the estimated cost and it is impractical to recall.
- (d) The extension or reinstatement of an existing contract would prove most cost effective or beneficial. The extension shall not exceed one year.
- (e) Goods are required for resale and the determining criteria are marketability and profitability, e.g. promotional items.
- (f) The nature of the requirement would not be in the public interest to solicit competitive bids as in the case of security or confidentiality.
- (g) Due to market conditions or unexpected circumstances, required goods or services are in short supply.

07.04 Sole Source Examples:

- (a) Competition is precluded because of the existence of a sole source, patent rights, copyrights, secret processes, and control of basic raw material or similar circumstances.
- (b) A component or replacement part is involved for which there is no substitute.
- (c) Compatibility with an existing product is the overriding consideration.
- (d) The purchase involves goods or services for which there is no reasonable substitute or competitive product.
- (e) Supply of which is controlled by a vendor with a monopoly.
- (f) Purchase of goods in a commodity market.
- (g) Work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- (h) Work to be performed on property by a contractor according to provision of a warranty or guarantee held in respect of the property or the original work.

- (i) For a contract to be awarded to the winner of a design contest.
 - (j) Original works of art.
- 07.05 The Director of Support Services shall summarize the rationale for a single or sole source request in a memo to the CEO.
- 07.06 A single source or sole source purchase up to \$10,000 is subject to the approval of the Director of Support Services.
- 07.07 A single source or sole source purchase over \$10,000 and up to \$30,000 is subject to the approval of the CEO.
- 07.08 A single source or sole source purchase over \$30,000 and up to \$125,000 is subject to the approval of the CEO, in consultation with the Manager of Supply and Services and the Treasurer.
- 07.09 A single source or sole source purchase exceeding \$125,000 is subject to Board approval.
- 07.07 Subject to the above approvals, the Director of Support Services or designate is authorized to enter into negotiations without competitive bids and enter into a contract if deemed advantageous.
- 07.08 The process for Single and Sole source purchases excludes, Consulting and Professional Services (see Section 8).

08 Consulting and Professional Services

- 08.01 Notwithstanding the provisions of this Policy, which covers the acquisition of goods or services, the acquisition of Consulting and Professional Services shall be conducted in accordance with the provisions of this section.
- 08.02 Consulting and Professional Services will be acquired on a “quality based selection” methodology rather than only the lowest price.
- 08.03 The Director of Support Services may obtain the services of a particular consultant selected by the initiating Manager without going through a competitive process. Where the funds are available in the approved budget and the project or annual cost of a consulting or professional service assignment is expected to be:
- a) less than \$30,000 is subject to the approval of the Director of Support Services.
 - b) Between \$30,000 and \$50,000 is subject to the additional approval of the CEO in consultation with the Treasurer.
 - c) Above \$50,000 is subject to the additional approval of the Library Board.
 - d) The Director:

- i. is responsible for ensuring that required all Health and Safety and Insurance related documents and requisite approvals are obtained, and all requirements are met, prior to submitting a requisition.
- ii. Must clearly identify phases of the work in the memo seeking approval, monitoring and ensuring that work is not divided into multiple assignments to circumvent the requirements of the Purchasing Policy and not routinely sourced to the same consultant.
- iii. Shall maintain a listing of the name of the consultant, project title, duration, scope, cost, purchase order number and other pertinent details of the engagement for quick access from enquiries.
- iv. Shall ensure that the project file includes objectives in measurable deliverables and at the end of the project, include a senior manager's signature signifying that the deliverables have been met.

08.06 Where written proposals are obtained in accordance with procedures set out in Section 06 and funds are available in the approved budget the same approvals are required as in Section 08.03 above.

08.07 A purchase order is required to confirm a consulting agreement.

09 Design and Development Service

09.01 Where design or specification development is required, the vendor providing it shall be considered a consultant and contracted as such. The design or specifications shall become the property of the Library for use in obtaining competitive bids.

09.02 A vendor providing design, services, consulting or specifications shall be advised up front they will not be permitted to submit pricing or bid in the competitive process for the requirement if a competitive advantage or conflict of interest is deemed to exist. The CEO, Director of Support Services and Treasurer will provide a final determination on this matter.

09.03 Where the design and end product is part of the same requirement or project, the scope of work will be combined and procured as one project in a competitive method.

10 Emergency Purchase

10.01 In an emergency situation the Director shall obtain such goods and services as are necessary to respond to the emergency. If the purchase amount exceeds \$5,000, the Director must notify the CEO and Treasurer at the earliest possible time. If the purchase amount exceeds \$50,000, the Treasurer and the CAO shall be

notified and the CEO shall submit a report of the incident to the Board at the earliest possible time.

11 Cooperative Purchasing

- 11.01 The Library may enter into arrangements with municipalities, local boards and other public bodies on a cooperative or joint venture basis where there are economic advantages and where the best interests of the Library would be served. The policy of the government agency or public authority hosting the cooperative call for bids is to be the accepted policy of the Library for the cooperative call and no other approval is required beyond that of the appropriate Director and CEO unless debt financing is required then Council approval must first be obtained.
- 11.02 Section 11.01 above does not preclude the issuance of a purchase order

12 Purchasing Cards

- 12.01 Purchasing Cards shall be used in accordance with the Purchasing Card Procedure.
- 12.02 The Treasurer has the authority to temporarily adjust the transaction limit for one-time purchases.

13 Disposal of Surplus Assets

- 13.01 The Manager of Supply and Services is authorized to dispose of surplus assets in a cost effective and efficient manner with approval of the CEO and the Treasurer.

14 Purchasing Ethics

- 14.01 The participation of members of employees of the Library in the procurement process shall be governed by the Library's Employee Code of Conduct.

15 Conflict of Interest

- 15.01 All members of the Library Board must comply with the Municipal Conflict of Interest Act.
- 15.02 With respect to all Library purchasing, Library employees must declare and disclose any actual or potential direct or indirect conflicts of interest with respect to their involvement in a procurement process, including all evaluation processes, and where necessary not participate in a procurement process where there is a conflict of interest.

- 15.03 A vendor will be required to declare any real or potential conflict of interest in all instances involving the procurement of goods and services.
- 15.04 The Library reserves the right to disqualify the vendor from further consideration in any instance involving the procurement of goods and services which demonstrates a conflict of interest.
- 15.05 A conflict of interest arising during the term of a contract must be reported immediately. If the Library and the vendor are unable to rectify the conflict of interest to the Library's satisfaction, the Library may terminate the contract. Failure to disclose a potential conflict of interest during the term of a contract may result in termination of the contract.

16 Prohibitions

- 16.01 No employee or member of the Board shall bid on the sale of goods except those disposed of by public auction.
- 16.02 The Library shall make no personal purchase for any employee, member of City Council, Committee or Board.
- 16.03 No employee, or member of City Council, Committee or Board shall purchase or offer to purchase on behalf of the Library, except as may be provided for in this policy.
- 16.04 Contracts entered into in contravention of section 16.03 will not be binding upon the Library. The employee or member of City Council, Committee or Board who entered into the contract will be responsible for the contract.
- 16.05 No requirement for goods or services shall be divided to avoid the requirements of this policy and the total project or annual requirement shall be considered.

17 Exceptions

- 17.01 Items listed in Appendix 1 are excluded from the requirements of this Policy. The items may be procured by obtaining one price, subject to the funds being available in the current or capital budgets. For accountability and transparency purposes, a Purchase Order may be required when there is a set pre-determined fee or an upset limit.
- 17.02 Notwithstanding, the Director is required to provide details to the CEO and City Treasurer of any contractual arrangements under Appendix 1 with third parties that exceed \$25,000 annually or are for more than one year. Such details will be provided prior to the commencement of the contract arrangement.

18 Confidentiality and Access to Information

- 18.01 Contents of quotation, tendering, request for proposal documents, with the exception of the information read publicly at a tender opening or reported to the Library Board or Council, shall be treated as confidential and protected as set out under *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, RSO, 1990, Section 11(c), as amended.
- 18.02 Subject to *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, RSO 1990, no employee, or any appointed or elected official, shall divulge the unit prices paid by or quoted to the City or Library for goods or services. The total price in the case of public tenders or the total price in the case of quotations the name of the successful bidder, as well as any prices included in public reports to Committee and Council may be revealed.

19 Disqualification of Bidders

- 19.01 A tender, proposal or quotation submitted by a bidder shall be rejected,
- (a) if the bidder, or any officer or director of the bidder is or has been engaged either directly or indirectly through another corporation including by common ownership or control or otherwise related to a party in litigation with the City (including the Library), its elected or appointed officers, or its employees;

AND

- (b) in the opinion of the CEO, the litigation is likely to affect the bidder's ability to work with the Library, its consultants or representatives, and the Library's experience with the bidder in the matter giving rise to the litigation indicates that the Library is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the bidder.

20 Bidder Terminated, Unsatisfactory Performance

- 20.01 The Library reserves the right to not consider a bidder for a period of time or exclude a bidder from eligibility to submit a bid, **when:**
1. a bidder has provided unsatisfactory performance by documented evidence of substandard performance or unfulfilled commitment; or
 2. a bidder has been deemed an unsafe contracting party, where there is documented evidence of disregard for or violation of the City or Library's health and safety

- regulations, practices, instructions or non-compliance of the *Occupational Health & Safety Act* and Codes; or
3. there is evidence that a bidder has attempted to exert illegal, undue or inappropriate influence over any employee, consultant, official, other bidder or any other person in connection with the Library's decision to accept or decline a bid.
- 20.02 In reaching a decision, the Library shall be entitled to rely upon results of performance evaluations relating to other contracts for the Library and outside parties performed by the subject bidder.
- 20.03 No tender, proposal or quotation will be considered or accepted from the subject bidder during the term of the suspension.
- 20.04 Previous experience or the results of any performance evaluation may be disclosed by Library staff to other municipalities or government bodies upon request, where the subject bidder has listed the Library as a reference.
- 20.05 The bidder may apply to the Library for reconsideration or reinstatement if the bidder is able to demonstrate that the practices or issues leading to the suspension have been rectified.
- 20.06 The Library reserves the right to not consider a tender/ quotation/ RFP from a bidder or any company affiliated with or controlled by the bidder who:
- (a) has been prohibited from bidding on City or Library contracts;
 - (b) has had a contract with the City or Library terminated within three years of the bid close date due to default of the contract;
 - (c) has failed to rectify the performance of any previous contract default to the City or Library's satisfaction, and cannot provide assurances and demonstrate appropriate action to ensure the same or similar problems will not reoccur; or
 - (d) has failed to provide health and safety documentation to the Library's satisfaction.

21 Tendering Irregularities

- 21.01 Guideline for Handling Irregularities:
- (a) To maintain the integrity of the public tendering process.
 - (b) To maintain a flexible process in which low bids are not rejected because of minor irregularities. This approach allows the Library to maximize the advantages of a competitive public tender process.
 - (c) To ensure that the Library's Policy for dealing with irregular tenders promotes fair competition.

- (d) To ensure that any bid accepted by the Library is legally capable of being accepted.
- (e) To ensure that no bidder can avoid its bid by its own default or mistake.
- (f) Irregularities that go beyond the scope of these guidelines shall be reviewed with the CEO and Treasurer who shall have the authority to waive irregularities deemed to be minor. In exercising judgement, the advice of the City Solicitor may be requested. Where deemed to be a major irregularity, the Treasurer and CEO shall have the final decision on acceptance or rejection of the bid.

21.02 Tendering irregularities will be dealt with as follows:

	<u>Irregularity</u>	<u>Response</u>
1.	Late bid.	<ul style="list-style-type: none"> • Automatic rejection and will be returned unopened to the bidder. Bids will be deemed to have been received when the Library has stamped the envelope with the time and date of receipt. • If the bidder's address is not clearly available on the envelope or package, it will be opened solely to access this information in order to return it to the bidder.
2.	Bid envelope or package is not sealed.	<ul style="list-style-type: none"> • Automatic rejection.
3.	Bid not completed by non-erasable ink.	<ul style="list-style-type: none"> • Automatic rejection.
4.	Bid not legible.	<ul style="list-style-type: none"> • Automatic rejection.
5.	Bidder's original ink signature missing from signature page.	<ul style="list-style-type: none"> • Automatic rejection.
6.	Bid qualified or restricted by a statement or alteration added to any part of the document.	<ul style="list-style-type: none"> • Automatic rejection.
7.	Bid received on documents other than those provided by the Library.	<ul style="list-style-type: none"> • Automatic rejection unless allowed for in the bid instructions or received on a true copy (not retyped) of the original document issued by the Library
8.	Bid does not meet specifications.	<ul style="list-style-type: none"> • Automatic rejection.
9.	Alternate bid.	<ul style="list-style-type: none"> • Automatic rejection unless allowed for in the bid instructions or bidder has completed original bid and provided an alternate bid in addition to the original.

10	Bid Security a) Surety's Corporate seal or Surety signature missing from Bid Bond or Agreement to Bond.	<ul style="list-style-type: none"> • Automatic rejection.
	b) Bid Bond or Agreement to Bond <i>does have</i> Surety's Corporate seal and Surety signature but does not have bidder's corporate seal or bidder's statement to bind the corporation.	<ul style="list-style-type: none"> • Two working days to correct.
	c) Bid Deposit, Bid Bond or Agreement to Bond not provided, or not in the form specified or does not name the correct municipality as obligee, or the Surety is not licensed to do business in Ontario.	<ul style="list-style-type: none"> • Automatic rejection.
	d) Bid Deposit, Bid Bond of insufficient amount.	<ul style="list-style-type: none"> • Automatic rejection.
	e) Agreement to Bond not sufficient.	<ul style="list-style-type: none"> • Automatic rejection.
	f) Bid security is not in compliance with the number of days open for acceptance as stated in the bid documents.	<ul style="list-style-type: none"> • Two working days to correct and if bidder fails to do so, bid will be rejected.
11.	Bid does not acknowledge addenda.	<ul style="list-style-type: none"> • Automatic rejection unless every change set out in the addenda is clearly visible on the face of the bid OR the relevant addendum issued is solely for the purpose of revising the closing date and time.
12.	Bid received from a bidder who has not been approved as a pre-qualified bidder under a prequalification process.	<ul style="list-style-type: none"> • Automatic rejection.
13.	Bid received from a bidder whom did not sign-in at mandatory site visit when instructed to do so in the tendering instructions.	<ul style="list-style-type: none"> • Automatic rejection.

14.	Failure to return the documents as specified.	<ul style="list-style-type: none"> Automatic rejection unless otherwise specified in the tendering instructions.
15.	Partial bid (all items not bid).	<ul style="list-style-type: none"> Automatic rejection unless allowed for in the tendering instructions.
16.	Tender envelope unclear as to contents.	<ul style="list-style-type: none"> Automatic rejection.
17.	Uninitialed changes to the bid documents that are minor (e.g. bidder's address is amended by over-writing but not initialed).	<ul style="list-style-type: none"> Two working days to correct. The Library reserves the right to waive initialling and accept the tender.
18.	Unit prices in the Schedule of Prices have been changed but not initialed.	<ul style="list-style-type: none"> Two working days to correct. The Library reserves the right to waive initialling and accept the tender.
19.	Other mathematical errors that are not consistent with unit prices.	<ul style="list-style-type: none"> Two working days to initial corrections as made by the Library. Unit prices shall govern and the tender will be corrected accordingly. The Library reserves the right to waive initialling and accept tender as corrected.
20.	Pages are missing from bid.	<ul style="list-style-type: none"> Two working days to supply the missing pages where in the opinion of the Library, the missing page(s) would not directly affect the bid submitted. The Library reserves the right to waive the need to receive the missing pages and accept the tender or to reject the tender outright at their discretion.
21.	Withdrawal of bid.	<ul style="list-style-type: none"> Withdrawal of bids received after the closing date and time will not be allowed.
22.	Tie bids.	<ul style="list-style-type: none"> One of the following methods of dealing with two low tied bids may be used, based on the specific situation. Request the two low bidders to resubmit pricing only. No other change to the bid is allowed. Bidders shall be allowed 24 hours from time of request. Use a coin toss to select a recommended bid. The outcome of the tie breaking method shall be final.
23.	Completion date is other than specified in the tendering specifications.	<ul style="list-style-type: none"> Two working days to clarify the completion date. The Library reserves the right to waive the clarification of the completion date and accept the tender, or to reject the tender outright.

Appendix 1

Exceptions

The following items may be procured by obtaining one price, subject to the funds being available in the current or capital budgets. For accountability and transparency purposes, a Purchase Order may be required when there is a set pre-determined fee or an upset limit. Those categories where this may be applicable are marked with an asterisk.

Notwithstanding, it is expected that the objectives of this Policy will be promoted in any expenditures for goods or services.

1. Petty Cash expenditures
2. Purchases under \$1,000
3. Training and Education
 - a) Conference, Course, Convention and Seminar, including accommodation, travel
 - b) Magazine, Book, Periodical, Subscriptions
 - c) Membership Fee
 - d) Facilitator, Trainer Fee
4. Catering, Food or Entertainment Services *
5. Advertising
 - a) Newspaper (national and local), periodical, trade journal, magazine (A contract arrangement for advertising such as the Community Page is not considered an exception).
6. Professional Fees *
 - a) Consultant fee related to litigation
 - b) External Auditor
 - c) Legal Services
 - d) Ontario Land Surveyor
 - e) Property Appraisal
 - f) Medical Service
 - g) Mediation Service
 - h) Laboratory Service
 - i) Actuarial Studies and Reports
 - j) Assessment Appeal, Assessment Services and Related Expenses
 - k) Banking, Brokerage or Underwriting Service, Investment and Related Services Including Funds Transfer and Security
 - l) Liability, Property and Other Forms of Insurance and Adjusting Services
 - m) Temporary Help
 - n) Collection Services
 - o) Tax and Cost Recovery Reviews

7. Utility Services (acquisition, repairs, maintenance and minor replacements)
 - a) Natural Gas and Heating Oil
 - b) Sewer and Water
 - c) Postage
 - d) Electricity
 - e) Telecommunication Service Providers
 - f) Cable Television
 - g) Internet Service Providers
8. Work or services to or from other government agencies, utilities, Provincial or Federal agencies, Crown Corporations, municipalities, public agencies, or Boards. *
9. Maintenance Contract (Proprietary, Non-Value Added Resellers)
 - a) Annual maintenance fees where the approved vendor is the sole source provider of the service;
 - b) Upgrades already approved including support and training where the vendor is the sole source provider of the upgrade.
10. Acquisition of goods or services under a government pricing program.
11. Library Materials such as books and audiobooks do not require a Purchase Order. Note: materials vendors are subject to a qualification process every 3 years.

Note: * Categories where a Purchase Order may be required.

Appendix 2

Summary of Procurement Method and Approval Authority

Purchase order required unless stated otherwise herein. Amounts exclusive of HST.
(Director = Director of Support Services)

Procurement Method	Dollar Range	Approval
Purchasing Card or Invoice Purchase Order not issued Staff Purchase	Up to \$1,000	Delegated by CEO
1 Informal Price obtained by Staff	\$1,000 to \$5,000	Delegated by CEO
3 Informal Prices obtained by Staff	\$5,000 to \$30,000	Director
Quotation, RFP or Public Tender (Director to determine)	\$30,000 to \$75,000	Director and CEO
	\$75,000 to \$250,000	Director, CEO plus Treasurer
	\$250,000 +	Director, CEO, Treasurer plus Library Board
	Debt Financed	Director, CEO, Treasurer, Library Board plus Council

Consulting & Professional Services – Section 8		
Procurement Method	Dollar Range	Approval
Director may obtain services directly from a particular consultant for specific project	Up to \$30,000	Director
	\$30,000 to \$50,000	Director plus CEO and Treasurer
	\$50,000 +	Director, CEO, Treasurer plus Library Board
Quotation or RFP (Director to determine)	Up to \$30,000	Director
	\$30,000 to \$50,000	Director plus CEO and Treasurer
	\$50,000 +	Director, CEO, Treasurer plus Library Board
Single Source, Sole Source – Section 7		
Procurement Method	Dollar Range	Approval
Single Source or Sole Source	Up to \$10,000	Director
	\$10,000 to \$30,000	Director Plus CEO
	\$30,000 to \$125,000	Director, CEO plus Treasurer
	\$125,000 +	Director, CEO, Treasurer plus Library Board

Emergency Purchase – Section 10		
Procurement Method	Dollar Range	Approval
Emergency Purchase	Up to \$5,000	Director
	\$5,000 to \$50,000	Director Notify CEO
	\$50,000 +	Director, CEO plus Treasurer

Alternate formats available upon request. Please talk to Library staff.

Health and Safety Policy

Last Updated Sept 26, 2019 (by Board motion)	Reviewed Annually in September by the Library Board	Policy Number A06
Point of Contact Human Resources		

Policy Statement

The Pickering Public Library recognizes that the health and safety of its employees is of primary importance. The Library is committed to providing and maintaining a safe and healthy workplace, which meets the requirements of the *Occupational Health and Safety Act* and Regulations.

Policy Principles:

1. The Pickering Public Library will comply with the Occupational Health and Safety Act as amended from time to time, and all other relevant legislation.
2. The Pickering Public Library will actively support the work of the Joint Health and Safety committee and other related committees.
3. Health and Safety is a shared responsibility. Employees at all levels are responsible for working safely at all times, following established safety procedures, identifying and reporting hazards, and taking whatever measures are necessary and reasonable in the circumstances to protect and promote health and safety.
4. Accidents and incidents are preventable. Therefore, accident/incident prevention activities will form an integral part of the operating procedures.
5. All accidents causing personal injury and incidents with the potential for causing injury are to be investigated by supervisory employees. The purpose of the investigation process is to determine accident/incident causes and recommend corrective actions that could be taken to prevent recurrence. The Joint Health and Safety Committee may also participate in the accident investigation process.
6. Supervisory employees will be held accountable for their part in implementing and directing this Policy and departmental safety procedures.

7. Integrating prevention health and safety measures into all aspects of the Library's operation is the key to reducing workplace injuries and illnesses.

For further information please contact Human Resources.

Alternate formats available upon request. Please talk to Library staff.

Workplace Violence Prevention Policy

Last Updated September 28, 2017 by Board motion	Reviewed Annually by the JHSC & in June by the Library Board	Policy Number A27
Point of Contact Human Resources		

Policy Statement

Under the provisions of the Occupational Health and Safety Act (OHSA), employers are responsible for putting programs in place to prevent violence in the workplace. Under the Act, all employers must take every precaution reasonable in the circumstances to protect the health and safety of their workers in the workplace. This includes protecting employees against the risk of workplace violence and includes domestic violence. The Library will ensure an investigation is conducted into all incidents and complaints of violence including sexual violence in the workplace in a manner that is appropriate in the circumstances.

Pickering Public Library is committed to providing a work environment that is free from such violence. In keeping with its legal and social responsibilities as an employer, the Library will treat any complaint of workplace violence as a serious matter which, if substantiated, constitutes a serious offence that will not be tolerated or condoned. The Library has zero tolerance for workplace violence.

Policy Objectives

1. Demonstrate the Library's commitment to the provision of a working environment that is free of violence
2. Define workplace violence
3. Provide all employees with an opportunity to bring forward and remedy allegations of workplace violence in a fair and impartial manner
4. Establish a mechanism for receiving complaints of workplace violence and to provide a procedure to deal with complaints
5. Ensure that all complaints are dealt with expeditiously and objectively and that the rights of all parties are respected
6. Ensure that risk assessments of workplace violence are conducted and ensure that reasonable measures are taken to control such risks.

Definitions

Workplace means the working or work-related environment (e.g. the offices, buildings, parking lots and worksites of the Library, including washrooms, locker rooms, lunch rooms, vehicles and any other location where library business is being conducted, and places where employees have gathered as a result of employment responsibilities, employment relationships or social gatherings sanctioned by the Library).

Workplace Violence is defined by the OHSA as:

- (a) the exercise of physical force by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or
- (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker. It also includes any threats which give a worker reasonable grounds to believe they are at risk of physical injury.

This can include situations where two non-employees (the public for example) are fighting and a worker could be injured if the violence spills over.

Sexual Violence is defined by the OHSA as any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Domestic Violence is any use of physical, sexual force or psychological act attempted or threatened, in an intimate relationship. Intimate relationship includes those between the opposite-sex and same-sex partners. Domestic violence may include a single act of abuse and may include physical assault, threats, and emotional psychological and sexual abuse.

Retaliation means action taken against an individual in response to having invoked the Workplace Violence Policy on behalf of themselves or another individual, or for having participated or co-operated in any investigation under the policy.

Policy Principles

The policy is applicable to all library employees, including volunteers, and others with whom the Library may contract or undertake services.

1. The role of the Board

The Board is responsible for active support of the Workplace Violence Policy. The Board Chair is responsible for initiating an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee where the alleged perpetrator is the CEO or a member of the Board.

2. The role of senior management

Senior management and the CEO are responsible for: active support of the policy; creation and maintenance of a violence-free workplace for all; providing training and education to all managers and employees respecting workplace violence and related

issues, including the interpretation and application of the Workplace Violence Policy; for distributing this policy to each employee and informing each employee of their rights and responsibilities under the policy; for ensuring the workplace is monitored and risk assessments are conducted with staff; for ensuring these incidents are disclosed to the joint health and safety committee; for treating all complaints of workplace violence seriously, investigating and responding in a timely manner to complaints in accordance with the procedures outline below; conducting an expeditious and confidential investigation into any complaint of apparent workplace violence brought forward by any employee; communicating results of an investigation; co-operating in any investigation and undertaking necessary corrective or disciplinary action. Senior management will act as the designated investigation team for the purposes of workplace violence complaints.

3. The role of management staff

Management staff are responsible for: providing a work environment which is free from workplace violence; preventing workplace violence through actions and example; monitoring and assessing the workplace and taking immediate appropriate action if there is reason to believe that a risk of workplace violence exists; informing all employees under their direction of the Workplace Violence Policy, to respond in a timely and expeditious manner to any complaint which may be brought forward and by reporting all complaints to senior management.

4. The role of all staff and Board members

All staff and Board members are responsible for ensuring that the working environment is free from workplace violence by complying with the policy and taking all steps to maintain a violence-free work environment; reporting a complaint regarding any incident or observations of apparent workplace violence, risk of workplace violence, or retaliation respecting any incident of apparent workplace violence, involving any person; and co-operating in any investigation respecting any incident or investigation under this policy.

5. Complaint Process

- a) If an employee has sustained any physical injury contact the police, security and the person in charge immediately before filing a complaint.
- b) Any employee who considers that they have been subjected to or has specific fears relating to possible workplace violence including threats or attempts (or retaliation related to a complaint of workplace violence) by the Board, a member of management, the public, a domestic partner, or another employee must immediately report the violent incident(s) and/or risks to the person in charge, their immediate supervisor, a manager, or senior management. This includes a duty to report concerns if a worker fears domestic violence may enter the workplace from a fellow employee's domestic partner.
- c) The person in charge, immediate supervisor, or manager to whom the incident has been reported must immediately report the incident to senior management who will investigate the matter.

- d) Written records of the nature of the apparent workplace violence or retaliation, relevant dates, times and circumstances, and the names of any witnesses shall be retained whenever incidents are reported.
 - e) Where an employee has attempted an approach to a supervisor or manager which does not produce a satisfactory result, the complainant (with the assistance of the supervisor if desired) should bring forward a formal written complaint within a reasonable timeframe to senior management.
 - f) Employees filing a complaint under the policy have the right to be accompanied by an employee representative of their choice throughout the investigation.
 - g) Employees covered by the Collective Agreement may file a complaint through the Union as a grievance if not satisfied by the investigation.
 - h) The police must be contacted if there is a report of physical injury or physical threat to an employee.
 - i) Where the alleged perpetrator is **an employee, a volunteer, or a member of management**, the incident and complaint should be brought directly to the CEO who will assess the situation and determine if an external investigator is required into the complaint. An expeditious and confidential investigation into the incident or complaint will be conducted to review the circumstances surrounding the matter, interview witnesses and allow the alleged perpetrator an opportunity to respond to the complaint. The complainant, the immediate supervisor, and the alleged perpetrator will be advised of the conclusions reached including whether corrective action has been or will be taken as a result of the investigation.
 - j) Where the alleged perpetrator is a **member of senior management**, the incident and complaint should be brought directly to the CEO, who will assess the situation and determine if an external investigator is required into the complaint. An expeditious and confidential investigation into the incident or complaint will be conducted to review the circumstances surrounding the matter, interview witnesses and allow the alleged perpetrator an opportunity to respond to the complaint. The complainant, the immediate supervisor, and the alleged perpetrator will be advised of the conclusions reached including whether corrective action has been or will be taken as a result of the investigation.
 - k) Where the alleged perpetrator is a **member of the public**, senior management will conduct an expeditious and confidential investigation into the complaint and the circumstances surrounding it, interview witnesses and allow the alleged perpetrator an opportunity to respond to the complaint. The complainant, the person in authority and the alleged perpetrator will be advised of the conclusions reached in the investigation. If appropriate, a member of the investigation team may be replaced by another management member or external investigator for the purpose of conducting the investigation.
1. Except in the case of a member of the public as perpetrator in a matter requiring the involvement of the police, in which case the police will investigate and communicate according to their processes.

- l) Where the alleged perpetrator is a member of the Board, the complaint should be brought directly to the CEO who will refer it to the Board Chair or Vice-Chair, as appropriate, who, with the aid of the CEO, will conduct an expeditious and confidential investigation into the complaint and the circumstances surrounding it, interview witnesses and allow the alleged perpetrator an opportunity to respond to the complaint. The complainant, the non-bargaining unit supervisor and the alleged perpetrator will be advised of the conclusions reached in the investigation.
- m) As noted in the Act, information about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be fully disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action.

6. Complaint resolution

- a) Where the investigation results in a finding that the complaint of workplace violence is substantiated the authorities will be involved and, corrective workplace action (which may include progressive forms of discipline including termination of employment) will be taken by the Library.
- b) No reprisals will be taken against any party for having invoked their rights under the policy. However, if it is determined after investigation that a complaint was made maliciously or in bad faith, disciplinary action may be taken against the complainant.
- c) Where the investigation results in finding that the complaint of workplace violence is not substantiated, and where the person against whom the complaint was brought is an employee, no record of the complaint will be retained in their personnel file.
- d) If the complainant is not satisfied with the outcome of the investigation or the corrective action taken, the complainant should notify the CEO, who will advise the complainant of their continuing right to file a complaint with the appropriate legislated bodies (e.g. the police, Ministry of Labour).

7. Confidentiality

- a) Allegations of workplace violence involve sensitive disclosures.
- b) All records (including records of meetings, interviews, reports, etc.) pertaining to a complaint under this Policy are subject to Municipal Freedom of Information and Protection of Privacy Act, 1989, the Human Rights Code and the rules governing court proceedings. All complaints of workplace violence (including the identities of the complainant, the alleged perpetrator and any witnesses) will be held in confidence, except when disclosure is necessary to aid in an investigation or to take disciplinary action. The complainant, the alleged perpetrator and the witnesses should also maintain confidentiality.

8. Other recourses

The Library is committed to providing all its employees with a safe work environment that is violence-free. Thus, every employee has the right to make a complaint or to

enforce their rights under this policy, without retaliation or the threat of retaliation, and in the expectation that complaints of workplace violence will be successfully resolved by the Library without recourse to other avenues. However, all employees are free to pursue their rights independent of this Policy.

This policy and any related programs and procedures is reviewed annually.

Alternate formats available upon request. Please talk to Library staff.

Related policies: A05 Workplace Harassment Prevention



INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations (EL 5)

POLICY TITLE: Financial Planning/Budgeting

I hereby present my monitoring report on your Executive Limitations policy “Financial Planning/Budgeting” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

A handwritten signature in black ink, appearing to read 'J. Hill', is written over a horizontal line.

September 26, 2019

Signed (Acting CEO)

Date

Policy Element: Header Paragraph

The CEO will not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to: deviate materially from Board Ends priorities; risk financial jeopardy; or fail to be created without an acceptable level of foresight.

I interpret this as follows:

1. “deviate materially from Board Ends priorities”: differ so substantially that it would affect the ability to achieve the Board’s Ends priorities.
2. “financial jeopardy”: planning for any fiscal year to end with insufficient assets to meet obligations; or planning to incur any of the unacceptable conditions (detailed in EL6) noted in Policy Element #1 below.
3. “acceptable level of foresight”: planning which anticipates various future requirements both fiscal and operational.

Compliance will be demonstrated when:

1. Proposed budgets can be reasonably expected to achieve the Ends.
2. Budget plans for sufficient assets to meet obligations, as outlined by the Library’s proposed budget; and the Board’s adoption of EL6 Monitoring Report.
3. Budget plans take into account the needs of the Board’s strategic plans and other plans and expected fiscal realities as articulated by City officials.

Evidence:

1. The Budget Estimates Memo and its update submitted annually, together with the various statistics supplied throughout the year, provides evidence that Ends are supported by the prepared budgets.
2. The annual Capital and Operating budgets in conjunction with the annual Audit and the City's financial statements for the Library provide evidence of compliance.
3. Direct inspection of the "Budget Estimates" memo and its update in conjunction with the Board approved Ends Policy and Strategic Plan.

Policy Element #1

Accordingly, the CEO will not cause or allow budgeting to:

Risk incurring those situations or conditions described as unacceptable in the EL policy, entitled "Financial Conditions and Activities".

I interpret this as follows:

"situations or conditions described as unacceptable": there are detailed prohibitions in EL6 regarding fiscal risks, failing to spend the budget to achieve Ends, presented in compliance with City requirements.

Compliance will be demonstrated when:

The CEO's Internal Monitoring Report on EL6 (Financial Conditions and Activities) shows compliance with these conditions.

Evidence:

The Board Motion adopting the CEO's Internal Monitoring Report on EL6 (Financial Conditions and Activities).

Policy Element #2

Omit: a) credible projection of revenues and expenses; b) separation of capital and operational items; and c) disclosure of planning assumptions.

I interpret this as follows:

1. "credible projection of revenues and expenses": projections that can be substantiated based on known income and expenditures and using conservative estimates based on previous years.
2. "separation of capital and operational items": the separation as defined by the (Public Service Accounting Board) principles, and as currently implemented by the City of Pickering.
3. "disclosure of planning assumptions": all determining factors used in establishing estimates of revenues and expenses such as inflation, anticipated staffing levels and general activity are clearly stated.

Compliance will be demonstrated when:

1. The Board's Budget Estimates outline reasonable revenues and expenses.

2. There are separate Capital and Operating budgets developed using the PSAB guidelines.
3. Each budget line includes sufficient planning assumptions to substantiate the request.

Evidence:

Direct Inspection of proposed Operating and Capital budgets together with the Board's "Budget Estimates" memo show:

1. previous expenditure amounts and other relevant factors.
2. separate documentation for capital and operating budgets.
3. relevant planning assumptions.

Policy Element #3

Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy;

I interpret this as follows:

"Board prerogatives": all aspects of the Board's governance responsibilities as set forth in the Policy (GP9 Governance Investment): Board development; audit costs; monitoring expertise as required; and linkage costs.

Compliance will be demonstrated when:

The budget includes sufficient funds for all identified Board activities.

Evidence:

Direct Inspection of the proposed Budget and the Board's "Budget estimates" memo shows sufficient funds for these activities.

Policy Element #4

Deviate from the budgeting procedures and limitations as set out by the City of Pickering.

I interpret this as follows:

"budgeting procedures and limitations": all City directives for budget submission, including timelines, format and guidelines for cost estimation.

Compliance will be demonstrated when:

All City directives are followed.

Evidence:

Direct inspection of the City's comprehensive Budget document confirms the inclusion of the Library budget and compliance with City directives.



INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations (EL 6)

POLICY TITLE: Financial Conditions and Activities

I hereby present my monitoring report on your Executive Limitations policy “Financial Conditions and Activities” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

A handwritten signature in black ink, appearing to read 'J. Hill', is positioned above the signature line.

Signed (Acting CEO)

September 26, 2019

Date

Policy Element: Header paragraph

With respect to the actual, ongoing financial condition and activities of the organization the CEO may not cause or allow the development of fiscal jeopardy or a material deviation in expenditures from those included in the Library Budget adopted by the Board in order to accomplish its Ends and approved by Council, nor under the Public Libraries Act, RSO 1990, c.P. 44; nor deviate from the fiscal policies, procedures and practices of the City of Pickering.

I interpret this as follows:

1. “fiscal jeopardy”: permitting any fiscal year to end with more expenditures than revenues.
2. “material deviation”: a significant reallocation of funds from what was originally outlined to the Board in the submitted budget.
3. “deviation from the Public Libraries Act RSO 1990, c.P. 44”: the sections of the Act which directly refer to the Estimates, that is,
 - a. s. 24 (2) (the Board must adopt the budget approved by Council)
 - b. s. 24 (3) (the Council may authorize variation from the submitted budget).
4. “deviate from the fiscal policies, procedures and practices of the City of Pickering”: the City’s requirements to process financial information in a prescribed format within a specific time frame.

Compliance will be demonstrated when:

1. Audited Financial Statement shows no concerns regarding Library accounts.
2. A comparison of the 2018 Approved Budget vs End of Year numbers shows no significant reallocation of funds from those approved by the Board in its budget without documentation or explanation as in 3b.
3. a) Board passes a motion to adopt the Council-approved budget.
b) Any significant variation from the budget submitted by the Board is properly documented, including authorization from City officials.
4. The Library's processing of all financial data (invoices, payroll, revenues, etc.) complies with requirements expected by the Treasurer.

Evidence:

1. Direct inspection of the Audited Financial Statement reveals no concerns regarding Library accounts.
2. A comparison of the 2018 Approved Budget vs Actual Budgets shows variations and their explanations provided to the City. See Figure 1. on page 3 of this report.
3. 3a. The Board passed a motion to adopt the Council Approved budget (24.18).
3b. Any significant variation from the budget submitted by the Board is properly documented, including authorization from City officials.
4. The Library's processing of all financial data (invoices, payroll, revenues, etc.) complies with requirements expected by the Treasurer.

Policy Element #1

Accordingly, the CEO will not:

Expend more funds than have been received in the fiscal year;

I interpret this as follows:

At the end of the year, after all calculations are completed, expenses do not exceed revenues.

Compliance will be demonstrated when:

A comparison of the Approved Budget vs Actual Budgets demonstrates that expenditures do not exceed budget allotted.

Evidence:

A comparison of the 2019 approved budget vs actual budget demonstrates an under expenditure of \$196,521.

Figure 1 – 2018 End of Year Variance Report

	2017	2018	2018	2018	% OF	
	YTD	YTD	ANNUAL	ANNUAL	ANNUAL	
	ACTUAL	ACTUAL	BUDGE	AVAILABLE	AVAILABLE	DECEMBER VARIANCE ANALYSIS
Expenditures						
1100 Salaries & Wages	3,481,920	3,437,897	3,575,407	137,510	3.85%	
1200 Overtime	1,118	2,190	1,310	-880	(67.18%)	
1400 Employer Contributions	894,257	900,902	939,724	38,822	4.13%	
1700 Employee Recognition & Appreciation	4,400	2,239	3,000	761	25.37%	
1800 Conferences	15,594	13,106	10,000	-3,106	(31.06%)	Extra conference added as PPL staff were chosen to give a presentation.
1900 Uniforms	1,023	1,613	1,300	-313	(24.08%)	
2110 Travel	7,308	7,358	6,000	-1,358	(22.63%)	Over budget due to conferences added as per 1800 above.
2121 Postage	3,078	2,823	2,800	-23	(0.82%)	
2122 Freight, Express & Cartage	360	564	350	-214	(61.14%)	
2131 Cellular Phones	8,538	9,096	11,680	2,584	22.12%	Public Hotspot use not as costly as expected.
2140 Telephones	51,892	56,502	58,786	2,284	3.89%	
2210 Advertising	9,325	15,586	13,500	-2,086	(15.45%)	After reviewing the charges in this account, all relate to advertising. Accordingly, spending was just higher than budget.
2320 Legal Services	23,014	12,195	8,000	-4,195	(52.44%)	More legal services required than expected.
2340 Seminars & Education	32,187	18,602	17,500	-1,102	(6.30%)	Higher demand for workshops than anticipated.
2365 Purch Prntng/Broch/News Ltr	7,563	9,600	6,000	-3,600	(60.00%)	An extra Library brochure was printed that was not anticipated.
2370 Insurance Premium	25,918	23,918	23,918	0	0.00%	
2371 Ins. Deductible	0	0	2,000	2,000	100.00%	No insurance claims in 2018.
2392 Consulting & Professional	18,936	100,783	95,850	-4,933	(5.15%)	Over budget due to audit review of grant documents required for Research & Innovation grant.
2394 Recept, Prom & Sp Events	11,458	11,521	10,000	-1,521	(15.21%)	Extra conferences per above resulted in extra meals required.
2395 Memberships	6,979	5,473	5,380	-93	(1.73%)	
2399 Outside Agency Serv	59,053	43,975	46,950	2,975	6.34%	
2435 Build Repairs & Mtce	224,773	195,172	229,333	34,161	14.90%	Less than anticipated levels of R&M occurred in 2018.
2457 Veh - Repairs & Maintenance	976	1,767	2,000	233	11.65%	
2478 Misc Equip Repairs	50,026	40,898	46,250	5,352	11.57%	Less than anticipated levels of R&M occurred in 2018.
2479 Software/Hardware Maintenance Contr	123,405	123,936	115,785	-8,151	(7.04%)	Unexpected cost increases for several contracts.
5300 Stationery & Office Supplies	18,192	18,380	20,500	2,120	10.34%	Lower demand than expected for office supplies.
5303 Catalogue Processing Supp	3,578	4,668	5,000	332	6.64%	
5310 Lib Materials	208,582	234,355	225,000	-9,355	(4.16%)	Unexpected cost increases for pay per use items.
5320 Program Supplies	33,193	29,507	27,750	-1,757	(6.33%)	Extra expenditures based on revenue in account 9990 below.
5510 Utilities - Water	13,189	16,403	15,265	-1,138	(7.45%)	Overnight sprinkler water system failure (underground dry sprinkler pneumatic valve failed causing the system to pressurize with domestic cold water).
5520 Utilities - Gas	29,472	31,300	34,911	3,611	10.34%	Slightly less than budgeted level of gas costs incurred.
5530 Utilities - Hydro	184,740	171,563	243,852	72,289	29.64%	300 ton chiller had to be set to lower demand (65% max load) due to potential for mechanical failure of old system. Resulted in less working hours and hydro cost savings.
5900 Gas, Oil Tires	2,551	2,049	3,143	1,094	34.81%	
5902 Supplies & Tools	7,049	4,998	3,500	-1,498	(42.80%)	Unexpected need for a replacement Daisy Reader for individuals with sight impairments.
5973 Minor Furniture & Fixtures	31,593	33,325	12,000	-21,325	(177.71%)	Required purchase of public chairs beyond budget to ensure public safety - \$18.9K to be capitalized along with other chairs in 5800.1803.6173.
5975 Hardware Replacements	43,957	40,834	34,000	-6,834	(20.10%)	\$26K spent on servers which was over the \$17K Budget - due to the value of these two servers (\$13K each), they will be capitalized.
Total Expenditures	5,639,197	5,625,098	5,857,744	232,646	3.97%	
Revenues						
1529 Fines - Library Mats.	-82,425	-74,033	-100,000	-25,967	25.97%	Continuing move to library's digital collections has impacted (decreased) fine revenue.
1580 Misc. - Photocopies Lib.	-41,606	-42,670	-44,000	-1,330	3.02%	
1592 Donations	-9,054	-9,023	-15,000	-5,977	39.85%	Fewer donations received than expected.
1610 Federal Grant	0	-3,637	0	3,637		Received Federal Grant for Summer Student that was not expected during budget preparation.
1623 Ont. Specific Grants	-210,280	-138,049	-138,050	-1	0.00%	
9916 Vending Machines	-2,467	-1,934	-2,500	-566	22.64%	
9933 Rentals - Mtg. Room/Public	-5,352	-3,373	-8,500	-5,127	60.32%	
9990 Other Misc Revenue	-11,494	-5,687	-3,500	2,187	(62.49%)	Higher than anticipated miscellaneous revenues from book sales, etc. - overage used in Program Supplies above.
9980 Sponsorships No Tax	0	0	-500	-500	100.00%	
9985 Marketing Sponsorships	0	0	-2,500	-2,500	100.00%	City sponsorship role no longer exists and the City is looking at hiring an external consultant. No revenue received in 2018.
Total Revenues	-362,678	-278,406	-314,550	-36,144	11.49%	
NET	5,276,519	5,346,692	5,543,194	196,502	3.54%	

Policy Element #2

Fail to process payables and receivables for timely submission to the City's Treasury Department.

I interpret this as follows:

1. "payables and receivables": all accounts payable, and all Library revenues.
2. "untimely": for invoices, a turnaround time of more than 30 days from receipt. For revenues, a turnaround time of 14 days from receipt.

Compliance will be demonstrated when:

Pending invoices are received by the City from the Library within 30 days.
Revenues are received within 14 days.

Evidence:

Direct inspection of the Treasurer who will confirm that payable and receivables are submitted within the timeframes indicated. Occasionally, fine revenues are received after 14 days, but this does not represent a hardship for the Library and is an agreed upon practice with City Finance.

Policy Element #3

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

I interpret this as follows:

1. "tax payments": all tax payments and refunds which are completed on the Library's behalf by the City.
2. "government-ordered payments or filings": Ministry of Culture Annual Survey, grant reports, charitable status reports, and any other Provincial or Federal government-requested payment or filing.

Compliance will be demonstrated when:

All such submissions are accurately filed and submitted on time.

Evidence:

Direct inspection of submitted documents shows that information is accurate and complies with filing deadlines.

Policy Element #4

Make any purchase which is not in compliance with the Pickering Public Library Purchasing Policy;

I interpret this as follows:

"Purchasing Policy": the Board-approved policy which outlines all purchasing and approval processes.

Compliance will be demonstrated when:

All purchases comply with the Policy.

Evidence:

Direct inspection of the Treasurer indicates no compliance failures.

	<p>April – May These departments are independent and may require separate visits.</p>	<p>Durham Region Health Department: Infant and Child Development Healthy Families Program Healthy Living Program Immunization Program Oral Health Nutrition/Community Food Advisors Durham Social Services Department, Children’s Services Division</p>			<p>Janet Isaac visited the Pickering Central Library to discuss how to host children’s programs for children with sensory disorders. Library staff would like to offer a storytime for children on the autism spectrum starting January 2020.</p> <p>Ruvette Coelho visited two Public Health staff from the highlighted departments on left. Outcome: Immunization Program staff are aware that they can setup in the Library lobby to discuss the importance of immunization with the public. Library staff have a contact when we do a future program on immunization which is an emerging public health issue. S. Yung will be the contact when the Health Department wants to put information in the Library for sharing. Since Durham Health wants to provide service in the Library, they might like to take advantage of new partnership room which will be private in the new Central Library.</p>
	<p>June</p>	<p>Lakeridge Health Central East LHIN (Due to changes at provincial level in health care system, we chose to bypass the Central East LHIN at this time.)</p>			
Secondary Focus:					
<p>Attend various Library events</p>	<p>Ongoing</p>	<p>Attendance at Library programs or events.</p>	<p>Staff will forward requests for Board members to attend events in the Library as they arise.</p> <p>Board members will know about upcoming Library programs via our publicity vehicles, such as What’s On, email alerts, or our upcoming website calendar and specific</p>	<p>Board member visibility to the community. Demonstrated support for staff work internally. Board learning. Strengthen familiarity with demographics engaged and/or disengaged with existing programs and services.</p>	

			emails sent to draw their attention to select programs.		
Attend various community events	Ongoing	Outreach staff to determine suitable events.	The Library Board will be informed about specific outreach events that may lend themselves to Board linkage.	Board member visibility. Feedback about Library service from the community. Strengthen familiarity with demographics engaged and/or disengaged with existing community events.	<p>Samples:</p> <p>April 9, 2019 Battle of the Books Semi-Final D. Sharma gave out medals.</p> <p>July 2, 2019 M. Anderson talked about the importance of reading at Summer Reading Club launch.</p> <p>August 22, 2019 M. Anderson attended the Summer Reading Club wrap-up event.</p> <p>September 6, 2019 M. Brenner the Telescope Donation Unveiling Ceremony by RASC to receive this donation for the Library.</p>

Building Subcommittee

Terms of Reference

(2019 to 2022)

Building Subcommittee

The Building Subcommittee was established by the Pickering Public Library Board in its meeting dated February 28, 2019.

Members

The Building Subcommittee consists of the following members:

- Pickering Public Library Board Members i) Councillor Maurice Brenner, ii) Councillor Ian Cumming, iii) Shawn Beckett and iv) Doodnauth Sharma (Chair)
- Pickering Library CEO or designate

Subcommittee Mandate

The main purpose of the Library Board's Building Subcommittee is to function as a steering Subcommittee that advises the Board to make decisions that will direct the CEO in matters that would have a functional impact on the construction of the new City Centre Library and the new Heritage Centre.

Subcommittee Activities

- To make recommendations to the entire Board as it pertains to the City Centre Library and the Heritage Centre building projects.
- To support the CEO by protecting the interests of the Library during building projects.
- To monitor the progress of the projects including review of and input into building designs and floor plans.
- To propose a draft Memorandum of Understanding regarding the shared use of facility space and overlapping services.

Chair

The Chair will work with the CEO or designate on upcoming agenda which will be issued one week in advance of the meeting. The Chair will provide an update on the Building

Subcommittee activities at each Board meeting and bring to the Board's attention any recommendations being made by the Building Subcommittee.

Meeting Frequency and Minutes

- Meeting will be held once every two months or on an as needed basis.
- Meeting minutes will be reviewed by Building Subcommittee and then distributed in the Board meeting package for discussion at the Board.

Duration

- The Building Subcommittee will dissolve when its Mandate has been achieved or at the end of the Board's Term, whichever comes first.

Approved by: Building Subcommittee

September XX, 2019

Pickering Public Library Board

XXXX, 2019