



**Policy No: 3.1 BOARD COMPROLLING POLICY**

Type: Financial Administration

Originated: November 19, 1998

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:  
Procurement

City of Thunder Bay By-Law on Procurement 113-2011 and Policy on  
of Goods and Services 05-03-02

Purpose

The Annual Operating, Capital, and Small Capital Items Budgets, as approved by the Board, are the authorized operational and fiscal plan for the year.

The Chief Librarian and/or designate is authorized to commit and pay out of the Annual Operating, Capital, and Small Capital Items Budgets previously approved by the Board.

Charges over \$20,000.00 and funding for special projects are subject to Board approval.

Purchasing procedures are governed by the Board Policy on Procurement Practices, (3.3.).

**Policy No: 3.2      CHEQUE SIGNING**



Type: Financial Administration

Originated: October 28, 1998

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:

Purpose

In order to ensure proper fiscal controls, accounts payables cheques will be validated with one stamp signature and one original signature (the stamp signature being that of the Chair of the Board).

The signing officers for the Thunder Bay Public Library shall be the Chair of the Thunder Bay Public Library Board, and one of the Chief Librarian/CEO, or his/her designate.

**Policy No: 3.4      INSTITUTIONAL MEMBERSHIPS**



Type: Financial Administration (FA)

Originated: July 31, 1995

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:

Purpose

In order to support Library activities and promote awareness of the greater Library community, the Thunder Bay Public Library will maintain institutional memberships in the Canadian Library Association (CLA), the Canadian Library Trustees' Association (CLTA), the Ontario Library Association (OLA), and the Ontario Library Board's Association (OLBA), the Federation of Public Libraries (FOPL), and others deemed appropriate by the Board as budget permits.

**Policy No: 3.5      LOSS OF PERSONAL PROPERTY**



Type: Financial Administration

Originated: October 28, 1998

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:

Purpose

In order to minimize liability, the Thunder Bay Public Library Board assumes no responsibility for the loss of personal property from Library facilities; and notices to this effect are posted.

**Policy No: 3.6 SOCIAL PROCUREMENT POLICY**

Type: Financial Administration



Originated: August 22, 2024

Supersedes:

Amended: September 12, 2024

Purpose

Every purchase has a social, economic, cultural and environmental impact. Social Procurement is a way for the Library to elevate this impact by leveraging existing procurement activities to achieve positive social value outcomes. The Library aims to broaden its supply chain by providing equity-seeking communities, Indigenous Peoples and diverse vendors with equitable access to procurement opportunities to foster inclusive economic growth.

Policy

The Social Procurement Policy aims to demonstrate the Library's commitment to use its purchasing power to create inclusive economic growth and provide fair access to its procurements by providing additional opportunities for underrepresented businesses and communities. It establishes the framework of values and principles, listed below, for enhancing community impact and gives direction to staff in approaching procurement.

- Provides opportunities to address economic disadvantage by promoting equal opportunity and inclusion and removing barriers to those goals experienced by equity seeking communities and others who disproportionately experience unemployment and underemployment, discrimination;
- Aspires to build a culture of social procurement;
- Leverages the Library's purchasing, under trade agreement thresholds, to benefit local economies;
- Establishes an effective balance between equity goals, accountability, transparency and efficiency;
- Complies with all applicable laws, including government trade agreements and directives, laws and policies, including the Ontario Human Rights Code;
- Achieves best value for the Library through the consideration of the full range of procurement formats and the adoption of commercially reasonable business practices.

## Definitions

### **Equity-Seeking Community**

An equity-seeking community is a group that experiences discrimination or barriers to equal opportunity, including women, persons with disabilities, newcomers/new immigrants, LGBTQ+ people, visible minorities/racialized people, and other groups, including local community groups that the Library identifies as historically underrepresented.

### **Indigenous Peoples**

Indigenous Peoples are a specific Community that has been engaged with the Canadian government requiring Constitutional recognition and opportunities for inclusion, including by way of Governmental programs and exemptions in trade treaties.

### **Diverse Vendor**

A diverse vendor is any business or enterprise that is:

- More than 51% (majority) owned, managed and controlled by persons belonging to an equity-seeking community, or
- A social purpose enterprise whose primary purpose is to create social, environmental or cultural value and impact, or where more than 50% of the persons who are full-time equivalent employees are participating in or have completed transitional employment training, and experience economic disadvantage.

It is the Library's preference that selected vendors will have certification as a diverse supplier through established non-profit supplier certification agencies such as:

- Canadian Aboriginal and Minority Supplier Council
- WBE Canada, Certified Women Business Enterprises
- Canadian GAY and Lesbian Chamber of Commerce
- Canadian Council for Aboriginal Business
- Inclusive Workplace Supply Council of Canada

## Roles and Responsibilities

The Director of Resources will be responsible for the implementation of this policy and has the authority to develop procedures to that effect.

## Target

A minimum target of 10% of the Library's total purchases, excluding the Library collection, will meet social procurement criteria.



## **Policy No: 3.7 TRAVEL FOR STAFF AND BOARD MEMBERS**

Type: Financial Administration

Originated: November 19, 1998

Reviewed: February 20, 2018

Amended: September 13, 2018

Related Policies: 3.7(a) Travel Expenses for Staff and Board Members

### Purpose

To outline the terms and conditions for the authorization and approval of travel for Library purposes.

### Policy Statement

It is the policy of the Thunder Bay Public Library Board to reimburse appointed officials and employees for authorized expenses associated with travel outside the City of Thunder Bay to conferences, conventions, seminars, training courses, meetings, and workshops.

Claims for reimbursement of travel expenses incurred by Board members and employees may be approved if the travel was for the following purposes:

- a. The education and self development of an employee or Board member
- b. To represent the Public Library either locally, regionally or provincially
- c. To attend equipment or service demonstrations
- d. To travel to public or private institutions to investigate other operations with a view to considering their adaptability for use in the Public Library;
- e. As a member of an association or group in which the Public Library holds membership, to attend association functions and meetings, where required
- f. As a member of ad hoc committees where participation has been approved by the Chief Librarian/CEO or the Board

### Approval Process

For employees, attendance at a particular event must be approved by the Chief Librarian or designate.

Attendance at all conferences and conventions by Board members will be for the primary purpose of education and self-development of the member in his or her role as a Board member.

Each Board member who wishes to attend a conference should make his/her wishes known to the Board. The maximum number of delegates for any one conference or convention shall be two, unless deemed otherwise by the Library Board. Reports and notices for all upcoming conferences and conventions will be communicated to Board members.

### **Travel Accident Insurance**

The Thunder Bay Public Library carries a Travel Accident Insurance policy. (Check your personal travel insurance policy). This policy is generally in effect until age 70; however, coverage has been extended to Board members who are older than 70.



## Policy No: 3.8 INSURANCE PROGRAM POLICY



Type: Financial Administration

Originated: November 19, 1998

Reviewed: February 20, 2018

Amended: September 13, 2018

Related Policies:

### Purpose

The Thunder Bay Public Library Board shall adopt the following policy statement with relation to the purchase of insurance:

1. The insurance program shall be administered by the Chief Librarian/CEO, who shall report annually to the Board on the status of the insurance program.
2. Insurance shall be purchased when available:
  - a. To cover major risks of loss to property of the Library in amounts adequate to replace property destroyed or damaged.
  - b. To protect the Library, its officers, volunteers, and employees against claims and suits for personal injury and property damage in amounts and limits generally considered being reasonably adequate for similar institutions in this area.
  - c. To protect the officers, members and employees, against claims for civil and constitutional rights violations and other statutory liabilities, and to protect members and officers for liabilities while acting in their capacities as such.
3. Insurance shall be placed on a competitive basis subject to bidding at five year intervals unless circumstances justify more frequent or less frequent bidding. On the occasion of such bidding, the Chief Librarian/CEO is authorized to engage the services of a consultant for the purpose of analyzing risks and assisting in the preparation of specifications.
4. Coverage shall be placed with insurance companies which can provide appropriate loss prevention and claims handling facilities.
5. The Chief Librarian/CEO is authorized to accept deductibles and to self insure minor risks where loss experience of the Library and good business judgment indicates that the aggregate loss within the deductible and self insurance program is not likely to exceed one per cent (1%) of the deductible.

6. A certificate of insurance will be obtained before service is rendered from Contractors, Program Providers and others as may be determined when necessary to mitigate the Library's risk. This document will serve as evidence that the Library has been named as an additional insured for liability purposes.
7. Rental vehicles for Library business shall be covered under the Library's automobile policy. The policy includes comprehensive and collision.

**Policy No: 3.9      MOVING EXPENSES FOR PERSONNEL**



Type: Financial Administration

Originated: October 28, 1998

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:

Purpose

In order to facilitate the recruitment of high quality professional staff, the Thunder Bay Public Library Board agrees that a maximum of \$2,500 be provided to compensate new, out-of-town Librarians/CEO/Directors and for documented moving expenses, and that the \$2,500 be recovered on a pro-rated basis if any employee leaves employment with the Library of his/her own will within the first twelve months.

To facilitate the recruitment of high quality senior management staff, the Thunder Bay Public Library Board will follow the Corporation of the City of Thunder Bay's Corporate Policy 06-01-17, Recruitment & Selection: Moving and Relocation Expenses.

**Policy No: 3.11 Fundraising and Financial Donations**

Type: Financial

Amended: May 9, 2024

Supersedes: April 9, 2015

Originated: November 19, 1998

Related Policies/Procedure 2:9 Selling

**PURPOSE**

Fundraising is a joint responsibility between the Board and the CEO. The purpose of this policy is to outline the types of donations that will be solicited or accepted by Thunder Bay Public Library.

**SCOPE**

This policy applies to anyone representing Thunder Bay Public Library, whether staff, volunteer, or contracted third party who may be in a position to solicit or accept a donation for TBPL.

**POLICY**

Fundraising goals and strategies must meet the overall corporate goals of the Thunder Bay Public Library.

Thunder Bay Public Library welcomes individuals, foundations, businesses, government agencies and other charitable organizations or entities to fulfill their philanthropic objectives by supporting the Library and the communities it serves. Donations generally will be accepted without limitations—unless the acceptance of gifts from a specific source is inconsistent with the Library's beliefs, values, and mission.

In order to enrich and enhance the development of the Library's collections, programs, services, and spaces the Thunder Bay Public Library encourages donations, bequests, grants, sponsorships, in-kind donations, gifts of stock or physical materials (books, art, real estate, etc.), and other philanthropic gifts.

While honouring a donor's wishes as appropriate, Thunder Bay Public Library reserves the right to use the donation in the best interest of the Library. The nature of a donation is such that a donor cannot expect material consideration in exchange for a donation.

**Fundraising on behalf of TBPL**

Anyone soliciting or receiving donations on behalf of Thunder Bay Public Library, whether an employee, volunteer, or contracted third party, must:

- Act with fairness, integrity, and in accordance with all applicable laws
- Disclose to TBPL any actual or potential conflict of interest
- Not accept donations for purposes that do not align with TBPL's values and strategic directions

## **Gift acceptance**

In accordance with CRA regulations, donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies, or other entities without limitations—unless the acceptance of gifts from a specific source is inconsistent with the organization’s beliefs, values, and mission. The Thunder Bay Public Library will not accept gifts from companies whose products or services may be harmful to our patrons, or from donors whose requests for public recognition are incompatible with our philosophy of appreciation.

Where applicable, the Library may require the donor to have his/her property appraised at his/her expense before the Library will make a decision as to whether or not to accept the donor’s property as a donation. The Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition, and/or eventual disposal of all donations. Donations become the exclusive property of the Library and must be of a clear and unencumbered nature.

All donated materials automatically become the property of the Thunder Bay Public Library. The Library reserves the right to receive and dispose of donated materials as it sees fit.

## **Sponsorships**

A sponsorship with the Library is defined as a mutually beneficial exchange, whereby the sponsor receives a benefit of reciprocal value in return for providing cash and/or products and services in kind to the Library.

Sponsorships will be entered into with businesses that align with the Library’s organizational values and support the Library’s mission, vision, and strategic priorities.

The sponsor must have no expectation of having any impact on the Materials Selection Policy or other policies and programs of the Thunder Bay Public Library. The library does not accept any support that implies or requires endorsements of products.

Sponsorship agreements of \$3,000 or more (cash, in-kind, or a combination of both) must be confirmed by a written Sponsorship Agreement signed by both parties. Sponsorship Agreements will outline the roles, responsibilities, amount, duration, recognition opportunities, termination reasons, and other agreed terms of the sponsorship arrangement.

Sponsorship agreements with values of \$30,000 or more must be approved by the Board.

The Thunder Bay Public Library reserves the right to terminate or withdraw from sponsorships if a lack of alignment develops between the sponsoring business and the Library’s mission, vision, and strategic objectives, or if the sponsoring organization’s integrity comes into question.

## **Naming**

### *Physical spaces*

Donations with values of \$30,000 or more, for which a naming opportunity of a physical space, program, or collection is being sought, must be approved by the Board.

Naming proposals accepted by the Board will be put into the form of a contract. In the event of changed circumstances, the contract will clearly outline the process in the negotiated terms. Provisions in this procedure that refer to naming for a benefactor also apply, in general, to naming for a third party at the wish of a benefactor.

Individuals and organizations whose names are approved by the Board are expected to exemplify the attributes of integrity and civic leadership. Should a donor, for whom a Thunder Bay Public Library naming opportunity has been made, violate these standards, the Board may elect to remove the donor's name from the naming opportunity.

### *Endowed Funds*

An Endowed Fund is a donation of money or property which TBPL invests and uses the resulting investment income for a specific purpose designated by the donor, in consultation with TBPL. Endowments are considered "permanent" gifts as the principal remains intact and only a percentage of the earned income is spent each year.

The naming of endowed funds is intended to be in perpetuity, or for as long as the fund is still generating income.

Donors can establish endowments to support a collection in a specific subject or program, or to support TBPL funding priorities. Endowments can be named for the donors themselves or the ones they wish to honor.

Endowed funds should be established with a minimum of \$50,000 (whether pooled from many donors, or from a single donor). This will ensure a meaningful amount of interest income is earned to be spent on the agreed upon collection or program.

Donors may add to the endowment at any time.

Individuals and organizations whose names are approved by the Board are expected to exemplify the attributes of integrity and civic leadership. Should a donor, for whom a Thunder Bay Public Library endowment has been named, violate these standards, the Board may elect to remove the donor's name from the endowment.

## **APPENDIX A**

### **Donor's Bill of Rights**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life within our community. To ensure that philanthropy merits the respect and trust of the general public, and that donors can have full confidence in the non-profit organizations and causes they are asked to support, we declare that all donors to the Thunder Bay Public Library have these rights:

1. To be informed of the organization's Vision, Purpose and Values, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's Board, and to expect the board to exercise prudent judgement in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To receive appropriate acknowledgment and recognition.
5. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
6. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
7. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
8. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share. (The Library does not share mailing lists under any circumstances.)
9. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

*The original Donor Bill of Rights was created by the American Association of Fundraising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations and adapted for use by the Thunder Bay Public Library.*



## Policy No: 3.12 DISPOSITION OF SURPLUS ASSETS

Type: Financial Administration

Originated: November 4, 2004

Reviewed: April 8, 2015

Amended: April 9, 2015

Related Policies:

### Purpose

The purpose of this policy is to provide a system that encourages the disposal of assets that are no longer required and to provide a means of documenting the transfer or sale of surplus assets.

### Disposal of Surplus Goods

1. On at least an annual basis, all Department Heads shall identify goods which become surplus to their needs and submit such lists to the Chief Librarian/CEO.
2. The method of disposal used on a particular surplus item will be that which results in the best overall benefit to the Library, such as:
  - a. transfer to another department for use within the Library
  - b. trade-in, return to supplier for credit
  - c. invite public or selective quotations
  - d. donate to another non-profit/charitable organization
  - e. public auction, yard sale or other
  - f. scrap, dismantle or destroy, classify as waste and dispose

### Prohibitions

The bid for a purchase of any surplus goods directly or indirectly by or for a Library Board member or employee, or a Board member's or employee's family (family being parent, spouse, child) is defined in the Municipal Conflict of Interest Act as probable conflict of interest.



**Policy No: 3.13 SALE AND OTHER DISPOSITION OF REAL  
PROPERTY**



Type: Financial Administration

Originated: January 17, 2008

Reviewed: April 8, 2015

Amended: April 9, 2015

Purpose

The Municipal Act (2006, c. 32, Schedule A, s113 (2) requires that Library Boards adopt and maintain a policy with respect to the sale and other disposition of land. The Public Libraries Act (s. 19 d) allows a board to sell, lease or otherwise dispose of any land or building that is no longer required for the board's purposes with the consent of the appointing Council.

Sale and Other Disposition of Land

The Library will follow City policies with respect to the sale or other disposition of land.

**Policy No: 3.14 TANGIBLE CAPITAL ASSETS**



Type: Financial Administration

Originated: November 13, 2008

Reviewed: February 20, 2018

Amended: September 13, 2018

Related Policies: 3.11 Disposition of Surplus Assets

Procedures: 3.14(a) Tangible Capital Assets Procedure

Policy Statement

It is the policy of the Thunder Bay Public Library Board that all statutory requirements with respect to the accounting for and reporting of tangible capital and infrastructure assets are fulfilled.

It is the policy of the Board that the treatment of tangible capital assets for accounting purposes is in accordance with Generally Accepted Accounting Principles (GAAP) and the Board shall comply with the pronouncements of the Public Sector Accounting Board (PSAB), specifically PS 3150 – Tangible Capital Assets.

Further, it is the policy of the Board to account for and report in the accounts of the Board the tangible capital assets and the tangible capital assets under capital lease, controlled by the Board in accordance with the policy established by the Corporation of the City of Thunder Bay.

Purpose

The purpose of this policy is to ensure the Board's considerable investment in tangible capital and infrastructure assets is recorded appropriately, accurately, and consistently and managed effectively.

This policy will aid in the achievement of the following goals:

- a. legislative and policy requirements to establish and maintain asset account records are met
- b. enhanced quality of information allows improved analysis of issues involving tangible capital assets
- c. risk and liability are managed and due diligence in infrastructure stewardship is demonstrated; and communication with citizens, elected officials and regulatory agencies is improved; and, service delivery and operational requirements are coordinated.