

**THE THUNDER BAY PUBLIC LIBRARY BOARD**  
**REGULAR BOARD MEETING**

Thursday, March 13, 2025 - 5:15 p.m.

Brodie Resource Library

**AGENDA**

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

**1. WELCOME AND INTRODUCTIONS**

**2. ADDITIONS TO THE AGENDA**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. MINUTES**

- a) Regular Board Meeting –January 9, 2025, 3-5

**MOTION: That the Minutes of the Regular Board Meeting held on Thursday, January 9, 2025 are adopted as amended/submitted .**

**5. CONSENT ITEMS – INFORMATION N/A**

- |    |  |       |
|----|--|-------|
| a) | Friends of the Library Executive Minutes - January 28 & February 25 2025 | 6–14  |
| b) | Friends of the Thunder Bay Public Library Exec Mtg Dec 11, 2024          | 15-17 |
| c) | TBPL Board Committees  | N/A   |
| d) | Health & Safety Annual Report to the Board 2024                          | 18-20 |

**MOTION: That the Correspondence and Reports be received for action and/or information.**

6.

**DECISION ITEMS**
- a)

Policy 5.9 Health and Safety

21

b)

PSAB – Full Accrual Budget

22

Reconciliation of Budget to PSAB – 2025

23
7.

**DISCUSSION/OTHER BUSINESS**
- a)

Ontario Library Super Conference Report from Board Members

N/A

b)

April Board mtg date (discussion)

N/A
8.

**CLOSED SESSION**

**MOTION: That the Board move into Closed.**

**In Accordance with Section 16.1 A, C of PLA the Board move into Closed Session**

**MOTION: That the Board move out of Closed Session.**

**MOTION: That the Board adopts the motions approved in Closed Session.**

**9. NEXT MEETING DATE**

April 10 - Waverley Resource Library

**10. ADJOURNMENT**

**MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, March 13, 2025 be adjourned.**

**THUNDER BAY PUBLIC LIBRARY BOARD  
Minutes of the Regular Board Meeting**

**Held on Thursday, January 9, 2025  
Mary JL Black Library**

C. Grieve  
J. Todd  
C. Bagdon  
M. Zussino  
C. McCraw  
S. Kabir  
S. Lewis  
T. Giertuga 5:45  
K. Fettes 6:07  
R. Togman, CEO  
M. Akis, minute taker

Regrets:  
K. Fettes

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

**CALL TO ORDER**

**MOTION 025-001:** THAT the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday January 9, 2025 now comes to order at 5:36 p.m.

**1. WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

**2. ADDITIONS TO THE AGENDA**

- 6a) Bootcamp attendance at OLA SuperConference for C. McCraw
- 7b) Annual Offence Declaration for TBPL Board
- 7c) Input from C. McCraw regarding Board objectives

**MOTION 025-002:** That the Agenda of the November 14, 2024 meeting be approved as amended.

Moved/Seconded: C. Bagdon/J. YoddM. Zussino/S. Kabir  
**CARRIED**

### 3. **CONFLICT OF INTEREST**

No Conflict of Interests were noted

### 4. **MINUTES**

**MOTION 025-003:** That the Minutes of the Regular meeting held on Thursday December 12, 2024, be adopted as submitted.

Moved/Seconded: J. Todd/C. McCraw  
**CARRIED**

### 5. **CONSENT ITEMS**

**MOTION 025-004:** That the Correspondence and Reports be received for action and/or information

There were no items

Moved/Seconded: C. McCraw/C. Bagdon  
**CARRIED**

T. Giertuga arrived 5:45

### 6. **DECISION**

a) OLA SuperConference Bootcamp attendance for C. McCraw

A request for C. McCraw to attend the above.

**MOTION 025-005:** That C. McCraw be authorized to attend the 2025 OLA Super Conference Bootcamp. TBPL will cover the cost.

Moved/seconded by: J. Todd/J. Hudyma  
**CARRIED**

## **7. DISCUSSION/OTHER BUSINESS**

### **a) Statistics review**

The CEO provided some current stats

- Physical stats are up 4%, (e-circulation) is less
- 8% increase (in person visits)
- 16% increase in computer usage
- Programming stats are up 30% for adults and 40% for children's
- Youth stats are down
  - it was noted that promotion has not been made in this area

### **b) OLBA Strategic Plan**

C. McCraw noted that she will send the board, 4 priority suggestions for their input

A Board member suggested that the Library possibly look into asking the public for donations of new titles, like a (Wish List). the CEO stated that he would reach out to the Collections Librarian with the suggestion

M. Akis left the mtg at 5:58 p.m.

## **8. CLOSED SESSION**

K. Fettes arrived 6:07 pm

**MOTION:** THAT in accordance with PLA Section 16.4, a,e,f, the Board move into Closed Session.

**MOTION:** THAT the Board moves out of Closed Session.

**MOTION:** THAT the Board approves the motions passed in Closed Session.

## **9. NEXT MEETING DATE**

Thursday, February 13 - Waverley Resource Library

## **ADJOURNMENT**

That the regular meeting of the Thunder Bay Public Library Board being held on Thursday, January 9, 2025 now adjourns at 6:32 p.m..

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING  
TUESDAY, FEBRUARY 25<sup>TH</sup>, 2025  
HILLCREST CONDOS COMMON ROOM

UNAPPROVED

Fran called the meeting to order at 1:00 pm

Attendees: Fran Duke, Joanne Petrisano, Adrian DiGiuseppe, Christine Paul, Pauline Parker. Regrets: Meagan Ross TBPL, Victoria Racco TBPL

Reports Filed: Treasurer's Report, Bingo Report, Bookstore Report; TBPL Update - Meagan

1. Additions to the Agenda – Women's Entrepreneurship Award RBC; Next issue of Connect
2. Declaration of Conflict of Interest – none
3. Acceptance of Last Minutes of Meeting January 28, 2025 – Pauline moved, Joanne seconded, all in favour.

4. Treasurer's Report – Joanne

A. Operations and Account Balances - January 1 to February 21, 2025:

Opening Balance	64,436.24
Total Receipts	\$107,427.35
Total Disbursements	\$73,304.52
Closing Balance	\$98,559.07

B. TBPL 50/50 Raffle – Statement of Receipts and Disbursements (Permit December 2024-October 2025): Receipts and Disbursements September 2024 to February 21, 2025:

Draw #1

• Ticket Sales	\$82,995.00
• Prize and operating expense	\$65,902.49 (includes expenses beginning in Sept 2024)
• Balance retained	\$17,092.51

Draw #2

• Ticket Sales	\$68,355.00
• Prize and operating expense	\$48,928.63
• Balance retained	\$19,426.37

Cumulative Balance	\$36,518.88
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FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING  
TUESDAY, FEBRUARY 25<sup>TH</sup>, 2025  
HILLCREST CONDOS COMMON ROOM

Joanne advised that TBPL has ordered the OBEI projector for TBPL Children's Department at a cost of \$9,712.29. The cost will be supported by funds available in the Friends Superior Shores account through money earned from volunteering at bingo.

Joanne requested that we discuss how subsequent purchases on behalf of TBPL programs and collections should proceed at our next executive meeting. In previous years, funds in our Superior Shores account and any surplus funds in Operating would be gradually disbursed to TBPL over the year, as funds became available.

Joanne advised a letter has been received from the Charities Directorate acknowledging receipt of our revised Constitution and By-Laws. The Directorate requests that their letter be stored in our permanent records.

Joanne advised that the Friends 50/50 Raffle will include a monthly \$1,000 early bird draw starting in March. She also noted that February's winner was short changed \$60 when she cashed the winning cheque. Our account manager advised we could reimburse the winner that \$60 out of our raffle account. Joanne will ask Meagan if bills that FOL receives on the raffle account can identify the Draw number that the expense applies to.

Joanne moved her report; Adrian seconded, all in favour.

Joanne was thanked for her exceptional work on the Friends behalf.

5. Bookstore Convenor Report – Fran and Christine:

- Between January 4 and February 21, 2025 10 boxes of books were shipped to Better World Books, many of those containing religious books donated to the Bookstore. A sales summary shows the FOL earned \$19.08 in commission during that period.
- Christine was acknowledged for doing a great job of scheduling. Volunteers are emailed an excel spreadsheet monthly, detailing bookstore shifts.
- Volunteers are awaiting training by Brodie staff to operate the price sticker machine.
- Adrian has utilized the label maker to make shelf labels for all the categories of books in the Bookstore. They now need to be inserted in the shelf markers donated by Lori at MJLB.
- The bookstore was closed for several days during February due to extreme cold and weather events.
- Lloyd and Patrick transported 3 boxes of deselected TBPL children's books to the Indigenous Friendship Centre.

Fran moved. Christine seconded. All in favour.

6. Bingo Convenor Report – Pauline:

- FOL earned \$1,565.52 in January from volunteering at Superior Shores Bingos. We have earned 4 of 6 bonus pooling shares

Pauline moved. Adrian seconded. All in favour.

## FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

### FRIENDS OF THE LIBRARY EXECUTIVE MEETING

TUESDAY, FEBRUARY 25<sup>TH</sup>, 2025

HILLCREST CONDOS COMMON ROOM

Pauline was thanked for all her hard work managing the Bingo portfolio and working at many bingos herself. Funds earned were utilized to purchase the OBEI projector for TBPL.

#### 7. Membership Convenor Report – Fran:

- An application was received from James Diotte. Meagan determined he also applied to the Friends in 2023. At that time he received a favourable volunteer reference. The business reference he provided in his 2025 application was called and gave an unfavourable review regarding customer service skills. It was decided to request James provide a PIC and undergo AODA training. He will be subsequently partnered with an experienced Bookstore volunteer and customer interactions will be monitored.

#### 8. TBPL Update – Meagan:

- The interactive projector has been ordered and will be installed at MJLB when it arrives. Everyone is very excited and grateful to the Friends for purchasing it.
- The next issue of Connect is in the works and Cody will be using a full page to advertise the 50/50. If there is any other information that we think needs to be included in this issue, please let her know.
- Meagan is working with Generator to find a clear way to bill so that it is easy to understand to which draw costs apply.

#### 9. Marketing for 50-50 Draw (Adrian):

- Adrian continues to do radio interviews and additional filming will be scheduled in the Bookstore. He stated he plans each interview carefully so that the basic info about the raffle is included each time as well as a new component so that the interviews remain fresh. Adrian noted that each interview costs \$1,200 and asked that Cody check whether each interview only runs once.
- Adrian attended a meeting with TBPL and the new 50/50 raffle advertising provider Generator. Generator provided a new concept with fewer colours and more energy. It will be available early in March.

Adrian was thanked for his excellent work publicizing the 50/50 Raffle and managing the marketing file for the Friends.

#### 10. Sales and Events – FOL are participating at the Volunteer Fair which is being hosted by the United Way at Intercity Mall February 26 and 27. Volunteers are available for 2 shifts each day.

#### 11. Volunteer Shirts – no report

#### 12. Friends Information Booklet – no report

#### 13. Women's Entrepreneurship Award RBC – Joanne advised that FOL has been nominated for this award by our account manager Bruno. It was decided to pursue an entry. RBC states we are



FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING

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HILLCREST CONDOS COMMON ROOM

encouraged to share the news of the nomination on social media utilizing an honorary nominee badge on social media handles and as an e-signature. Meagan, can you access the nominee badge and could you please assist us in adding this to our social media posts. Thank you!

Next step is to accept the nomination by completing the Eligibility Confirmation Form by March 21<sup>st</sup> and completing an application by May 9<sup>th</sup>.

14. Upcoming Connect Issue – After discussion, it was decided to request that the next issue of Connect promote the Bookstore and upcoming Toonie Tote sale dates.
15. The Friends Executive were very sad to accept the resignation of Christine Paul, Vice-President. Christine advised that she is unable to continue on the Executive and is only able to continue as a volunteer in the Bookstore until March 14<sup>th</sup>, due to an increase in other commitments. Christine stated it has been a great pleasure to be a part of the FOL. She will remain on the membership list but is unable to undertake any duties at this time. The Friends Executive thanked Christine for her exceptional work over the past 3 years.

The meeting was adjourned at 2:50 pm.

Next meetings:            March 25, 2025 – 1:00 pm – Hillcrest Condos Common Room  
                                 April 22, 2025 – 1:00 pm – MJLB Community Room

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING  
TUESDAY, JANUARY 28<sup>TH</sup>, 2025  
ZOOM

Due to a snowstorm, the meeting was held via Zoom.

Fran called the meeting to order at 1:04 pm

Attendees: Fran Duke, Joanne Petrisano, Adrian DiGiuseppe, Christine Paul, Pauline Parker, Meagan Ross  
TBPL, Victoria Racco TBPL

Guest: Cody Angus TBPL

Reports Filed: Treasurer's Report, Bingo Report, Bookstore Report

1. Additions to the Agenda – 50/50 Draw Marketing – moved to Agenda Item #3.
2. Declaration of Conflict of Interest – TBPL attendees declared a Conflict of Interest |
3. 50/50 draw- Cody:
  - Highest return investment from the December ads which are Meta, Facebook, Instagram, Google searches. YouTube videos.
  - Advertising via: Walleye ads, Dougall media buy, Adrian interviews, Commercials, Social media work.
  - One time fee \$1,875 to create the brand, create the templates, use the look and feel of 50-50
  - Branding set up is one time fee. Includes: communication calendar for the entire month advised when to post, what to post and when to email. All the copywriting- the text in the ad email design and layout equals six emails., design and layout is seven social media posts.
  - Update voice overs included
  - Everything done “in house” at the library, all pricing of ads all done internally
  - Madhub replaced by Generator
  - Actual startup cost \$1,875 and monthly cost is \$3,465
4. Acceptance of Last Minutes of Meeting December 11<sup>th</sup>, 2024 – Pauline moved, Christine seconded, all in favour.

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING

TUESDAY, JANUARY 28<sup>TH</sup>, 2025

ZOOM

5. Treasurer's Report – Joanne:

Statement of Cash Receipts and Disbursements as at December 31, 2024:

● Balance forward 2023	\$24,736.12
● Total Receipts	\$123,073.17
● Total Disbursements	\$83,373.05
● Closing balance 2024	\$64,436.24

Statement of Cash Receipts and Disbursements as at January 27, 2025:

● Balance forward 2024	\$64,436.24
● Total Receipts	\$50,113.28
● Total Disbursements	\$23,901.43
● Closing balance January 27	\$90,648.09

TBPL 50/50 Raffle – Statement of Receipts and Disbursements for December 2024 (draw date December 31, 2024 – as reported to AGCO)

● Ticket Sales	\$82,995.00
● Grand Winner's Prize	\$41,497.50
● Operating Expense	\$23,990.01
● Balance on Hand	\$17,507.49

Joanne moved her report; Christine seconded, all in favour.

Joanne noted there should be sufficient funds in the Superior Shores account soon to purchase an interactive projector for the TBPL children's department. Meagan will obtain an updated purchase price for the unit. She noted it probably will be installed at MJLB.

6. Bookstore Convenor Report – Fran and Christine:

- During 2024 we shipped 19 boxes of books to Better World Books. During January 2025 we shipped out 3 boxes. We received a huge donation of religious books. All will be scanned for potential shipping to BWB.
- It was suggested that a notice be placed in Facebook advertising the religious/spiritual books.
- Christine was acknowledged for doing a great job of scheduling
- Pricing stickers have been ordered from Lowery's. TBPL has a machine for printing the stickers. Library staff will train Friends volunteers how to use the machine so that we can print out stickers as we need them.

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING

TUESDAY, JANUARY 28<sup>TH</sup>, 2025

ZOOM

- Fran sent off an application for a BWB literacy grant on behalf of FOL. The grant would be utilized by TBPL for purchasing YOTO players which support children's literacy – Meagan and Ryan Gracey developed the project's descriptors.
- Adrian is in the process of utilizing the label maker to print bookstore section names. These will be inserted in the shelf markers donated by Lori at MJLB.

Fran moved. Christine seconded. All in favour.

7. Bingo Convenor Report – Pauline.

- The pooling from the November bingos was \$2,492.96 (3 shares and \$189.43 bonus engagement amount for vinyl cling displayed at the Bookstore).
- The pooling from the December bingos was \$1,703.78 (2 shares)
- 2025-26 permit submitted. Document to be released with Quarter 1 (April 2025 to June 2025) shift schedule on March 14, 2025
- Our scheduled shifts are as follows and all are filled: February 10 (1 pm to 3 pm), February 18<sup>th</sup> (3 pm to 5 pm), March 4<sup>th</sup> (3 pm to 5 pm), March 19<sup>th</sup> (11 am to 1 pm), March 19<sup>th</sup> (1 pm to 3 pm)
- An S.S.G.A meeting highlights: 2024 Disco Bingo Appreciation Party now a permanent fixture, December pooling amount of \$851.90 (2-hour shift) was the highest month to date; previous average was \$575
- We've earned 4 of 6 bonus pooling shares
- City Licensing Officer is now Vanessa Lem
- Fiscal year S.S.G.A. \$18,112.92 (January-December)

Pauline moved. Joanne seconded. All in favour

8. Membership Convenor Report – Fran. Review of Applications/Home Deliveries (MJLB)

- Stephanie Borton- interested in volunteering at Bingos. She provided two references, but Fran has only been able to contact one. That reference was positive. She is a college student part time. It was recommended we move forward with requesting a PIC and subsequently AODA training.
- 
- Jamie Rooney- interested in Home Deliveries out of MJLB. Only one reference was provided – a staff member at Brodie. Jamie has already provided a PIC. Provided the staff member provides a positive recommendation, it was recommended we move forward and request completion of AODA training.

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING

TUESDAY, JANUARY 28<sup>TH</sup>, 2025

ZOOM

- Diane Zhang – interested in volunteering at the Bookstore. Two references were provided, both in China. She has been in Thunder Bay one month. Her husband is a student at Lakehead University with plans to gain employment in Thunder Bay after graduation. It was decided to request a PIC and AODA training. A 3 month probationary period was recommended.
- Ogumcwo Olumide and Juliet McCann both applied last fall. Ogumcwo provided two references in southern Ontario; Juliet did not provide any references. They are new to Thunder Bay. Fran is to follow-up with Ogumcwo's application.

9. TBPL Update – Meagan:

- The new TBPL hours are being well received in the community.
- TBPL has applied for a grant to undertake renos at Waverley with an emphasis on Green and Inclusivity. It is hoped that an answer will be available in the next two months.
- Dr. Richard Togman will attend the FOL AGM meeting in April and provide an update.
- Brodie Library – plans are in the works for a main level accessible washroom, with a completion date in the Fall.
- TBPL is invested in making the monthly 50/50 successful.

10. Marketing for 50-50 Draw (Meagan and Adrian): Adrian is doing local radio interviews. Adrian is representing FOL on a marketing sub-committee and will report back to the executive.

11. Volunteer Shirts – Update: Fran to follow up or revisit in a month.

12. Friends Information Booklet (Fran):

- AIF in color.
- Printing off sites suggestions: Lakehead Printing or Letter Shop (Doug Brown)

13. Sales and Events (late agenda addition) – Fran: FOL has been invited to attend a United Way Empower the North Volunteer Fair at Intercity on February 26 and 27<sup>th</sup> at a cost of \$20. It was decided to participate and promote Volunteering with FOL, Home Deliveries, Bingo, the Bookstore and the 50/50 Draw – utilizing the Brodie banner.

Adjournment 3:05 pm

Next meeting dates:

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

FRIENDS OF THE LIBRARY EXECUTIVE MEETING

TUESDAY, JANUARY 28<sup>TH</sup>, 2025

ZOOM

Tuesday, February 25<sup>th</sup>, 2025 1:00 pm Hillcrest Condos

Tuesday, March 25<sup>th</sup>, 2025 1:00 pm Hillcrest Condos

Tuesday, April 22<sup>nd</sup>, 2025 **AGM** – MJLB Community Room

## FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

### CHRISTMAS EXECUTIVE MEETING AND SOCIAL

December 11, 2024

Mary J.L. Black Library, Community Program Room 1 pm

Attendees: Fran Duke, Joanne Petrisano, Christine Paul, Adrian DiGiuseppe, Pauline Parker

Friends Volunteers: Ellen Skillen, Kathie Johnson, Janet Robertson, Diana Smith, Gary Stockla, Andy Feng, Peggy Derkacz, Allan Yahn, Gary Barney, Natalie Diakunchak, Colleen Snelgrove, Chistine Lawrie, Bonnie Lambert, Pam Cain.

TBPL: Dr. Richard Togman, Ruth Hamlin-Douglas, Victoria Racco; regrets – Carol Grieve, Meagan Ross

Reports Filed: Treasurer's Report, Bingo Report, Bookstore Report, Baby Book Handout, Friends Volunteer Handbook

1. Additions to the Agenda – None.
2. Introductions: TBPL Management and staff; FOL volunteers
3. Message from Carol Grieve, Board Chair. Unfortunately Carol was unable to attend. Her message thanking Friends volunteers for their hard work on behalf of the Library was read by Ruth.
4. TBPL -Update – CEO Dr. Richard Togman.
  - (a) Friends 50/50 Draw is underway.
  - (b) Library extended hours begin on January 2, 2025 with MJLB and Waverley open 7 days a week as well as evenings Monday to Thursdays. Brodie and County Park will not be open in the evenings.
  - (c) Planning is underway to undertake TBPL facilities renewal.
5. TBPL attendees declared a Conflict of Interest.
6. Acceptance of Last Meeting Minutes – October 21, 2024. There was an acknowledgement of and a big thank you to Meagan for all her work in 2024 on behalf of the FOL and for spear heading our 50/50 Draw. Fran moved the minutes be accepted. Christine Paul seconded. All in favour.
7. Treasurer's Report – Joanne. **REVIEW:** 2024 receipts and Disbursements to date as at November 30. Closed existing Raffle Account and opened 50/50 Current Account which is

primarily digital to minimize banking fees.

**BANKING ACCOUNT BALANCES as of 2024 December 10:** General Account: \$21,491.61

Superior Shores Account: \$4,185.120 50/50 Raffle Account: \$24,175.00

**2024 DONATIONS TO LIBRARY:** \$25,000 (\$16,452.59-Superior Shores, \$8,547.41 General).

Approximately 700 books, learning materials, educational materials were purchased by TBPL with those donations.

FOL is accumulating funds in the Superior Shores account in order to purchase OBIE Interactive Projector and Drop Ceiling Mount for the Children's Department (approx. \$10,000). We should reach goal by spring. The Municipal Lottery Office has been informed of the plan.

**RECOMMENDATION:** Joanne made a motion that the Friends to donate a further \$5,000 from our General Account to TBPL Friends Reserve Fund (\$42,000). Seconded by Pam Cain. All in favour. Joanne moved her report be accepted. Seconded by Pauline.

8. Bookstore Convenor Report – Fran and Christine. Our Bookstore continues to receive many donations of books, DVDs and LPs from the public, and withdrawn books and audiobooks from TBPL. Our Bookstore backroom/50 cent sales area saw many shoppers on the first day of the Buck a Bag sale.

**Better World Book Shipments-** We continue to ship books to BWB; 19 during 2024.

**Sales and Events:** A Holiday/Art Gifting sale was held on November 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> in conjunction with the November Buck a Bag sale. Sale total for the 3 days was \$1,255.65. Kudos to all involved. Also thank you to the staff of Brodie Library who offered a room for the art sale.

**Staffing:** Christine continues to manage volunteer scheduling for the Bookstore with great efficiency. An excel spreadsheet is emailed to Bookstore volunteers outlining monthly volunteer shifts.

**Bookstore Operations Update:** The Bookstore continues to receive great cooperation from the Brodie staff who are welcoming and very helpful to our volunteers. A big thank you to Victoria for running off copies of all the reports for this Christmas meeting, and for formatting the new 2025 Bookstore price list and laminating it.

Further discussion will take place in 2025 as to whether the price of a bag of books should be increased in 2025. Suggestions included raising the price to \$2.00, and buying a bag for \$5.00 and filling it up.

9. Bingo Convenor Report – Pauline. The 2024-2025 permit year began on April 1, and we were approved for a budget of \$16,000. We made over \$11,000 by the end of October and are on track to meet our approved budget by the end of March 2025.



In December we have 2 shifts on the 29<sup>th</sup>. We have the option of picking up extra bingo shifts when Ashlyn Ransome, the Charity Coordinator, sends us an email. We picked up one rare extra matinee shift in November. The best part of extra shifts on behalf of other organizations is that the pooling is not included in our budget limit. The “Bonus Pooling Incentive” earned us 3 of 6 bonus points and extra cash.

When TBPL updated their website back at the end of April, our Friend’s site was revamped to include both the Superior Shores Gaming Association logo and the “Charitable Gaming Community Good” logos which qualified us our first bonus ¼ share. During National Volunteer Week April 14<sup>th</sup> to 20<sup>th</sup>, Fran posted the official graphic on our website, and we earned our second ¼ share.

Our Charity Impact Story was featured on the Ontario Charitable Gaming Association website. Thank you, Meagan, for the submission. If you have not seen it, check it out in the “Welcome Baby” project that the Friends funded along with the Thunder Bay Community Foundation. A pamphlet of 10-year Anniversary at Superior Shores was shared. A flyer of the Friends of the Thunder Bay Public Library Champions of Early Literacy was distributed. Pauline moved her report be accepted. Peggy seconded. All in favour.

10. Membership Convenor Report. Fran and Adrian reported that FOL current membership stands at 62, with no applications under review.

11. Holiday Book and Arts Sale – There were very good sale results from the three day sale. A big thank you to all the volunteers who donated pictures and other items to the sale.

12. Friends Information Booklet was circulated to everyone.

13. Acknowledgements – The FOL executive thanked all the Friends volunteers for their continued support and hard work over 2024, in particular: the bingo squad which volunteers monthly at Superior Shores and takes on extra shifts when available; the volunteers who process the thousands of books which are donated to the Bookstore each year and deftly manage the crowds of people who take advantage of monthly sales; the home delivery volunteers who travel the city monthly delivering books; and the staff of TBPL who support our operations daily. Best wishes to all with hopes for your continued health and happiness in the New Year.

14. Adjournment.

DRAW

NEXT MEETING:	January 28, 2025 1:00 pm	Brodie Studio Room
	February 25, 2025 1:00 pm	Hillcrest Condos Common Room

## **Health and Safety Annual Report to the Board**

**Report Year - 2024**

### **1) Joint Health and Safety Committee (JOHSC):**

- Management Members: Cherri Braye and Kim Gunn (with Chris Gratton as a guest).
- CUPE Local 3120 Members: Shauna Kosoris and Jaimie Eager
- CUPE Local 87-18 Member: Marja Mack.
- AETS representative: Amber Legarde, is a recurring guest at meetings.
- Co-chairs (alternating): Kim Gunn and Shauna Kosoris.

### **2) Training:**

- All scheduled drills including Suspicious Package, Robbery and Power Outage, were conducted during 2024.
- Fire Drills have been completed at all branches.
- Bomb Threat training was completed by all staff.
- It Risk and Cybersecurity Awareness Training for Employees was completed by all staff.
- All new hires complete numerous Health & Safety training modules online through Citation Canada (formerly called HR Downloads) as well as on the job training.
- The annual review of the Board Policy on Workplace Violence and Harassment was reviewed and completed by all staff via HR Downloads.
- The Board Policy on Health and Safety was reviewed by all staff via HR Downloads.
- All new staff complete training on Addressing Domestic Violence in the Workplace.
- Other training such as AODA Customer Service Standard refresher and Coaching & Mentoring training was completed by all staff.
- Asbestos Awareness Safety training was completed by maintenance staff.
- The annual WHMIS refresher was completed by staff
- First Aid & CPR training and renewals are now in process with the resumption of in class sessions. Multiple staff at all four (4) locations have completed training.
- All members of the JOHSC are current with Level 1 & 2 Certification except Marja Mack who will be registering for the training in 2025.
- Ministry of Labour *Health and Safety in 5 Steps for Supervisors* refresher was completed by all Supervisors.

**3) Procedures:**

- The 2024 list of Goals and Priorities has been reviewed at each JOHSC meeting throughout the year in order to ensure that all goals and priorities have been met by year end.
- The Emergency Contact List for the Fire Safety Plan remains current and updates have been added to the Floor Plans of each branch.
- The Health and Safety Manual is under complete review.
- Spray bottles of disinfectant are available to all staff for use before and after handling all equipment to ensure staff safety.
- Plexi-glass barriers remain at some stations to ensure the safety of all staff.

**4) Facility:**

- The on-line walkabout logbook is being used to track monthly H&S inspections in all work areas. Walkabouts continue to include a monthly check of all mugger stoppers and flashlights. The CUPE Local 3120 members of the JOHSC review the Walkabout logbook entries prior to each JOHSC meeting and report on any issues arising from these reviews. The JOHSC co-chairs also review the entries for any system-wide or Management-related issues.
- The annual complete-building Health and Safety inspection will be scheduled before the end of the year at each branch. Health & Safety and Maintenance related items are being addressed as time and budgets allow. Fire Inspections are also forthcoming.
- The Ministry of Labour completed field visits at the CP Library on April 8 and also at the Waverley Library on October 29. No orders were issued.

**5) Incident Report Analysis:**

- There continues to be a quarterly report to track and document Patron Incidents for trends. This procedure ensures that this report is reviewed and tracked on a current basis. Staff continue to be debriefed when necessary, depending on the nature of Incidents.

**6) Other Activities:**

- A New Hire Orientation Checklist has been uploaded onto ADP for all staff. This checklist ensures the continuity of a safer workplace culture. The intent is to ensure all new hire staff are current and aware of established workplace Health and Safety policies and procedures.
- Staff health and wellness is continued to be monitored and regular updates are sent via staff update. Supervisors and Human Resources continue to do a mental health check to ensure that staff is coping within the workplace environment.

- Staff newsletters are used to broadcast Health and Safety messages and reminders on an as-needed basis.
- The 2024 Health & Safety Effectiveness Survey has been sent out and data will be compiled. Data will be used to review the process for handling Patron Incidents.

**7) Statistics:**

<b>Staff Occupational Health and Safety Forms Reviewed by Committee</b>					
	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>Staff Incidents – No Healthcare required</b>	15	23	22	23	6
<b>Staff Incidents – Healthcare required</b>	6	5	6	3	6
<b>Occupational Illness</b>	0	0	9	2	2
<b>FYI Only / Other</b>	0	0	3	13	1
<b>Totals</b>	<b>21</b>	<b>28</b>	<b>40</b>	<b>44</b>	<b>29</b>

Management and the JOHSC review and respond as required to the above.

Respectfully submitted,



**Kim Gunn**  
Management Representative



**Shauna Kosoris**  
Worker Representative



**Thunder Bay  
Public Library**

## **Policy No: 5.9 HEALTH AND SAFETY**

Type: Human Resources

Originated: January 13, 2011  
Supersedes: February 8, 2024  
Reviewed: December 17, 2024  
Amended:

Related Policies:

### Purpose

The Thunder Bay Public Library Board, its staff and management share a joint commitment to providing a safe and healthy working environment for all staff, visitors, and library users. The Thunder Bay Public Library shall comply with the Occupational Health and Safety Act and any applicable Regulations.

### Regulations

The Thunder Bay Public Library shall develop, implement and maintain programs which are proactive in the prevention of injury, accident and illness and promote employee wellness within this organization.

Supervisors shall ensure that the safe work procedures established by the Thunder Bay Public Library are followed in their areas.

All workers shall become knowledgeable of and work in compliance with safe work practices and procedures, and are required to report any hazardous, unsafe or unhealthy conditions immediately, and are encouraged to make suggestions for correction.

The Board and the Thunder Bay Public Library Joint Health and Safety committee shall review this policy annually.

Kim Gunn  
Management Rep

[Signature]  
Signature

Jan. 15/25  
Date

Shana Kossis  
Worker Rep

[Signature]  
Signature

Jan 15/25  
Date

Richard Tognia  
CEO

[Signature]  
Signature

Feb 6 2021  
Date

## memorandum

**To:** TBPL Board

**From:** Cherri Braye, Director of Resources

**Date:** March 3, 2025

**Subject:** Public Sector Accounting Board (PSAB) – Full Accrual Budget

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### RECOMMENDATION

That the 2025 PSAB budget required for the 2025<sup>4</sup> Financial Statements be approved with a balanced budget.

### BACKGROUND

The PSAB Handbook requires that Budget numbers in the financial statements be presented on the same basis and scope as the actuals. At the same time, the budget numbers reported in the annual financial statements must be reconcilable or relate back to the budget that was approved by the Board.

The implementation of PS 3150 is an accounting change not a budgeting change. As it stands, the impact of PSAB on the budget does not change the methodology in how the annual capital and operating budgets are currently derived.

The goal is for municipalities and their Boards is to use the tangible capital asset information to set aside the funds for the future replacement of its infrastructure and to have an estimate of the when they need to be replaced. The PSAB budget will make the Board aware of the amortization requirements during the year.

### ANALYSIS

Attached is the net 2025 PSAB – full accrual budget.

The following adjustments are required in order to adjust the budget originally approved to a PSAB/ full accrual budget:

1. Remove the capital expenses as under PSAB the capital fund does not exist.
2. Add in amortization expense and accretion expense.

**Reconciliation of Budget to PSAB - 2025**

	<b>2025</b>
<b>Revenues:</b>	
Operating Levy	7,218,000
Library Revenues	406,833
Capital	1,093,000
	<u>8,717,833</u>
<b>Expenses:</b>	
Operating fund	7,104,300
Capital fund	1,093,000
<b>Budget approved by the City:</b>	<u>8,197,300</u>
<b>Less:</b>	
Capital purchases	(900,000)
	<u>7,297,300</u>
<b>Annual surplus/(deficit) before exclusions</b>	900,000
<b>Total Exclusions:</b>	
Amortization of tangible capital assets	(900,000)
<b>Annual Deficit/Surplus after Exclusions</b>	<u>-</u>

**Budget To Be Approved by Board**

<b>Source of Funding:</b>	
City of Tbay - Oper	7,218,000
City of Tbay - Capital	1,093,000
Prov of Ontario	227,600
Library Revenues	99,233
Fundraising	80,000
<b>Total Revenue</b>	<u>8,717,833</u>

<b>Applied to:</b>	
Wages and Benefits	6,226,700
Library materials & programs	312,145
Automated Systems	336,800
Building & Equipment	606,000
Admin & General	309,188
Amortization of assets/collection	927,000
	<u>8,717,833</u>

<b>Surplus/Deficit</b>	<u>-</u>
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