

**THE THUNDER BAY PUBLIC LIBRARY BOARD**

**REGULAR BOARD MEETING**

Thursday, March 14, 2024 – 5:15 p.m.

Brodie Community Hub

**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 (Observers and Invited Guests)**

2. **ADDITIONS TO THE AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **MINUTES**

a) Regular Board Meeting – February 8, 2024 3-5

**MOTION: That the Minutes of the Regular Board Meeting held on Thursday February 8, 2024, is adopted as amended/submitted.**

5. **CONSENT ITEMS – INFORMATION**

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

**6. DECISION ITEMS**

- |  |     |
|--|-----|
| a) PSAB – Full Accrual Budget                                      | 6   |
| i. Reconciliation of Budget to PSAB – 2024                         | 7   |
| b) Award of contract for Central Library Public Education Campaign | TBD |

**7. INFORMATION/OTHER BUSINESS**

- |  |     |
|--|-----|
| a) Report from C. McCraw/K. Fettes OLA Super Conference  | TBD |
| b) GICB Grant update                                     | N/A |
| c) Partnership Strategy update                           | N/A |
| d) City Council Composition Committee partnership update | N/A |
| e) Central Library project update                        | N/A |
| f) Procurement Strategy                                  | N/A |

**8. CLOSED SESSION**

**In Accordance with Section 16.4 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.**

**12. NEXT MEETING DATE**

April 11, 2024 – Brodie Community Hub

**13. ADJOURNMENT**

**MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, March 14, 2024 be adjourned.**



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

**Held on Thursday February 8, 2024  
Waverley Community Hub**

C. Grieve  
J. Todd  
K. Fettes  
C. McCraw  
M. Zussino  
C. Bagdon  
T. Giertuga (by video)  
S. Lewis (5:18)

R. Togman, CEO  
M. Akis, Exec. Assistant (Minutes)

**Regrets:**  
S. Kabir

**CALL TO ORDER**

**MOTION 024-001:** THAT the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday February 9, 2023 now come to order 5:14 p.m.

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

**2. ADDITIONS TO THE AGENDA**

7d) Fundraising  
7e) Marketing Manager

**MOTION 024-002:** That the Agenda of the February 8, 2024 meeting be approved as amended.

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

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

C. Bagdon, noted that he has been commissioned to do some work by Goods and Co for a new AETS space. Board concluded that there was no conflict that would limit voting rights but thanked C. Bagdon for transparency in disclosure.

### **4. MINUTES**

**MOTION 024-003:** That the Minutes of the Regular meeting held on Thursday December 1, 2023, be adopted as submitted.

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

### **5. CONSENT ITEMS**

**MOTION 024-004:** That the Correspondence and Reports be received for action and/or information

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

K. Lewis arrived at 5:18

### **6. DECISION**

**MOTION 024-005:** That the TBPL Board approve Board Policy 5.9 Health & Safety as provided

Moved/seconded by: M. Zussino/S. Lewis  
**CARRIED**

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

#### **a) Review Draft Partnership Strategy**

The CEO provided specifics on the different types of partnership, how they would need to fit our criteria and be the best fit for the Library space. There were questions from the Board, which were answered by the CEO.

b) R. Togman, provided his OLA report to the Board

M Akis left the mtg at 5:43 p.m.

**c) Fundraising**

The CEO provided a summary of 2023 Fundraising achievements

**d) Marketing Manager**

The CEO provided the Board with an update on the Marketing Manager position

**8. CLOSED SESSION**

**MOTION:** THAT the Board move into Closed Session.

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

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

**9. NEXT MEETING DATE**

Thursday, March 14 - Brodie Community Hub

**ADJOURNMENT**

**That the regular meeting of the Thunder Bay Public Library Board being held on Thursday, February 8, 2024 now adjourns at 7:11 p.m.**

## memorandum

**To:** TBPL Board  
**From:** Cherri Braye, Director of Resources  
**Date:** March 6, 2024  
**Subject:** **Public Sector Accounting Board (PSAB) – Full Accrual Budget**

---

### **RECOMMENDATION**

That the 2024 PSAB budget required for the 2024 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 2024 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.

**Reconciliation of Budget to PSAB - 2024**

	<b>2024</b>
<b>Revenues:</b>	
Operating Levy	6,929,100
Library Revenues	400,500
Capital	850,500
	<u>8,180,100</u>
<b>Expenses:</b>	
Operating fund	7,104,300
Capital fund	850,500
<b>Budget approved by the City:</b>	<u>7,954,800</u>
<b>Less:</b>	
Capital purchases	(600,000)
	<u>7,354,800</u>
 <b>Annual surplus/(deficit) before exclusions</b>	 600,000
 <b>Total Exclusions:</b>	
Amortization of tangible capital assets	(600,000)
	<u>(600,000)</u>
 <b>Annual Deficit/Surplus after Exclusions</b>	 <u>-</u>
 <b><u>Budget To Be Approved by Board</u></b>	
 <b>Source of Funding:</b>	
City of Tbay - Oper	6,929,100
City of Tbay - Capital	850,500
Prov of Ontario	227,600
Library Revenues	97,900
Fundraising	75,000
Total Revenue	<u>8,180,100</u>
 <b>Applied to:</b>	
Wages and Benefits	6,215,000
Library materials & programs	279,890
Automated Systems	306,010
Building & Equipment	564,150
Admin & General	215,050
Amortization of assets/collection	600,000
	<u>8,180,100</u>
 <b>Deficit</b>	 <u>-</u>