

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, May 29, 2023 – 4:30 P.M.**  
**BOARD ROOM & VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
  - 1.2 Land Recognition – L. Dobrovnik
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Chair's Report (verbal)
5. Consent Agenda\*
  - 5.1 Approval of the Minutes
    - 5.1.1 March 27, 2023 Regular Board Meeting Minutes
  - 5.2 Correspondence
    - 5.2.1 In-coming: NONE
    - 5.2.2 Out-going: NONE
  - 5.3 Financials
    - 5.3.1 April Financial Committee Report
    - 5.3.2 May Financial Committee Report
    - 5.3.3 March 2023 Monthly Expenditure Report
    - 5.3.4 April 2023 Monthly Expenditure Report
    - 5.3.5 Financial Reports ending December 2022
    - 5.3.6 Financial Reports ending February 2023
    - 5.3.7 Revised 2023 Operational Budget
    - 5.3.8 Friends Report – April 2023
  - 5.4 Facilities
    - 5.4.1 April Facilities Committee Report - **CANCELLED**
    - 5.4.2 May Facilities Committee Report
    - 5.4.3 Replacement Flooring Recommendation
  - 5.5 Policy Committee
    - 5.5.1 April Policy Committee Report
    - 5.5.2 May Policy Committee Report
    - 5.5.3 100-07 Board Contact Policy
    - 5.5.4 100-10 Library and Political Elections Policy
    - 5.5.6 200-02 Tangible Capital Assets Policy
    - 5.5.7 200-07 Fee-based Library Services Policy
    - 5.5.8 200-08 Travel and Expenses Policy
    - 5.5.9 400-02 Management and Non-Union Human Resources Policy
    - 5.5.10 400-05 Workplace Code of Conduct
    - 5.5.11 400-08 Right to Disconnect Policy
    - 5.5.12 400-18 Scent Aware Workplace Policy
    - 5.5.13 Policies to be Rescinded
      - 5.5.13.1 200-07 Enhanced Research Policy
      - 5.5.13.2 200-10 Exam Proctoring Policy
      - 5.5.13.3 300-20 VHS to DVD Converter Policy
      - 5.5.13.4 300-21 3D Printer Policy
      - 5.5.13.5 400-02 Lieu Time Policy – Management and Administrative

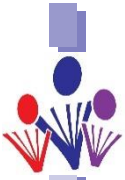
Staff

5.5.13.6 400-05 Vacation Carry Over Policy – Management and Administrative Staff

- 5.6 CEO Evaluation Committee
  - 5.6.1 April CEO Evaluation Committee Report
  - 5.6.2 CEO Evaluation Committee Terms of Reference
- 5.7 Summary of Motions
- 6. Items Removed from Consent
  - 6.1
- 7. Information Items
  - 7.1 Soo Sings for Kids
  - 7.2 Boomers & Beyond
  - 7.3 National Indigenous History Month
  - 7.4 Zonta Club Donation
  - 7.5 JLM Centennial Library Washroom Changes
- 8. Board Development
  - 8.1 Board By-laws revision
- 9. Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, A. Aaltonen
- 10. Report of the Closed Session
- 11. New Business
  - 11.1
- 12. Board meetings
  - 12.1 Regular Meeting June 26, 2023
- 13. Adjournment

**\*All matters listed under “Consent Agenda” are considered to be routine, and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #6.**

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, March 27 2023 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften

Kevin Harrison

Paolo Bruni

Wayne Greco

Steve Murray

Erin Ferlaino

Mike Olejnik

Absent: Hannah Caicco, Lisa Dobrovnik

Library: Matthew MacDonald, Kaitrin Aaltonen

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**1. Call to Order**

W. Greco called the meeting to order at 4:35 p.m.

**1.1 Excused Absence**

**MOTION:**

Resolved that the following Board Member(s) be excused from the March 27, 2023 regular meeting: H. Caicco, L. Dobrovnik

Moved: K. Harrison

Seconded: S. Murray

**CARRIED**

**1.2 Land Recognition**

M. MacDonald read the Land Acknowledgement Statement.

**2. Declaration of Conflict of Interest**

No conflicts declared.

M. Olejnik joined the meeting at 4:38 p.m.

**3. Approval of Agenda**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the agenda of the March 27, 2023 meeting as presented.

Moved: K. Harrison

Seconded: P. Bruni

**CARRIED**

**4. Chair's Report**

The Board Chair presented a report on his activities as Chair over the previous month.

Ontario has provided their latest budget – despite a good outreach, no changes to library funding were included in the provincial budget. Congratulations to Matthew and staff for nominations in 3 categories at the Sault Ste. Marie Chamber of Commerce awards.

**MOTION:**

The Sault Ste. Marie Public Library Board accept the Chair's Report of the March 27, 2023 Meeting as presented.

## **5. Consent Agenda**

### **5.1 Approval of the Minutes**

#### **5.1.1 February 27, 2023 Regular Board Meeting Minutes**

### **5.2 Correspondence**

#### **5.2.1 In-coming: NONE**

#### **5.2.2 Out-going: NONE**

### **5.3 Financials – REMOVED FROM CONSENT**

### **5.4 Facilities**

#### **5.4.1 Facilities Committee Report**

##### **5.4.1.1 March Facilities Committee Report**

### **5.5 Policy Committee**

#### **5.5.1 March Policy Committee Report**

#### **5.5.2 Policy Committee Terms of Reference**

#### **5.5.3 100-01 Governance Processes Policy**

#### **5.5.4 100-11 Board Code of Ethics Policy**

#### **5.5.5 300-05 Membership Policy**

#### **5.5.6 300-06 Social Media Policy**

#### **5.5.7 400-01 Hiring Policy**

### **5.6 Friends of the Library Constitution**

### **5.7 Summary of Motions**

#### **RESOLVED THAT:**

1. The Sault Ste. Marie Public Library Board approves the minutes of the February 27, 2023 meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the March 13, 2023 meeting as presented
3. The Sault Ste. Marie Public Library Board approves the Facilities Committee Terms of Reference as presented.
4. The Sault Ste. Marie Public Library Board approve the release of a Request for Proposal for replacement floor coverings at the James L. McIntyre Centennial Library. Further, that the Facilities Committee shall review submitted proposals and make a recommendation to the Library Board.
5. That the Sault Ste. Marie Public Library Board approve the installation of a backup power generator as a reserve power supply for the James L. McIntyre Library's sump pumps to prevent future flooding.
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 7, 2023 meeting as presented.

7. The Sault Ste. Marie Public Library Board approves the Policy Committee Terms of Reference as presented.
8. The following revised policies be approved as presented:
  - 100-01 Governance Processes Policy
  - 300-05 Membership Policy
  - 300-06 Social Media Policy
  - 400-01 Hiring Policy
9. That the 100-11 Board Code of Ethics be approved as presented
10. That Sault Ste. Marie Public Library Board approve the most recent Friends of the Library By-laws as presented.

Moved S. Murray

Seconded: K. Harrison

**CARRIED**

## **MOTION**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 30, 2023 meeting as presented.

Moved S. Murray

Seconded: K. Harrison

**CARRIED**

## **6. Items Removed from Consent**

### **6.1 Financials**

#### **6.1.1 Financial Committee Report – NONE**

M. MacDonald advised that R. Chan will be off on a leave of absence for an extended period. Until she returns, he will take over finance committee reports with assistance from K. Aaltonen.

#### **6.1.2 February 2023 Monthly Expenditure Report**

## **MOTION**

The Sault Ste. Marie Public Library Board approves the monthly expenditure report of the March 27, 2023 meeting as presented.

Moved: K. Harrison

Seconded: M. Olejnik

**CARRIED**

#### **6.1.3 2023 Municipal Funding Confirmation**

#### **6.1.4 Friends Report – February 2023**

## **7. Information Items**

### **7.1 Manager of Technology and Collections**

The new Manager of Technology and Collections will start on April 3<sup>rd</sup>. He has a background in libraries and IT, and will be a great addition to the library.

### **7.2 Sault Ste. Marie Museum Passes**

Museum passes have been added to the collection – Recognition of E. Schofield's hard work in adding to the object library over the past few months.

## **8. Board Development**

### **8.1 Open and Transparent Meetings**

The City Clerk's office will provide a presentation at the next Board Development meeting on Open and Transparent meetings as discussed at the February 27, 2023 meeting.

## **8.2 Board Member Evaluations**

### **MOTION**

The Sault Ste. Marie Public Library Board resolves that the Board Evaluation be deferred until 2024.

Moved: P. Bruni

Seconded: S. Murray

**CARRIED**

Board members provided input as to what they'd like to see at the upcoming Board Development meeting. It was requested that the Strategic Plan be reviewed to bring new members up to speed and to review the accounting cycle and the library's responsibilities.

## **9. Closed Session**

### **MOTION**

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personnel matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

BE IT FURTHER RESOLVED THAT the following person(s) be permitted to attend: M. MacDonald, K. Aaltonen, J. Martin, P. Edwards, C. Grisdale

Moved: M. Olejnik

Seconded: E. Ferlaino

**CARRIED**

Moved into Closed Session at 5:02 PM

## **10. Report of the Closed Session**

### **MOTION**

The Sault Ste. Marie Public Library Board received the report of the Closed Session of March 27, 2023 meeting as presented.

Moved: S. Murray

Seconded: P. Bruni

**CARRIED**

## **11. New Business**

J. Van Haaften provided information on the Board Assembly group at OLS. All board members should have received an email, and are invited to attend the 3 meetings being held in April. J. Van Haaften's term on the board is up next year, and Board Members should consider the possibility of joining the OLS Board Assembly. The registration link for the assembly meetings is as follows: <https://www.olservice.ca/networking-meetings#board-assemblies>

## **12. Board Meetings**

### **12.1 Strategic Planning Session March 30, 2023**

### **12.2 Board Development Meeting April 24, 2023**

## **13. Adjournment**

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Chairperson, Library Board



Sault Ste. Marie Public Library

Finance Committee

REGULAR MEETING

Thursday, April 13, 2023 – 4:30 P.M.

Minutes

Attendees: Wayne Greco (Acting Chair), Jami van Haaften (Secretary), Steve Murray, Hanna Caicco, Kaitrin Aaltonen and Matthew MacDonald.

Absent: Kevin Harrison

1. Wayne called the meeting to order at 4:37
2. Declaration of Conflict of Interest - none
3. Approval of agenda
4. Approval of the Minutes
  - 4.1 February 16, 2023 Finance Committee Meeting Minutes approved.
  - 4.2 No matters arising from February 16, 2023 Meeting Minutes
5. Monthly Expenditure Report for March 2023  
Recommendation - The expenditures for the month of March 2023, which include wages, benefits and RBC Visa in the amount of \$366,512.04 be confirmed paid.
6. Financial Results as at December 31, 2022  
Defer to April Board meeting.
7. 2023 Budget Adjustments  
Matthew will bring to the next Finance Committee meeting a summary report of fund rolled over from 2022, including fund budgeted but not spent for collections, equipment and maintenance and alterations.
8. Humidifier Replacement Project

Matthew was told to complete the project with the current approval using \$10,000 from the Library Expansion Reserve and paying for the remainder through the Maintenance and Operations budget. (Option 1)



Motions:

Approval of minutes from Feb. 16, 2023 meeting.

The expenditures for the month of March 2023, which include wages, benefits and RBC Visa in the amount of \$366,512.04 be confirmed paid.

9. Adjournment at 5:15.







Sault Ste. Marie Public Library  
Finance Committee  
REGULAR MEETING  
Thursday, May 18, 2023 – 4:30 P.M.  
Board Room & Virtual Via Zoom

Attendees: Jami van Haaften (Secretary), Steve Murray (Acting Chair), Hanna Caicco, Kaitrin Aaltonen and Matthew MacDonald.

Regrets: Wayne Greco and Kevin Harrison

1. The meeting was called to order at 4:35.
2. There was no declaration of Conflict of Interest
3. Agenda was approved.
4. Approval of the Minutes

4.1 April 13, 2023 Finance Committee Meeting Minutes

Recommendation: Approve the April 13, 2023 Finance Committee report.

4.2 Matters arising from April 13, 2023 Meeting Minutes are included in agenda.

5. Monthly Expenditure Report for April 2023

Recommendation:

The expenditures for the month of April 2023, which include wages, benefits and RBC Visa in the amount of \$146,923.81 be confirmed paid

6. Financial Results as of December 31, 2022

Matthew presented the financial results for the twelve months ending Saturday, December 31, 2022 for our information. It is a work in progress, and Matthew and Kaitrin explained numbers are expected to change.

7. Financial Results as of February 28, 2023

Recommendation: The Financial Results as at February 28, 2023 be approved.



Approve Financial Results as at February 28, 2023

#### 8. 2023 Budget Adjustments

During our last meeting Wayne asked Matthew to provide a summary of the 2023 budget adjustments.

Recommendation: The 2023 budget adjustments be approved as presented.

#### 9. Audit Progress Update

Kaitrin reported KPMG will pick up the boxes at the end of next week, and it is expected the final audited statements will be available for approval during the June meeting of the Library Board.

#### 10. 2024 Supplemental Budget Requests

##### 10.1 Social Services Technician Proposal

Recommendation to approve the 2024 Supplemental Budget Request for Social Services Technician.

##### 10.2 Library Security Guards

Recommendation to approve the 2024 Supplemental Budget Request for Library Security Guards.

#### 11. We adjourned at 6:01.

#### Motions

Resolved that the Sault Ste. Marie Public Library Board approve the April 13, 2023 Finance Committee report.

Resolved that the expenditures for the month of April 2023, which include wages, benefits and RBC Visa in the amount of \$146,923.81 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board accept the Financial Results as at February 28, 2023 be approved.



Resolved that the Sault Ste. Marie Public Library Board approve the 2023 revised Operational Budget as presented.

Resolved that the CEO prepare a supplementary budget request for the addition of a Social Services Technician to Library staff to be presented to City Council during 2024 budget deliberations.

Resolved that the CEO prepare a supplementary budget request for the additional funding for a Full-time Security presence during operational hours at the James L. McIntyre Centennial Library, to be presented to City Council during 2024 budget deliberations.



### Monthly Expenditure Report for March 2023

#### Cheque Register

March 2, 2023	121,876.96
March 10, 2023	5,013.00
March 16, 2023	30,038.20
March 23, 2023	4,862.26
March 30, 2023	93,265.09
Subtotal	<u>\$255,055.51</u>

#### EFT from Bank Statements

Wages	105,774.13
RBC Visa 2/20/2023	5,484.17
Service Fees	198.23
Subtotal	<u>\$111,456.53</u>
Total	<u><b>\$366,512.04</b></u>

#### Recommendation:

The expenditures for the month of March 2023, which include wages, benefits and RBC Visa in the amount of \$366,512.04 be confirmed paid.



## Monthly Expenditure Report for March 2023

### Cheque Register

April 6, 2023	8,458.79
April 13, 2023	22,308.87
April 20, 2023	2,550.24
Subtotal	<u>\$33,317.90</u>

### EFT from Bank Statements

Wages	107,916.90
RBC Visa 2/20/2023	5,615.25
Service Fees	73.76
Deposit Book Order	93.74
Subtotal	<u>\$113,605.91</u>
Total	<u><b>\$146,923.81</b></u>

### Recommendation:

The expenditures for the month of April 2023, which include wages, benefits and RBC Visa in the amount of \$146,923.81 be confirmed paid.

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,273,877.00)	(\$3,271,354.00)	100%
Fines			
Concessions			
Sales	(35,207.29)	(\$22,000.00)	160%
Donations	(24,626.12)	(\$34,435.00)	72%
Other income	(25,752.74)	(\$399,035.00)	6%
Change in future employee benefits		(\$239,890.00)	0%
Surplus, prior year			
	<u>(3,359,463.15)</u>	<u>(\$3,966,714.00)</u>	<u>85%</u>
EXPENDITURES			
Salaries and benefits	691,576.99	\$780,595.06	89%
Future employee benefits			
Books and periodicals	7,468.79	\$1,000.00	747%
Utilities			
Office expenditures	55,584.66	\$78,268.00	71%
Operating expenditures	22,341.12	\$24,135.00	93%
Equipment purchases	41,187.37	\$70,215.00	59%
Depreciation			
Default			
	<u>818,158.93</u>	<u>\$954,213.06</u>	<u>86%</u>
(Surplus)/Deficit	(2,541,304.22)	(\$3,012,500.94)	84%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants:			
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY	(207,474.00)	(\$207,474.00)	100%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV	(3,689.00)	(\$4,400.00)	84%
30-720-7201-5291 ONT SPEC GRANT LIBRARY	(160,595.00)	(\$160,595.00)	100%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(21,687.00)	(\$21,687.00)	100%
30-720-7201-5294 GRANTS MUNICIPAL	(2,879,932.00)	(\$2,874,798.00)	100%
30-720-7201-5296 GRANTS OTHER	(500.00)	(\$2,400.00)	21%
Total Grants	(3,273,877.00)	(\$3,271,354.00)	100%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(35,207.29)	(\$22,000.00)	160%
Total Sales	(35,207.29)	(\$22,000.00)	160%
Donations:			
30-720-7201-5861 DONATIONS	(9,623.56)	(\$14,575.00)	66%
30-720-7201-5866 RESTRICTED DONATIONS	(15,002.56)	(\$8,000.00)	188%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$11,860.00)	0%
Total Donations	(24,626.12)	(\$34,435.00)	72%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(23,928.77)	(\$7,000.00)	342%
30-720-7201-5860 SUNDRY REVENUE	(1,823.97)	(\$9,035.00)	20%
30-720-7201-5870 CONTRIBUTIONS FROM CITY		(\$383,000.00)	0%
Total Other income	(25,752.74)	(\$399,035.00)	6%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$239,890.00)	0%
Total Surplus, prior year	(3,359,463.15)	(\$239,890.00)	0%
		(\$3,966,714.00)	85%
<b>EXPENDITURES</b>			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	529,189.63	\$595,549.48	89%
30-720-7201-6015 SALARIES SUMMER STUDENTS	3,825.28		0%
30-720-7201-6031 CANADA PENSION PLAN	22,447.24	\$22,910.58	98%
30-720-7201-6032 EMPLOYMENT INSURANCE	8,227.43	\$7,803.30	105%
30-720-7201-6033 EMPLOYER HEALTH TAX	10,450.09	\$11,415.43	92%
30-720-7201-6041 OMERS	44,739.13	\$52,024.34	86%
30-720-7201-6042 HEALTH CARE	18,126.83	\$19,724.04	92%
30-720-7201-6043 DENTAL	5,752.01	\$11,918.76	48%
30-720-7201-6044 GROUP INSURANCE	5,152.36	\$5,730.19	90%
30-720-7201-6045 LONG TERM DISABILITY	10,649.02	\$12,154.94	88%
30-720-7201-6046 WSIB	1,010.44		0%
30-720-7201-6052 RETIRED HEALTH CARE	32,007.53	\$34,500.00	93%



SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
30-720-7201-6011 SALARIES PART TIME		\$6,864.00	0%
Total Salaries and benefits	691,576.99	\$780,595.06	89%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	7,468.79	\$1,000.00	747%
Total Books and periodicals	7,468.79	\$1,000.00	747%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	5,104.04	\$8,000.00	64%
30-720-7201-6182 TRAVEL	805.74	\$1,000.00	81%
30-720-7201-6185 TRAINING	9,522.11	\$14,628.00	65%
30-720-7201-6200 MILEAGE	1,371.74	\$1,900.00	72%
30-720-7201-6470 POSTAL SERVICE	(237.16)	\$300.00	(79%)
30-720-7201-6474 CARTAGE	3,649.88	\$2,500.00	146%
30-720-7201-6480 TELECOMMUNICATIONS	171.08	\$500.00	34%
30-720-7201-6500 AUDIT FEES	7,632.00	\$14,500.00	53%
30-720-7201-6506 BOOKKEEPING SERVICE	12,645.09	\$12,570.00	101%
30-720-7201-6511 OTHER PROFESSIONAL FEES	3,852.73	\$11,500.00	34%
30-720-7201-6542 PUBLIC RELATIONS	8,628.36	\$8,200.00	105%
30-720-7201-6720 BANK CHARGES	2,439.05	\$2,100.00	116%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$570.00	0%
Total Office expenditures	55,584.66	\$78,268.00	71%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	653.38	\$915.00	71%
30-720-7201-6462 INSURANCE	21,687.74	\$23,220.00	93%
Total Operating expenditures	22,341.12	\$24,135.00	93%
Equipment purchases:			
30-720-7201-8201 OFFICE EQUIPMENT	2,245.84	\$18,215.00	12%
30-720-7201-8202 COMPUTER EQUIPMENT	846.00	\$12,000.00	7%
30-720-7201-8300 SOFTWARE	38,095.53	\$40,000.00	95%
Total Equipment purchases	41,187.37	\$70,215.00	59%
Depreciation			
Default	818,158.93	\$954,213.06	86%
(Surplus)/Deficit	(2,541,304.22)	(\$3,012,500.94)	84%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(3,380.10)	(\$4,000.00)	85%
Concessions			
Sales	(7,136.72)	(\$4,350.00)	164%
Donations			
Other income	(25.00)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(10,541.82)</u>	<u>(\$8,350.00)</u>	<u>126%</u>
EXPENDITURES			
Salaries and benefits	1,354,070.39	\$1,474,383.77	92%
Future employee benefits			
Books and periodicals	133,250.97	\$149,105.00	89%
Utilities	83,521.16	\$86,000.00	97%
Office expenditures	43,343.82	\$59,300.00	73%
Operating expenditures	173,271.80	\$672,800.00	26%
Equipment purchases	4,500.58	\$9,000.00	50%
Depreciation			
Default			
	<u>1,791,958.72</u>	<u>\$2,450,588.77</u>	<u>73%</u>
(Surplus)/Deficit	1,781,416.90	\$2,442,238.77	73%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(3,380.10)	(\$4,000.00)	85%
Total Fines	(3,380.10)	(\$4,000.00)	85%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(1,033.97)	(\$1,250.00)	83%
30-720-7202-5892 MEMBERSHIP FEES	(1,015.00)		0%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(4,795.25)	(\$3,100.00)	155%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(292.50)		0%
Total Sales	(7,136.72)	(\$4,350.00)	164%
Donations			
Other income:			
30-720-7202-5860 SUNDRY REVENUE	(25.00)		0%
30-720-7202-5751 RENT PROGRAM ROOM A			0%
Total Other income	(25.00)		0%
Change in future employee benefits			
Surplus, prior year	(10,541.82)	(\$8,350.00)	126%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	824,043.93	\$865,088.47	95%
30-720-7202-6011 SALARIES PART TIME	274,483.88	\$353,515.12	78%
30-720-7202-6031 CANADA PENSION PLAN	55,369.41	\$60,129.93	92%
30-720-7202-6032 EMPLOYMENT INSURANCE	22,409.39	\$24,022.09	93%
30-720-7202-6033 EMPLOYER HEALTH TAX	20,994.49	\$23,440.08	90%
30-720-7202-6041 OMERS	73,396.57	\$75,083.41	98%
30-720-7202-6042 HEALTH CARE	45,820.85	\$38,671.20	118%
30-720-7202-6043 DENTAL	26,797.97	\$22,797.00	118%
30-720-7202-6044 GROUP INSURANCE	3,475.83	\$3,581.47	97%
30-720-7202-6045 LONG TERM DISABILITY	7,278.07	\$8,055.00	90%
Total Salaries and benefits	1,354,070.39	\$1,474,383.77	92%
Future employee benefits			
Books and periodicals:			
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	625.69	\$500.00	125%
30-720-7202-6135 BOOKS REFERENCE ADULT	3,390.40	\$3,063.00	111%
30-720-7202-6136 BOOKS ADULT	27,720.72	\$34,524.00	80%
30-720-7202-6137 BOOKS JUVENILE	14,693.36	\$16,940.00	87%
30-720-7202-6138 BOOKS FRENCH	991.92	\$1,023.00	97%
30-720-7202-6141 PERIODICALS	9,183.98	\$11,000.00	83%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	12,257.20	\$12,276.00	100%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	1,833.93	\$2,050.00	89%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	10,766.67	\$10,550.00	102%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	998.32	\$1,000.00	100%
30-720-7202-6155 GAMES ADULT & JUVENILE	694.79	\$750.00	93%
30-720-7202-6158 ELECTRONIC DATABASES	29,613.79	\$34,000.00	87%
30-720-7202-6159 AUDIO BOOKS ADULT	866.30	\$1,446.00	60%
30-720-7202-6160 AUDIO BOOKS JUVENILE	777.38	\$1,030.00	75%
30-720-7202-6165 MATERIALS PROCESSING	18,836.52	\$18,750.00	100%
30-720-7202-6161 IN KIND DONATIONS		\$203.00	0%
Total Books and periodicals	133,250.97	\$149,105.00	89%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	67,667.20	\$70,000.00	97%
30-720-7202-6254 NATURAL GAS	15,853.96	\$16,000.00	99%
Total Utilities	83,521.16	\$86,000.00	97%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	14,993.87	\$19,500.00	77%
30-720-7202-6200 MILEAGE	100.41	\$600.00	17%
30-720-7202-6470 POSTAL SERVICE	3,782.31	\$3,700.00	102%
30-720-7202-6480 TELECOMMUNICATIONS	16,840.49	\$16,000.00	105%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	7,631.75	\$19,500.00	39%
30-720-7202-6726 US \$ EXCHANGE	(5.01)		0%
Total Office expenditures	43,343.82	\$59,300.00	73%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	(63.98)	\$100.00	(64%)
30-720-7202-6395 JANITORIAL SUPPLY	4,877.13	\$8,000.00	61%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	1,282.38	\$1,800.00	71%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	101,854.94	\$593,000.00	17%
30-720-7202-6496 JANITORIAL SERVICE	46,786.36	\$43,000.00	109%
30-720-7202-6620 SECURITY	13,958.61	\$22,900.00	61%
30-720-7202-6704 MACHINE RENTAL	4,576.36	\$4,000.00	114%
Total Operating expenditures	173,271.80	\$672,800.00	26%
Equipment purchases:			
30-720-7202-8201 OFFICE EQUIPMENT	2,030.10	\$4,000.00	51%
30-720-7202-8271 LIBRARY EQUIPMENT	2,470.48	\$5,000.00	49%
Total Equipment purchases	4,500.58	\$9,000.00	50%
Depreciation			
Default	1,791,958.72	\$2,450,588.77	73%
(Surplus)/Deficit	1,781,416.90	\$2,442,238.77	73%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(633.91)	(\$500.00)	127%
Concessions			
Sales	(1,403.60)	(\$400.00)	351%
Donations		(\$11,440.00)	0%
Other income	(1,862.93)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(3,900.44)</u>	<u>(\$12,340.00)</u>	<u>32%</u>
EXPENDITURES			
Salaries and benefits	348,327.53	\$289,413.21	120%
Future employee benefits			
Books and periodicals	35,125.99	\$52,797.00	67%
Utilities			
Office expenditures	11,080.67	\$11,200.00	99%
Operating expenditures	210,809.63	\$221,692.00	95%
Equipment purchases	7,377.21	\$8,000.00	92%
Depreciation			
Default			
	<u>612,721.03</u>	<u>\$583,102.21</u>	<u>105%</u>
(Surplus)/Deficit	608,820.59	\$570,762.21	107%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(633.91)	(\$500.00)	127%
Total Fines	(633.91)	(\$500.00)	127%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(95.93)	(\$200.00)	48%
30-720-7204-5892 MEMBERSHIP FEES	(111.00)		0%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,009.17)	(\$200.00)	505%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(187.50)		0%
Total Sales	(1,403.60)	(\$400.00)	351%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$11,440.00)	0%
Total Donations		(\$11,440.00)	0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(1,026.60)		0%
30-720-7204-5752 RENT PROGRAM ROOM B	(836.33)		0%
Total Other income	(1,862.93)		0%
Change in future employee benefits			
Surplus, prior year	(3,900.44)	(\$12,340.00)	32%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	171,466.35	\$172,281.20	100%
30-720-7204-6011 SALARIES PART TIME	118,149.41	\$64,807.48	182%
30-720-7204-6031 CANADA PENSION PLAN	14,571.09	\$11,526.06	126%
30-720-7204-6032 EMPLOYMENT INSURANCE	5,989.48	\$4,691.55	128%
30-720-7204-6033 EMPLOYER HEALTH TAX	5,631.52	\$4,557.38	124%
30-720-7204-6041 OMERS	17,757.93	\$16,931.66	105%
30-720-7204-6042 HEALTH CARE	7,928.63	\$7,734.24	103%
30-720-7204-6043 DENTAL	4,645.16	\$4,559.40	102%
30-720-7204-6044 GROUP INSURANCE	672.76	\$713.24	94%
30-720-7204-6045 LONG TERM DISABILITY	1,515.20	\$1,611.00	94%
Total Salaries and benefits	348,327.53	\$289,413.21	120%
Future employee benefits			
Books and periodicals:			
30-720-7204-6132 ARCHIVES		\$11,440.00	0%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS	285.65	\$500.00	57%
30-720-7204-6136 BOOKS ADULT	13,613.13	\$16,616.00	82%
30-720-7204-6137 BOOKS JUVENILE	8,450.17	\$10,285.00	82%
30-720-7204-6138 BOOKS FRENCH	1,142.23	\$1,208.00	95%
30-720-7204-6141 PERIODICALS	2,239.28	\$2,500.00	90%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	3,931.68	\$4,012.00	98%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	1,411.30	\$1,800.00	78%
30-720-7204-6155 GAMES ADULT & JUVENILE	955.29	\$883.00	108%
30-720-7204-6159 AUDIO BOOKS ADULT	1,817.12	\$2,053.00	89%
30-720-7204-6160 AUDIO BOOKS JUVENILE	1,280.14	\$1,500.00	85%
Total Books and periodicals	35,125.99	\$52,797.00	67%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,656.74	\$500.00	331%
30-720-7204-6480 TELECOMMUNICATIONS	9,423.93	\$10,500.00	90%
30-720-7204-6200 MILEAGE		\$200.00	0%
Total Office expenditures	11,080.67	\$11,200.00	99%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	19.44	\$100.00	19%
30-720-7204-6395 JANITORIAL SUPPLY	4.00		0%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT	55.97	\$200.00	28%
30-720-7204-6410 MAINTENANCE & ALTERATIONS	2,124.64		0%
30-720-7204-6620 SECURITY	5,011.44	\$9,150.00	55%
30-720-7204-6700 RENT	202,388.15	\$206,142.00	98%
30-720-7204-6704 MACHINE RENTAL	1,205.99	\$1,600.00	75%
30-720-7204-6496 JANITORIAL SERVICE		\$4,500.00	0%
Total Operating expenditures	210,809.63	\$221,692.00	95%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT	6,950.19	\$8,000.00	87%
30-720-7204-8271 LIBRARY EQUIPMENT	427.02		0%
Total Equipment purchases	7,377.21	\$8,000.00	92%
Depreciation			
Default	612,721.03	\$583,102.21	105%
(Surplus)/Deficit	608,820.59	\$570,762.21	107%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(998.59)	(\$1,500.00)	67%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(998.59)</u>	<u>(\$1,500.00)</u>	<u>67%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	1,176.09	\$1,000.00	118%
Equipment purchases			
Depreciation			
Default			
	<u>1,176.09</u>	<u>\$1,000.00</u>	<u>118%</u>
(Surplus)/Deficit	177.50	(\$500.00)	(36%)



SSM LIBRARY  
LIBRARY CONCESSION  
For the Twelve Months Ending Saturday, December 31, 2022

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(998.59)	(\$1,500.00)	67%
Total Concessions	(998.59)	(\$1,500.00)	67%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(998.59)	(\$1,500.00)	67%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6316 MISCELLANEOUS			0%
30-720-7206-6370 OPERATING SUPPLIES	14.32		0%
30-720-7206-6595 RESALE FOOD	1,161.77	\$1,000.00	116%
Total Operating expenditures	1,176.09	\$1,000.00	118%
Equipment purchases			
Depreciation			
Default			
	1,176.09	\$1,000.00	118%
(Surplus)/Deficit	177.50	(\$500.00)	(36%)

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants		(\$3,407,660.00)	0%
Fines	(826.14)	(\$3,100.00)	27%
Concessions	(285.66)	(\$1,000.00)	29%
Sales	(8,816.79)	(\$53,550.00)	16%
Donations	(1,767.96)	(\$55,170.00)	3%
Other income	(9,866.74)	(\$17,300.00)	57%
Change in future employee benefits			0%
Surplus, prior year		(\$157,103.00)	0%
	<u>(21,563.29)</u>	<u>(\$3,694,883.00)</u>	<u>1%</u>
EXPENDITURES			
Salaries and benefits	347,334.60	\$2,661,816.70	13%
Future employee benefits			0%
Books and periodicals	48,538.16	\$218,269.23	22%
Utilities	13,999.50	\$96,000.00	15%
Office expenditures	30,533.41	\$161,205.00	19%
Operating expenditures	79,770.75	\$476,860.00	17%
Equipment purchases	43,399.24	\$85,132.00	51%
Depreciation			0%
Default			0%
	<u>563,575.66</u>	<u>\$3,699,282.93</u>	<u>15%</u>
(Surplus)/Deficit	542,012.37	\$4,399.93	12,319%

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants		(\$3,407,660.00)	0%
LIBRARY MAIN BRANCH - Grants			
LIBRARY KORAH BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CHALLENGE ADULT - Grants			
LIBRARY CONCESSION - Grants			
DEPRECIATION/FIXED ASSETS - Grants			
POSTING DEFAULT - Grants			0%
Total Grants		(\$3,407,660.00)	0%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(773.85)	(\$2,600.00)	30%
LIBRARY KORAH BRANCH - Fines			
LIBRARY NORTH BRANCH - Fines	(52.29)	(\$500.00)	10%
LIBRARY CHALLENGE ADULT - Fines			
LIBRARY CONCESSION - Fines			
DEPRECIATION/FIXED ASSETS - Fines			
POSTING DEFAULT - Fines			0%
Total Fines	(826.14)	(\$3,100.00)	27%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY KORAH BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
LIBRARY CHALLENGE ADULT - Concessions			
LIBRARY CONCESSION - Concessions	(285.66)	(\$1,000.00)	29%
DEPRECIATION/FIXED ASSETS - Concessions			
POSTING DEFAULT - Concessions			0%
Total Concessions	(285.66)	(\$1,000.00)	29%
Sales:			
LIBRARY ADMINISTRATION - Sales	(6,497.22)	(\$37,000.00)	18%
LIBRARY MAIN BRANCH - Sales	(2,003.58)	(\$13,950.00)	14%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(315.99)	(\$2,600.00)	12%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales			
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(8,816.79)	(\$53,550.00)	16%
Donations:			
LIBRARY ADMINISTRATION - Donations	(1,767.96)	(\$41,030.00)	4%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,140.00)	0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
Total Donations	(1,767.96)	(\$55,170.00)	3%
Other income:			
LIBRARY ADMINISTRATION - Other income	(8,743.38)	(\$10,000.00)	87%
LIBRARY MAIN BRANCH - Other income		(\$4,500.00)	0%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(1,123.36)	(\$2,800.00)	40%
LIBRARY CHALLENGE ADULT - Other income			
LIBRARY CONCESSION - Other income			
DEPRECIATION/FIXED ASSETS - Other income			
POSTING DEFAULT - Other income			0%
Total Other income	(9,866.74)	(\$17,300.00)	57%
Change in future employee benefits			0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year		(\$157,103.00)	0%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY KORAH BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
LIBRARY CHALLENGE ADULT - Surplus, prior year			
LIBRARY CONCESSION - Surplus, prior year			
DEPRECIATION/FIXED ASSETS - Surplus, prior year			
POSTING DEFAULT - Surplus, prior year			0%
Total Surplus, prior year		(\$157,103.00)	0%
	(17,008.56)	(\$3,652,793.00)	0%
	(2,777.43)	(\$21,050.00)	13%
		\$0.00	0%
	(1,491.64)	(\$20,040.00)	7%
		\$0.00	0%
	(285.66)	(\$1,000.00)	29%
		\$0.00	0%
		\$0.00	0%
	(21,563.29)	(\$3,694,883.00)	1%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	97,988.52	\$809,765.00	12%
LIBRARY MAIN BRANCH - Salaries and benefits	194,516.70	\$1,552,559.06	13%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	54,829.38	\$299,492.64	18%
LIBRARY CHALLENGE ADULT - Salaries and benefits			
LIBRARY CONCESSION - Salaries and benefits			
DEPRECIATION/FIXED ASSETS - Salaries and benefits			
POSTING DEFAULT - Salaries and benefits			0%
Total Salaries and benefits	347,334.60	\$2,661,816.70	13%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	3,004.03	\$1,000.00	300%
LIBRARY MAIN BRANCH - Books and periodicals	43,851.27	\$158,671.43	28%

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	1,682.86	\$58,597.80	3%
LIBRARY CHALLENGE ADULT - Books and periodicals			
LIBRARY CONCESSION - Books and periodicals			
DEPRECIATION/FIXED ASSETS - Books and periodicals			
POSTING DEFAULT - Books and periodicals			0%
Total Books and periodicals	48,538.16	\$218,269.23	22%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	13,999.50	\$96,000.00	15%
LIBRARY KORAH BRANCH - Utilities			
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CHALLENGE ADULT - Utilities			
LIBRARY CONCESSION - Utilities			
DEPRECIATION/FIXED ASSETS - Utilities			
POSTING DEFAULT - Utilities			0%
Total Utilities	13,999.50	\$96,000.00	15%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	16,897.02	\$83,605.00	20%
LIBRARY MAIN BRANCH - Office expenditures	11,359.95	\$64,800.00	18%
LIBRARY KORAH BRANCH - Office expenditures	340.90		0%
LIBRARY NORTH BRANCH - Office expenditures	1,935.54	\$12,800.00	15%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	30,533.41	\$161,205.00	19%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	3,806.41	\$30,900.00	12%
LIBRARY MAIN BRANCH - Operating expenditures	22,526.44	\$234,200.00	10%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	53,376.08	\$210,760.00	25%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	61.82	\$1,000.00	6%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	79,770.75	\$476,860.00	17%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	43,399.24	\$81,210.00	53%
LIBRARY MAIN BRANCH - Equipment purchases		\$3,300.00	0%
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY NORTH BRANCH - Equipment purchases		\$622.00	0%
LIBRARY CHALLENGE ADULT - Equipment purchases			

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			
POSTING DEFAULT - Equipment purchases			0%
Total Equipment purchases	43,399.24	\$85,132.00	51%
Depreciation			0%
Default			0%
	165,095.22	\$1,006,480.00	16%
	286,253.86	\$2,109,530.49	14%
	340.90	\$0.00	0%
	111,823.86	\$582,272.44	19%
		\$0.00	0%
	61.82	\$1,000.00	6%
		\$0.00	0%
		\$0.00	0%
	563,575.66	\$3,699,282.93	15%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	148,086.66	(\$2,646,313.00)	(6%)
LIBRARY MAIN BRANCH - (Surplus)/Deficit	283,476.43	\$2,088,480.49	14%
LIBRARY KORAH BRANCH - (Surplus)/Deficit	340.90	\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	110,332.22	\$562,232.44	20%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	(223.84)	\$0.00	0%
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	542,012.37	\$4,399.93	12,319%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants		(\$3,407,660.00)	0%
Fines			
Concessions			
Sales	(6,497.22)	(\$37,000.00)	18%
Donations	(1,767.96)	(\$41,030.00)	4%
Other income	(8,743.38)	(\$10,000.00)	87%
Change in future employee benefits			
Surplus, prior year		(\$157,103.00)	0%
	<u>(17,008.56)</u>	<u>(\$3,652,793.00)</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits	97,988.52	\$809,765.00	12%
Future employee benefits			
Books and periodicals	3,004.03	\$1,000.00	300%
Utilities			
Office expenditures	16,897.02	\$83,605.00	20%
Operating expenditures	3,806.41	\$30,900.00	12%
Equipment purchases	43,399.24	\$81,210.00	53%
Depreciation			
Default			
	<u>165,095.22</u>	<u>\$1,006,480.00</u>	<u>16%</u>
(Surplus)/Deficit	148,086.66	(\$2,646,313.00)	(6%)

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,689.00)	0%
30-720-7201-5212 ONT SPEC GRANT OTHER		(\$8,726.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT		(\$21,687.00)	0%
30-720-7201-5294 GRANTS MUNICIPAL		(\$3,003,089.00)	0%
30-720-7201-5296 GRANTS OTHER		(\$2,400.00)	0%
Total Grants		(\$3,407,660.00)	0%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(6,497.22)	(\$37,000.00)	18%
Total Sales	(6,497.22)	(\$37,000.00)	18%
Donations:			
30-720-7201-5861 DONATIONS	(1,067.96)	(\$16,000.00)	7%
30-720-7201-5866 RESTRICTED DONATIONS	(700.00)	(\$3,000.00)	23%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,030.00)	0%
Total Donations	(1,767.96)	(\$41,030.00)	4%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(8,743.38)	(\$10,000.00)	87%
Total Other income	(8,743.38)	(\$10,000.00)	87%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$157,103.00)	0%
Total Surplus, prior year	(17,008.56)	(\$157,103.00)	0%
		(\$3,652,793.00)	0%

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	73,139.24	\$606,001.74	12%
30-720-7201-6031 CANADA PENSION PLAN	4,219.09	\$26,560.34	16%
30-720-7201-6032 EMPLOYMENT INSURANCE	1,575.32	\$9,402.26	17%
30-720-7201-6033 EMPLOYER HEALTH TAX	1,441.80	\$12,089.29	12%
30-720-7201-6041 OMERS	6,455.13	\$55,012.89	12%
30-720-7201-6042 HEALTH CARE	2,754.29	\$19,724.04	14%
30-720-7201-6043 DENTAL	1,074.14	\$11,918.76	9%
30-720-7201-6044 GROUP INSURANCE	748.54	\$5,999.42	12%
30-720-7201-6045 LONG TERM DISABILITY	1,562.17	\$12,726.04	12%
30-720-7201-6052 RETIRED HEALTH CARE	5,018.80	\$31,000.00	16%
30-720-7201-6011 SALARIES PART TIME		\$14,520.22	0%
30-720-7201-6046 WSIB		\$4,810.00	0%
Total Salaries and benefits	97,988.52	\$809,765.00	12%



SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	3,004.03	\$1,000.00	300%
Total Books and periodicals	3,004.03	\$1,000.00	300%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	4,333.78	\$6,455.00	67%
30-720-7201-6182 TRAVEL	980.58	\$10,000.00	10%
30-720-7201-6185 TRAINING	7,010.52	\$15,450.00	45%
30-720-7201-6200 MILEAGE	(62.61)	\$1,900.00	(3%)
30-720-7201-6470 POSTAL SERVICE	407.15	\$300.00	136%
30-720-7201-6474 CARTAGE	1,375.51	\$4,000.00	34%
30-720-7201-6480 TELECOMMUNICATIONS	29.10	\$500.00	6%
30-720-7201-6511 OTHER PROFESSIONAL FEES	1,871.06	\$9,600.00	19%
30-720-7201-6542 PUBLIC RELATIONS	366.33	\$7,200.00	5%
30-720-7201-6720 BANK CHARGES	585.60	\$3,000.00	20%
30-720-7201-6500 AUDIT FEES		\$12,500.00	0%
30-720-7201-6506 BOOKKEEPING SERVICE		\$12,700.00	0%
Total Office expenditures	16,897.02	\$83,605.00	20%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS	234.78	\$800.00	29%
30-720-7201-6462 INSURANCE	3,571.63	\$30,100.00	12%
Total Operating expenditures	3,806.41	\$30,900.00	12%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	142.80	\$23,150.00	1%
30-720-7201-8300 SOFTWARE	43,256.44	\$40,000.00	108%
30-720-7201-8201 OFFICE EQUIPMENT		\$18,060.00	0%
Total Equipment purchases	43,399.24	\$81,210.00	53%
Depreciation			
Default	165,095.22	\$1,006,480.00	16%
(Surplus)/Deficit	148,086.66	(\$2,646,313.00)	(6%)

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(773.85)	(\$2,600.00)	30%
Concessions			
Sales	(2,003.58)	(\$13,950.00)	14%
Donations			
Other income		(\$4,500.00)	0%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,777.43)</u>	<u>(\$21,050.00)</u>	<u>13%</u>
EXPENDITURES			
Salaries and benefits	194,516.70	\$1,552,559.06	13%
Future employee benefits			
Books and periodicals	43,851.27	\$158,671.43	28%
Utilities	13,999.50	\$96,000.00	15%
Office expenditures	11,359.95	\$64,800.00	18%
Operating expenditures	22,526.44	\$234,200.00	10%
Equipment purchases		\$3,300.00	0%
Depreciation			
Default			
	<u>286,253.86</u>	<u>\$2,109,530.49</u>	<u>14%</u>
(Surplus)/Deficit	283,476.43	\$2,088,480.49	14%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE SERVICES FEES	(773.85)	(\$2,600.00)	30%
Total Fines	(773.85)	(\$2,600.00)	30%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(116.28)	(\$650.00)	18%
30-720-7202-5892 MEMBERSHIP FEES	(201.00)	(\$1,200.00)	17%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(1,246.30)	(\$10,000.00)	12%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(440.00)	(\$2,100.00)	21%
Total Sales	(2,003.58)	(\$13,950.00)	14%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A		(\$3,500.00)	0%
30-720-7202-5752 RENT PROGRAM ROOM B		(\$1,000.00)	0%
Total Other income		(\$4,500.00)	0%
Change in future employee benefits			
Surplus, prior year	(2,777.43)	(\$21,050.00)	13%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	121,693.51	\$888,658.68	14%
30-720-7202-6011 SALARIES PART TIME	36,269.36	\$367,859.30	10%
30-720-7202-6031 CANADA PENSION PLAN	8,252.50	\$65,890.79	13%
30-720-7202-6032 EMPLOYMENT INSURANCE	3,325.54	\$26,229.18	13%
30-720-7202-6033 EMPLOYER HEALTH TAX	3,018.74	\$24,187.96	12%
30-720-7202-6041 OMERS	10,354.60	\$106,530.90	10%
30-720-7202-6042 HEALTH CARE	6,285.14	\$38,671.20	16%
30-720-7202-6043 DENTAL	3,695.19	\$22,797.00	16%
30-720-7202-6044 GROUP INSURANCE	523.16	\$3,679.05	14%
30-720-7202-6045 LONG TERM DISABILITY	1,098.96	\$8,055.00	14%
Total Salaries and benefits	194,516.70	\$1,552,559.06	13%
Future employee benefits			
Books and periodicals:			
30-720-7202-6136 BOOKS ADULT	3,414.20	\$39,750.34	9%
30-720-7202-6137 BOOKS JUVENILE	1,565.20	\$18,806.91	8%
30-720-7202-6141 PERIODICALS	3,107.50	\$11,000.00	28%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	329.89	\$12,484.64	3%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	91.35	\$2,179.50	4%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	3,635.56	\$11,333.49	32%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	218.76	\$1,000.00	22%
30-720-7202-6155 GAMES ADULT & JUVENILE	48.48	\$786.23	6%
30-720-7202-6158 ELECTRONIC DATABASES	30,495.41	\$34,000.00	90%
30-720-7202-6159 AUDIO BOOKS ADULT	212.15	\$1,925.78	11%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
30-720-7202-6160 AUDIO BOOKS JUVENILE	169.94	\$1,233.97	14%
30-720-7202-6165 MATERIALS PROCESSING	562.83	\$19,500.00	3%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7202-6135 BOOKS REFERENCE ADULT		\$3,137.99	0%
30-720-7202-6138 BOOKS FRENCH		\$1,032.58	0%
Total Books and periodicals	43,851.27	\$158,671.43	28%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	5,475.43	\$79,000.00	7%
30-720-7202-6254 NATURAL GAS	8,524.07	\$17,000.00	50%
Total Utilities	13,999.50	\$96,000.00	15%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	6,355.54	\$22,000.00	29%
30-720-7202-6200 MILEAGE	108.80	\$800.00	14%
30-720-7202-6470 POSTAL SERVICE	639.60	\$5,200.00	12%
30-720-7202-6480 TELECOMMUNICATIONS	2,198.34	\$17,500.00	13%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	2,030.84	\$19,300.00	11%
30-720-7202-6726 US \$ EXCHANGE	26.83		0%
Total Office expenditures	11,359.95	\$64,800.00	18%
Operating expenditures:			
30-720-7202-6316 MISCELLANEOUS	(70.39)	\$600.00	(12%)
30-720-7202-6395 JANITORIAL SUPPLY	1,519.79	\$10,000.00	15%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	222.10	\$1,900.00	12%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	14,864.70	\$163,850.00	9%
30-720-7202-6496 JANITORIAL SERVICE	4,056.16	\$47,500.00	9%
30-720-7202-6620 SECURITY	1,243.53	\$5,350.00	23%
30-720-7202-6704 MACHINE RENTAL	690.55	\$5,000.00	14%
Total Operating expenditures	22,526.44	\$234,200.00	10%
Equipment purchases:			
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,300.00	0%
Total Equipment purchases		\$3,300.00	0%
Depreciation Default			
	286,253.86	\$2,109,530.49	14%
(Surplus)/Deficit	283,476.43	\$2,088,480.49	14%

SSM LIBRARY  
LIBRARY KORAH BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures	340.90		0%
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	340.90	\$0.00	0%
(Surplus)/Deficit	340.90	\$0.00	0%

SSM LIBRARY  
LIBRARY KORAH BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures:			
30-720-7203-6480 TELEPHONE	340.90		0%
Total Office expenditures	340.90		0%
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	340.90	\$0.00	0%
(Surplus)/Deficit	340.90	\$0.00	0%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(52.29)	(\$500.00)	10%
Concessions			
Sales	(315.99)	(\$2,600.00)	12%
Donations		(\$14,140.00)	0%
Other income	(1,123.36)	(\$2,800.00)	40%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,491.64)</u>	<u>(\$20,040.00)</u>	<u>7%</u>
EXPENDITURES			
Salaries and benefits	54,829.38	\$299,492.64	18%
Future employee benefits			
Books and periodicals	1,682.86	\$58,597.80	3%
Utilities			
Office expenditures	1,935.54	\$12,800.00	15%
Operating expenditures	53,376.08	\$210,760.00	25%
Equipment purchases		\$622.00	0%
Depreciation			
Default			
	<u>111,823.86</u>	<u>\$582,272.44</u>	<u>19%</u>
(Surplus)/Deficit	110,332.22	\$562,232.44	20%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(52.29)	(\$500.00)	10%
Total Fines	(52.29)	(\$500.00)	10%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(15.90)	(\$100.00)	16%
30-720-7204-5892 MEMBERSHIP FEES	(18.00)	(\$100.00)	18%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(222.09)	(\$1,350.00)	16%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(60.00)	(\$550.00)	11%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY		(\$500.00)	0%
Total Sales	(315.99)	(\$2,600.00)	12%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$14,140.00)	0%
Total Donations		(\$14,140.00)	0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(787.65)	(\$2,000.00)	39%
30-720-7204-5752 RENT PROGRAM ROOM B	(335.71)	(\$800.00)	42%
Total Other income	(1,123.36)	(\$2,800.00)	40%
Change in future employee benefits			
Surplus, prior year	(1,491.64)	(\$20,040.00)	7%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	24,848.25	\$175,726.82	14%
30-720-7204-6011 SALARIES PART TIME	20,744.09	\$65,709.29	32%
30-720-7204-6031 CANADA PENSION PLAN	2,394.31	\$12,303.83	19%
30-720-7204-6032 EMPLOYMENT INSURANCE	976.31	\$5,028.11	19%
30-720-7204-6033 EMPLOYER HEALTH TAX	887.90	\$4,646.60	19%
30-720-7204-6041 OMERS	2,857.48	\$21,445.84	13%
30-720-7204-6042 HEALTH CARE	1,194.26	\$7,734.24	15%
30-720-7204-6043 DENTAL	699.69	\$4,559.40	15%
30-720-7204-6044 GROUP INSURANCE	70.50	\$727.51	10%
30-720-7204-6045 LONG TERM DISABILITY	156.59	\$1,611.00	10%
Total Salaries and benefits	54,829.38	\$299,492.64	18%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	569.80	\$17,629.58	3%
30-720-7204-6137 BOOKS JUVENILE	708.36	\$11,529.59	6%
30-720-7204-6138 BOOKS FRENCH	78.61	\$1,248.14	6%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	66.95	\$4,035.98	2%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	221.33	\$2,140.52	10%



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
30-720-7204-6160 AUDIO BOOKS JUVENILE	37.81	\$1,765.29	2%
30-720-7204-6132 ARCHIVES		\$14,140.00	0%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7204-6141 PERIODICALS		\$2,500.00	0%
30-720-7204-6155 GAMES ADULT & JUVENILE		\$883.00	0%
30-720-7204-6159 AUDIO BOOKS ADULT		\$2,225.70	0%
Total Books and periodicals	1,682.86	\$58,597.80	3%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	152.89	\$2,500.00	6%
30-720-7204-6480 TELECOMMUNICATIONS	1,782.65	\$10,000.00	18%
30-720-7204-6200 MILEAGE		\$300.00	0%
Total Office expenditures	1,935.54	\$12,800.00	15%
Operating expenditures:			
30-720-7204-6316 MISCELLANEOUS	(14.46)	\$100.00	(14%)
30-720-7204-6620 SECURITY	148.48	\$1,150.00	13%
30-720-7204-6700 RENT	53,110.63	\$206,810.00	26%
30-720-7204-6704 MACHINE RENTAL	131.43	\$1,600.00	8%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT		\$100.00	0%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$1,000.00	0%
Total Operating expenditures	53,376.08	\$210,760.00	25%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$622.00	0%
Total Equipment purchases		\$622.00	0%
Depreciation			
Default			
	111,823.86	\$582,272.44	19%
(Surplus)/Deficit	110,332.22	\$562,232.44	20%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions	(285.66)	(\$1,000.00)	29%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(285.66)</u>	<u>(\$1,000.00)</u>	<u>29%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	61.82	\$1,000.00	6%
Equipment purchases			
Depreciation			
Default			
	<u>61.82</u>	<u>\$1,000.00</u>	<u>6%</u>
(Surplus)/Deficit	(223.84)	\$0.00	0%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Two Months Ending Tuesday, February 28, 2023

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines			
Concessions:			
30-720-7206-5801 CONCESSIONS FOOD	(285.66)	(\$1,000.00)	29%
Total Concessions	(285.66)	(\$1,000.00)	29%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	(285.66)	(\$1,000.00)	29%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES	21.84		0%
30-720-7206-6595 RESALE FOOD	39.98	\$1,000.00	4%
Total Operating expenditures	61.82	\$1,000.00	6%
Equipment purchases			
Depreciation			
Default			
	61.82	\$1,000.00	6%
(Surplus)/Deficit	(223.84)	\$0.00	0%

# Finalized 2023 Library Budget

Dated: June 24, 2022

## Grants:

ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)				(207,474)	(207,474)	-
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,689)				(3,689)	(4,400)	711
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,726)				(8,726)	-	(8,726)
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)				(160,595)	(160,595)	-
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)				(21,687)	(22,965)	1,278
GRANTS MUNICIPAL	30-720-7201-5294	(3,003,089)				(3,003,089)	(2,879,932)	(123,157)
GRANTS OTHER	30-720-7201-5296	(2,400)				(2,400)	(2,400)	-
CANADA SPEC GRANT	30-720-7201-5311	(4,400)				(4,400)	-	(4,400)
CONTRIBUTIONS FROM CITY	30-720-7201-5870	-				-	-	-

Total Grants (5000 TO 5311, 5870))	(3,412,060)	-	-	(3,412,060)	(3,277,766)	(134,294)
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## Fees:

DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(2,600)	30-720-7204-5843	(500)	(3,100)	(4,500)	1,400
SALES AUDIO TAPES			30-720-7202-5894	-			-	-	-
PROGRAM REGISTRATION FEES			30-720-7202-5895	(2,100)	30-720-7204-5895	(550)	(2,650)	(1,000)	(1,650)

Total Fees (5840 TO 5845)	-	(4,700)	(1,050)	(5,750)	(5,500)	(250)
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## Sales:

SALES MERCHANDISE			30-720-7202-5891	(650)	30-720-7204-5891	(100)	(750)	(3,850)	3,100
MEMBERSHIP FEES			30-720-7202-5892	(1,200)	30-720-7204-5892	(100)	(1,300)	-	(1,300)
SALES COPIES PRINTS SCANS			30-720-7202-5893	(10,000)	30-720-7204-5893	(1,350)	(11,350)	(9,000)	(2,350)
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(37,000)			30-720-7204-5898	(500)	(37,500)	(37,000)	(500)

Total Sales (5891 TO 5898)	(37,000)	(11,850)	(2,050)	(50,900)	(49,850)	(1,050)
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## Donations:

DONATIONS	30-720-7201-5861	(16,000)		-	(16,000)	(16,000)	-
RESTRICTED DONATIONS	30-720-7201-5866	(3,000)	30-720-7204-5866		(3,000)	(2,000)	(1,000)
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902	(19,340)	30-720-7204-5902	(14,140)	(33,480)	(20,000)	(13,480)

Total Donations (5861 TO 5869 ...)	(38,340)	-	(14,140)	(52,480)	(38,000)	(14,480)
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## Other income:

RENT PROGRAM ROOM A			30-720-7202-5751	(3,500)	30-720-7204-5751	(2,000)	(5,500)	(5,500)	-
INVESTMENT INCOME BANK	30-720-7201-5847	(10,000)					(10,000)	(10,000)	-
SUNDRY REVENUE	30-720-7201-5860	-	30-720-7202-5860	-			-	(9,035)	9,035
RENT PROGRAM ROOM B			30-720-7202-5752	(1,000)	30-720-7204-5752	(800)	(1,800)	(1,800)	-
CONCESSIONS FOOD	30-720-7206-5801	(1,000)					(1,000)	(2,000)	1,000
<b>SURPLUS PRIOR YEAR</b>	<b>30-720-7201-5901</b>	<b>(154,003)</b>					<b>(154,003)</b>	<b>(6,000)</b>	<b>(148,003)</b>

Total Other income (5846 TO 5860 ...)	(165,003)	(4,500)	(2,800)	(172,303)	(34,335)	(137,968)
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TOTAL REVENUE:	<b>\$ (3,652,403)</b>	<b>\$ (21,050)</b>	<b>\$ (20,040)</b>	<b>\$ (3,693,493)</b>	<b>\$ (3,405,451)</b>	<b>\$ (288,042)</b>
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## Finalized 2023 Library Budget

Dated: June 24, 2022

Dated: June 24, 2022	Admin		Main		North		Total	Total 2022	Diff
Salaries and benefits:									
SALARIES FULL TIME	30-720-7201-6001	606,002	30-720-7202-6001	888,659	30-720-7204-6001	175,727	1,670,387	1,642,671	27,716
SALARIES PART TIME	30-720-7201-6011	14,520	30-720-7202-6011	367,859	30-720-7204-6011	65,709	448,089	430,959	17,130
CANADA PENSION PLAN	30-720-7201-6031	26,560	30-720-7202-6031	65,891	30-720-7204-6031	12,304	104,755	96,351	8,404
EMPLOYMENT INSURANCE	30-720-7201-6032	9,402	30-720-7202-6032	26,229	30-720-7204-6032	5,028	40,660	36,955	3,704
EMPLOYER HEALTH TAX	30-720-7201-6033	12,089	30-720-7202-6033	24,188	30-720-7204-6033	4,647	40,924	40,036	888
OMERS	30-720-7201-6041	55,013	30-720-7202-6041	106,531	30-720-7204-6041	21,446	182,990	146,460	36,530
HEALTH CARE	30-720-7201-6042	19,724	30-720-7202-6042	38,671	30-720-7204-6042	7,734	66,129	66,129	-
DENTAL	30-720-7201-6043	11,919	30-720-7202-6043	22,797	30-720-7204-6043	4,559	39,275	39,275	-
GROUP INSURANCE	30-720-7201-6044	5,999	30-720-7202-6044	3,679	30-720-7204-6044	728	10,406	10,230	176
LONG TERM DISABILITY	30-720-7201-6045	12,726	30-720-7202-6045	8,055	30-720-7204-6045	1,611	22,392	22,170	222
WSIB	30-720-7201-6046	4,810					4,810	5,400	(590)
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	34,500	(3,500)
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	-					-	570	(570)
Total Salaries and benefits (6001 TO 6098)		809,765		1,552,559		299,493	2,661,817	2,571,706	90,111
Books and periodicals:									
RESTRICTED DONATION EXPENSE	30-720-7201-6166	1,000					1,000	2,000	(1,000)
BOOKS PROFESSIONAL			30-720-7202-6133	-			-	-	-
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	500	30-720-7204-6134	500	1,000	-	1,000
BOOKS REFERENCE ADULT			30-720-7202-6135	3,138	30-720-7204-6135	-	3,138	4,000	(862)
BOOKS ADULT			30-720-7202-6136	39,750	30-720-7204-6136	17,630	57,380	47,000	10,380
BOOKS JUVENILE			30-720-7202-6137	18,807	30-720-7204-6137	11,530	30,337	26,000	4,337
BOOKS FRENCH			30-720-7202-6138	1,033	30-720-7204-6138	1,248	2,281	2,200	81
PERIODICALS			30-720-7202-6141	11,000	30-720-7204-6141	2,500	13,500	13,500	-
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	12,485	30-720-7204-6151	4,036	16,521	16,000	521
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	2,180	30-720-7204-6152	2,141	4,320	3,800	520
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	11,333	30-720-7204-6153	-	11,333	10,550	783
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	1,000	30-720-7204-6154	-	1,000	-	1,000
GAMES ADULT & JUVENILE			30-720-7202-6155	786	30-720-7204-6155	883	1,669	1,500	169
CD MUSIC ADULT			30-720-7202-6156	-	30-720-7204-6156	-	-	-	-
CD MUSIC JUVENILE			30-720-7202-6157	-	30-720-7204-6157	-	-	-	-
ELECTRONIC DATABASES			30-720-7202-6158	34,000	30-720-7204-6158	-	34,000	34,000	-
AUDIO BOOKS ADULT			30-720-7202-6159	1,926	30-720-7204-6159	2,226	4,151	3,200	951
AUDIO BOOKS JUVENILE			30-720-7202-6160	1,234	30-720-7204-6160	1,765	2,999	2,500	499
IN KIND DONATIONS			30-720-7202-6161	-	30-720-7204-6161	-	-	-	-
MATERIALS PROCESSING			30-720-7202-6165	19,500			19,500	18,000	1,500
Total Books and periodicals (6130 TO 6169)		1,000		158,671		44,458	204,129	184,250	19,879
Utilities:									
WATER & ELECTRIC			30-720-7202-6252	79,000	30-720-7204-6252	-	79,000	79,000	-
NATURAL GAS			30-720-7202-6254	17,000	30-720-7204-6254	-	17,000	17,000	-
Total Utilities (6250 TO 6259)		-		96,000		-	96,000	96,000	-

## Finalized 2023 Library Budget

Dated: June 24, 2022

Dated: June 24, 2022			Admin		Main		North		Total	Total 2022	Diff
Office expenditures:											
OFFICE EXPENSES			30-720-7202-6111	22,000	30-720-7204-6111	2,500		24,500	30,000	(5,500)	
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	6,455						6,455	5,700	755	
TRAVEL	30-720-7201-6182	10,000						10,000	10,000	-	
TRAINING	30-720-7201-6185	15,450						15,450	6,300	9,150	
MILEAGE	30-720-7201-6200	1,900	30-720-7202-6200	800	30-720-7204-6200	300		3,000	2,700	300	
POSTAL SERVICE	30-720-7201-6470	300	30-720-7202-6470	5,200				5,500	5,500	-	
CARTAGE	30-720-7201-6474	4,000						4,000	3,500	500	
TELECOMMUNICATIONS	30-720-7201-6480	500	30-720-7202-6480	17,500	30-720-7204-6480	10,000		28,000	28,000	-	
AUDIT FEES	30-720-7201-6500	12,500						12,500	12,500	-	
BOOKKEEPING SERVICE	30-720-7201-6506	12,700						12,700	12,300	400	
PUBLIC RELATIONS	30-720-7201-6542	7,200						7,200	24,500	(17,300)	
OTHER PROFESSIONAL FEES	30-720-7201-6511	9,600						9,600	11,500	(1,900)	
BANK CHARGES	30-720-7201-6720	3,000						3,000	3,000	-	
US \$ EXCHANGE			30-720-7202-6726	-				-	-	-	
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	19,300				19,300	-	19,300	
										-	
Total Office expenditures (6111 TO 6120 ...)		83,605		64,800		12,800		161,205	155,500	5,705	
Operating expenditures:											
MISCELLANEOUS	30-720-7201-6316	800	30-720-7202-6316	600	30-720-7204-6316	100		1,500	1,000	500	
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,900	30-720-7204-6400	100		2,000	2,000	-	
MAINTENANCE & ALTERATIONS			30-720-7202-6410	163,850	30-720-7204-6410	1,000		164,850	60,000	104,850	
JANITORIAL SERVICE			30-720-7202-6496	47,500	30-720-7204-6496	-		47,500	47,500	-	
SECURITY			30-720-7202-6620	5,350	30-720-7204-6620	1,150		6,500	38,000	(31,500)	
RENT					30-720-7204-6700	206,810		206,810	206,142	668	
MACHINE RENTAL			30-720-7202-6704	5,000	30-720-7204-6704	1,600		6,600	5,600	1,000	
JANITORIAL SUPPLY			30-720-7202-6395	10,000	30-720-7204-6395	-		10,000	10,000	-	
INSURANCE	30-720-7201-6462	30,100	30-720-7202-6462	-				30,100	23,220	6,880	
RESALE FOOD	30-720-7206-6595	1,000						1,000	2,000	(1,000)	
Total Operating expenditures (6300 TO 6469 ...)		31,900		234,200		210,760		476,860	395,462	81,398	
Equipment purchases:											
ARCHIVES					30-720-7204-6132	14,140		14,140	20,000	(5,860)	
OFFICE EQUIPMENT	30-720-7201-8201	12,270	30-720-7202-8201	-	30-720-7204-8201	622		12,892	12,000	892	
COMPUTER EQUIPMENT	30-720-7201-8202	23,150						23,150	12,000	11,150	
LIBRARY EQUIPMENT			30-720-7202-8271	3,300	30-720-7204-8271	-		3,300	9,000	(5,700)	
SOFTWARE	30-720-7201-8300	40,000						40,000	40,000	-	
Total Equipment purchases (8000 TO 8899)		75,420		3,300		14,762		93,482	93,000	482	
										-	
TOTAL EXPENSES:		\$ 1,001,690		\$ 2,109,530		\$ 582,272		\$ 3,693,493	\$ 3,495,918	\$ 197,575	
DEFICIT / (SURPLUS)		\$ (2,650,713)		\$ 2,088,480		\$ 562,232		\$ (0)	\$ 90,467	\$ (90,467)	

2023 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 386.00	\$ 3,091.64	-	\$ 3,477.64
FEBRUARY	\$ 354.50	\$ 2,665.08	\$ 408.97	\$ 3,428.55
MARCH	\$ 446.75	\$ 3,307.65	-	\$ 3,754.40
1st Quarter Totals	\$ 1,187.25	\$ 9,064.37	\$ 408.97	\$ 10,660.59
APRIL	\$ 453.50	\$ 2,672.50	-	\$ 3,126.00
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ 453.50	\$ 2,672.50	\$ -	\$ 3,126.00
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 1,640.75	\$ 11,736.87	\$ 408.97	\$ 13,786.59
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 1,187.25	\$ 9,064.37	\$ 10,660.59
2nd Quarter Totals	APR-JUN	\$ 453.50	\$ 2,672.50	\$ 3,126.00
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 1,640.75	\$ 11,736.87	\$ 13,786.59
				\$ -
Grand Total		\$ 13,786.59	\$ -	\$ 13,786.59

NOTES:



**Sault Ste. Marie Public Library  
Facilities Committee  
REGULAR MEETING  
Monday, May 8, 2023 – 4:30 P.M.  
Board Room & Virtual Via Zoom  
Minutes**

Attending: Lisa Dobrovnik, Matthew MacDonald, Steve Murray, Kevin Harrison

Absent: Wayne Greco, Mike Olejnik

1. The meeting was called to order at 4:39 p.m.
2. There were no declarations of Conflict of Interest.
3. The minutes of the March 13, 2023, meeting were approved.
4. The agenda was approved as presented.
5. Matters Arising from the Minutes

5.1 Publish Washroom Changes – M. MacDonald provided an update that locks on the public washrooms have been implemented.

**6. Project Updates**

**6.1 Exterior Cladding at the James L. McIntyre Centennial Library**

City has prepared a draft RFP for the replacement of the James L. McIntyre Centennial Library's exterior cladding based on the Library's previous ones. Dates and a timeline for the project have yet to be decided. Carl Rumiell, Director of Engineering, will oversee the project.





## 6.2 Asbestos Encapsulation

Tulloch has provided the City with a signed Member of Engineering Association consulting agreement with insurance and schedule abatement testing. City needs to sign. A timeline for the project has not yet been established.

## 6.3 Flooring in the lower level of the James L. McIntyre Centennial Library

One proposal received from RFP from Winmar Property Restoration Specialists. A total cost breakdown for all rooms was provided by Winmar. Given that the cost for all rooms exceed the Library's budget of approximately \$50,000 for updating all rooms, the committee considered 3 options composed of scaled back versions of the project. The committee asked that M. MacDonald choose an option to bring back to the Library Board for consideration and approval at the next scheduled Board meeting.

## 6.4 Library Generator

Nor Mech Engineering was engaged on March 28, 2023 to oversee the installation of a backup power supply for the Library's sump pumps to prevent future flooding during power outages. Due to other project commitments, Nor Mech was unable to start the project until May 1, 2023. Nor Mech has begun preparing a Tender Package to be released to the Sault Ste. Marie Construction Association.

## 6.5 Humidifier

Karen Marlow, Manager of Purchasing at the City, agreed that Nor-Therm Refrigeration, as the low-bid vendor, should be awarded the contract. However, the quotes all have exceeded the initial \$10,000 approved by council. After consulting with the Finance Committee, it was recommended that the Board pay the excess of the project through its operations budget. As the cost is under the \$12,500 threshold described in 200-01 Purchasing and Procurement Policy, no Board motion was required to proceed with the project. The CEO awarded the contract to Nor-Therm Refrigeration on April 20, 2023. There is a 3-to-4-week lead time for the humidifier after being purchased. It is expected to be installed mid to late May.

## 6.6 Lighting Upgrades – no updates provided.

# 7. Facilities Issues

## 7.1 Sewage Backup and Cleanout



M. MacDonald scheduled McLeod Brothers to flush and cleanout the building's sewer system and pit. The work was completed the morning of Friday April 14, 2023. After consulting with the Board Chair and Vice Chair, the CEO closed the location for the morning so the work could be completed. Staff were reassigned during that time. The cost of flushing the system was \$2,801.35, exclusive of plumbing services and cleanup required because of the sewage backups. The system may require cleanouts in the future as part of regular building maintenance.

**8. New Business**  
None

**9. The meeting was adjourned at 5:07 p.m.**



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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## AGENDA ITEM: 5.4.3

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** REPLACEMENT FLOORING RECOMMENDATION  
**DATE:** MAY 29, 2023

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After reviewing proposals for replacement of flooring at the James L. McIntyre Centennial Library, the Facilities Committee recommends awarding the contract to Winmar Property Restoration Specialist.

As the cost for all rooms exceeds the Library's budget for updating all rooms, the committee approves a scaled back versions of the project. The following areas are recommended for flooring replacements.

A.	Administration Office (Carpet Tile)	\$17,121.84
C.	Cataloguing and Invoicing (VCT)	\$13,457.58
D.	Work Room (VCT)	\$11,437.86
E.	Book Store (Carpet Tile)	\$10,478.18
<b>TOTAL</b>		<b>\$52,495.46 + Taxes</b>

Replacement of flooring in the staff room will be relooked at for future projects.

### RECOMMEND MOTION

Be it resolved that the Sault Ste. Marie Public Library Board award the contract for replacement floor coverings at the James L. McIntyre Centennial Library to Winmar Property Restoration Specialist.

Further, that rooms A, C, D & E from Wimnar's proposal be included in the contract as quoted.

Respectfully Submitted,  
Matthew MacDonald, CEO



**Sault Ste. Marie Public Library  
Policy Committee  
REGULAR MEETING  
Tuesday, April 4, 2023 – 4:30 P.M.  
Board Room & Virtual Via Zoom  
Minutes**

Attending: Wayne Greco, Jami van Haaften, Paulo Bruni, Lisa Dobrovnik, Matthew MacDonald

Regrets: Erin Ferlaino

1. The meeting was called to order at 4:35 p.m.
2. There were no declarations of Conflict of Interest.
3. The agenda was approved.
4. The Minutes of the March 7, 2023, meeting were approved.
5. Board By-Laws  
It was agreed that 13.2 of the Procedural By-laws be removed because it contravenes the Public Libraries Act. The amendment will be brought to the next Annual General Meeting for full adoption.
6. Policies Reviewed
  - 6.1 200-02 Tangible Capital Assets Policy
  - 6.2 200-08 Travel and Expenses Policy
  - 6.3 400-08 Right to Disconnect Policy
7. Policies Rescinded
  - 7.1 400-02 Lieu Time Policy - Management and Administrative Staff
  - 7.2 400-05 Vacation Carry Over Policy - Management and Administrative Staff
8. New Policies – reviewed and approved
  - 8.1 400-02 Management and Non-Union Human Resources Policy
  - 8.2 400-05 Workplace Code of Conduct



**9.** Policy Follow up  
9.1 NONE

**10.** New Business - None

**11.** The meeting was adjourned at 5:54 p.m.



**Sault Ste. Marie Public Library  
Policy Committee  
REGULAR MEETING  
Tuesday, May 2, 2023 – 4:30 P.M.  
Board Room & Virtual Via Zoom  
Minutes**

Attending: Wayne Greco, Jami van Haaften, Paolo Bruni, Lisa Dobrovnik, Matthew MacDonald

Regrets: Erin Ferlaino

1. The meeting was called to order at 4:36 p.m.
2. There were no Declarations of Conflict of Interest.
3. The agenda was approved.
4. The minutes of the April 4, 2023, meeting were approved.
5. Open and Transparent Meetings Discussion

Recommendation made to request the library's Manager of Technology and Collections provide a report to the Board via the Policy Committee on providing live and recorded links for board meetings.

6. Policies Reviewed
  - 6.1 100-07 Board Contact Policy
  - 6.2 100-10 Library and Political Elections Policy
  - 6.3 400-18 Scent Free Workplace Policy
7. Policies Rescinded
  - 7.1 200-07 Enhanced Research Policy
  - 7.2 200-10 Exam Proctoring Policy
  - 7.3 300-02 Access to Information and Protection of Privacy Policy
  - 7.4 300-11 Records Management Policy
  - 7.5 300-20 VHS to DVD Conversion Policy
  - 7.6 300-21 3-D Printer Policy



**8. New Policies**

8.1 200-07 Library Fee Based Services Policy  
Reviewed and approved

8.2 300-02 Records Management and Protection of Privacy Policy  
Deferred to next Policy Committee Meeting. Matthew to get language on what to do with personnel files.

**9. Policy Follow up**

None

**10. New Business**

None

**11.** The meeting was adjourned at 5:30 p.m.

<b>Title:</b>	Board Contact Policy	<b>Policy Number:</b> 100-07
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>		
<b>Approval Date:</b>	May 27, 2019	
<b>Reviewed Dates:</b>	May 27, 2019, November 24, 2020, May 29, 2023	
<b>Review Date:</b>	May 2026	

## **PURPOSE**

This policy establishes proper procedure for contacting the Sault Ste. Marie Public Library Board.

## **SCOPE**

This document relates to the method in which the public may contact the Library Board.

## **DEFINITIONS**

**Electronic Communications** – email, social media posts and other methods of sending messages electronically

**Written Correspondence** – letters, faxes and any forms of communication which may be delivered to the Administration Office

## **POLICY STATEMENT**

The Board recognizes the value of communications with the public and outside agencies. It is the Board's policy to provide a method for open communication while protecting the personal information of its members.

## **BOARD PERSONAL CONTACT INFORMATION**

Board member's personal information, including telephone numbers, addresses, emails, and other electronic means, will not be made available to the public.

## **BOARD CORRESPONDENCE**

Incoming Board correspondence shall be filtered through the Administration Office and be distributed to Board members by the CEO or designate.

Electronic correspondence via the Board's email shall be made available to the Board Chair, Vice Chair, and CEO.

Correspondence will be included in Board Packages and be recorded for public record, with the exception of any correspondence regarding an identifiable person. Correspondence regarding identifiable individuals will be included in Closed Sessions.

The Board may respond to correspondence at its own discretion.



**EXCLUSION OF CORRESPONDENCE:**

The CEO will not unreasonably withhold correspondence from the Board. The CEO, in conference with the Board Chair, may exclude and disregard any correspondence that is defamatory, obscene and/or promotes criminal activity. Further, any correspondence to the Board unrelated to Library service and Library governance will be disregarded.

**POSTING CONTACT INFORMATION:**

An email address shall be posted on the Library's website for those wishing to contact the Library Board by electronic means. Written correspondence can be mailed to the Administration Office, the details of which will also be posted to the Library's website.

**RELATED POLICIES:**

100-05 Delegations and Public Participation Policy

<b>Title:</b>	Library and Political Elections Policy	
<b>Policy Type:</b>	Governance	<b>Policy Number:</b> 100-10
<b>Approval By:</b>		
<b>Approval Date:</b>	May 25, 2022	
<b>Revised Dates:</b>	May 29, 2023	
<b>Review Date:</b>	May 2026	

## **PURPOSE:**

To support the democratic process, freedom of expression, and informed discussion on political issues while also maintaining the Library's non-partisanship.

## **SCOPE:**

This policy applies to library employees, volunteers and Board members in their dealings with candidates and political parties and the use of library resources during the political campaigns.

## **DEFINITIONS:**

**Campaign** - any activity by or on behalf of a candidate, political party, registrant, advocate or Question on a Ballot meant to elicit support during the Election Period.

**Candidate** – a person who seeking an elected office.

**CEA** – Canada Elections Act, S.C. 2000, c. 9

**EFA** – Election Finances Act, R.S.O 1990, c. E.7

**MEA** – Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

**Non-partisan** - not supporting, opposing, or controlled by a political party, special interest group, or the like.

## **POLICY STATEMENT:**

The Library must act and appear to act in a non-partisan way at all times, especially during elections. The Library will act responsibly and in accordance with all applicable legislation including the MEA, the EFA and the CEA.

It is the responsibility of the Library to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage in the use of library resources at any time.

This policy applies to municipal, provincial, and federal elections.

## **USE OF LIBRARY RESOURCES AND PROPERTY:**

Rules for use of library resources and property are as follows:

- a) All candidates and political parties have equal access to publicly available resources and services of the library.
- b) Candidates cannot use equipment, supplies, staff, or other operational resources of the Library nor may they use the Library's logo in any campaign material.
- c) 'All-candidates' meetings can be held at the library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.
- d) Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the library, unless prohibited by a municipal by-law.
- e) Meeting rooms may be rented in accordance with the 300-15 Meeting Room Use and Rental Policy.
- f) In accordance with the CEA section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections candidates will be granted the same right to campaign in the library.
- (g) The Library may promote awareness of the election; and provide general information on elections but will not display campaign material of any one candidate or political party either within the Library, on the Library's website, or social media.
- h) No election sign or poster specific to a candidate or political party can be posted on the grounds of the Library or in any Library building.

## **EMPLOYEE, VOLUNTEER, AND BOARD MEMBER PARTICIPATION IN ELECTION CAMPAIGNS**

A library employee or volunteer involved in a political campaign must be politically neutral in carrying out their library duties and must not participate in campaign activities during their working hours.

With respect to a municipal election, any library employee running as a candidate in the municipal election will comply with the entirety of Section 30 of the MEA which reads, in part

*"30 (1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day. 1996, c. 32, Sched., s. 30 (1); 2002, c. 17, Sched. D, s. 9 (1)."*

Board members may continue their library board responsibilities when they are running for office. They shall not receive additional supports or services not available to any candidate nor shall they be permitted to utilize Board Meeting time to promote their campaign.

### **CAMPAIGN CONTRIBUTIONS**

In accordance with the MEA, EFA, and CEA, the Board may not contribute to the campaign of any candidate, constituency association, or political party in the form of money, goods or services.

### **REQUESTS FOR LIBRARY INFORMATION**

The CEO will coordinate requests for information about the library received from candidates or political parties. Information that is provided by the library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.

Any candidate or political party may request a meeting with the CEO or tour of Library facilities.

### **RELATED POLICIES:**

- 100-01 Governance Processes Policy
- 300-13 Sales and Soliciting on Library Property Policy
- 300-15 Meeting Room Use and Rental Policy

<b>Title:</b>	Tangible Capital Assets Policy	<b>Policy Number:</b> 200-02
<b>Policy Type:</b>	Business/Financial	
<b>Approval By:</b>	Resolution Number RB 2008-11-17	
<b>Approval Date:</b>	November 17, 2008	
<b>Revised Dates:</b>	February 27, 2017; February 24, 2020, May 29, 2023	
<b>Review Date:</b>	February 2026	

## **PURPOSE**

This policy provides control and accountability over the Library's capital assets.

## **SCOPE**

This policy applies to all Library locations falling within the reporting entity of the Library Board.

## **DEFINITIONS**

**Tangible Capital Assets** are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are used on a continuing basis; and
- d) are not for resale in the ordinary course of operations.

In order to be recognized as a tangible capital asset for financial reporting purposes the item must have a cost or other value that can be reliably measured.

## **POLICY STATEMENT**

The proper accounting treatment for the recording of tangible capital assets shall follow the Public Sector Accounting Handbook.

## **CLASSIFICATIONS OF TANGIBLE CAPITAL ASSETS**

The following are the major classifications of Library tangible capital assets as they will be presented in financial statements:

- Land
- Buildings
- Leasehold Improvements
- Furniture and Technology
- Machinery and Equipment
- Vehicles
- Collections

## **HERITAGE ASSETS**

Heritage assets are works of art, archival materials, and historical treasures considered irreplaceable and preserved in trust for future generations. They are not to be recognized in the financial statements as tangible capital assets as it is not possible to estimate the future economic benefits associated with such property. The existence of such property is to be disclosed in the notes to the financial statements only.

## **DISPOSALS**

When a tangible capital asset is disposed of any difference between net proceeds and the carrying amount of the asset is accounted for as a revenue or expense in the statement of operations.

## **RELATED POLICIES**

200-01 Purchasing and Procurement Policy

200-03 Donor and Sponsorship Policy

300-01 Archives Acquisition Policy

300-16 Public Art Policy

<b>Title:</b>	Library Fee-Based Services Policy	<b>Policy Number:</b> 200-07
<b>Policy Type:</b>	Business/Financial	
<b>Approval By:</b>		
<b>Approval Date:</b>	May 29, 2023	
<b>Revised Dates:</b>		
<b>Review Date:</b>	May 2024	

## **PURPOSE**

This policy provides guidelines for the provision of enhanced fee-based services offered by the Library.

## **SCOPE:**

This policy applies to Fee-based Library. It does not apply to free services offered by the Library, services covered by another policy or sales.

## **DEFINITIONS**

**3-D printer** - a device used to create a three dimensional physical object using a computer generated digital design and by using successive layers of plastic or other materials to form the object.

**Basic research** – Reference and information services provided free of charge as part of general library services. This includes but is not limited to instruction on use of library catalogue, equipment, resources, locating quick facts, retrieving library and on-line resources.

**Enhanced research** – in-depth fee based research including but not limited to archival and genealogical research requiring extensive staff time, expertise and use of library and available online resources.

**Exam proctoring** – to watch over students taking an exam to ensure guidelines provided by the issuing institution are followed.

**Invigilate** – a term used by some post-secondary institutions to designate exam proctoring.

**VHS to DVD converter** - a device used to convert VHS tapes into a DVD format.

## **POLICY STATEMENT**

The Library provides several fee-based services to the public. These services are generally offered at a cost recovery rate.

Fees for Library Services will be listed in the Library's Fees Schedule. Fees are reviewed annually by the Board and posted on the Library website.

## **COPY AND PRINT SERVICES**

The Library offers a number of copy and print services at each Library location for a modest fee. These include:

- Printing
- Photocopying
- Faxing

The use of the Library's copy machines is for lawful purposes only and it is the responsibility of the patron to ensure that they are abiding by all relevant laws, including copyright law.

## **3-D PRINTING SERVICES**

The Library offers a 3-D printing service at the James L. McIntyre Centennial Library. The following are the terms and conditions for the use of 3-D printing services at the Library.

1. Library membership is required to use the 3-D printer service.
2. The library's 3-D printer may be used for lawful purposes only. Users will not be permitted to use the library's 3-D printer to create any material that is:
  - (a) Prohibited by local, provincial, or federal law
  - (b) Unsafe, harmful, dangerous, or poses a threat to the well-being of others
  - (c) In violation of intellectual property rights. Users are responsible for ensuring that any objects that they wish to print, or file(s) that they are going to use do not violate any copyright, trademark, or patent laws. The Library will not be held responsible for any violations of such laws.
3. Print jobs must be no larger than the maximum size allowed by the Library's printer.

Library staff will not adjust the size of a design. It is the responsibility of the user to ensure that the design is made to be within the size restrictions.
4. Print jobs are limited to a maximum of 5 hours. The library uses the estimated print times created by the software that accompanies the 3-D printer model, actual print time may vary.
5. Submitting a design for printing:
  - (a) Patrons will bring their file (.stl, .obj, .cube3) to the library, or send the file by e-mail to [lib.info1@cityssm.on.ca](mailto:lib.info1@cityssm.on.ca).
  - (b) A submitted file will be processed by the printer's software to determine if the object can be printed or not. Files that are validated by printer software will be added to the queue for printing. If a submission is not validated by the printer software for any reason(s) library staff will inform the patron and provide the reason(s).



- (c) Only one file per patron will be added to the queue at a time.
- 6. Printed items are presented 'as is' to the user. Library staff will not remove any scaffolding, sidewalks, or support pieces for the user.
- 7. Staff will notify Users of scheduled print and pick up times. Items not picked up within 14 days of the scheduled print will become the property of the Library and applicable fees will be charged to the Users' account.
- 8. The Library will review all files submitted for printing and reserves the right to refuse any 3-D print request.

### **EXAM PROCTORING**

The Library provides exam proctoring services at the James L. McIntyre Centennial Library during Administrative Business hours. Provision of the service will be subject to availability of staff and resources.

Students must submit payment prior to beginning the exam unless other payment arrangements have been made with the examining institution or company. The exam proctoring fee does not include material or courier costs. The Library will not be liable for any missing items, papers, samples or other documents related to the exam. The student must provide their own supplies (including technology) required to take the exam.

The Library will not accommodate an exam that requires specialized procedures such as the downloading of software to library computers.

The Library is not responsible for unforeseen interruptions of the exam due to evacuation of the building, loss of power, Internet services or other computer problems. Should such unforeseen interruptions occur, the Library will either reschedule the proctoring or provide the student/institution with a full refund.

### **ENHANCED RESEARCH SERVICES**

The Library provides basic research free of charge and also provides a fee based enhanced research service.

The Library reserves the right to refuse requests for enhanced research due to staff or collection limitations.

Requests for enhanced research will be accepted in person, by telephone or electronic means.

Results will be provided upon payment and in the most appropriate format as decided by the library in consultation with the client.



## **VHS CONVERSION SERVICES**

The Library offers a VHS conversion service at the James L. McIntyre Centennial Library. Library membership is required to use the VHS service.

The VHS converter is used for lawful purposes only and it is the responsibility of the patron to ensure that they are abiding by all relevant laws when submitting a VHS to be converted, including copyright law.

Library Staff reserve the right to refuse to convert a VHS if they suspect it would be a violation of copyright or any other laws.

The Library does not guarantee the quality of the reproduction of video converted from VHS.

### **Related Policies:**

200-06 Fees Policy  
300-04 Hours of Operation Policy  
300-05 Membership Policy  
300-15 Meeting Room Use & Rental Policy  
300-23 Accessible Customer Service Policy

<b>Title:</b>	Travel and Expenses Policy	
<b>Policy Type:</b>	Business/Financial	<b>Policy Number:</b> 200-08
<b>Approval By:</b>	Resolution Number RB 2013-04-16	
<b>Approval Date:</b>	April 16, 2013	
<b>Revised Date:</b>	February 22, 2021; April 24, 2017; April 16, 2013, May 29, 2023	
<b>Review Date:</b>	April 2026	

## **PURPOSE**

This policy outlines the reimbursement of expenses incurred while attending to authorized library business.

## **SCOPE**

This policy applies to Library Board members, employees and volunteers.

## **DEFINITIONS**

**Authorized** - prior approval from the supervisory personnel or Board.

## **POLICY STATEMENT**

The Library shall reimburse Library Board Members, volunteers and employees for expenses incurred while conducting authorized business, and attending conferences and meetings. Any expenses that arise that are not specifically covered by this policy shall be at the discretion of the CEO and Business Administrator.

## **AUTHORIZED TRAVEL AND EXPENSES**

### **a) Travel within the City of Sault Ste. Marie limits as approved by the Management**

- Board members, volunteers and employees provide their transportation on the understanding that reimbursement will be based on the most direct and economical method, taking into account any City of Sault Ste. Marie discounts, as approved by the supervisory personnel or Board.
- The driver must have a valid license issued by the Province of Ontario and must be covered by appropriate liability insurance (not reimbursable by the Library) with coverage amounts of not less than \$1,000,000 for third party liability.
- Use of personal vehicle

The Board member, volunteer or employee shall complete a Mileage Claim Form accompanied by a Motor Vehicle Log Book for reimbursement purposes.

In the event of an accident involving a Board member, volunteer or employee using their own personal vehicle while traveling on Library business, the Board member, volunteer or employee must submit prompt, written notification to the CEO providing details as to when, where, how



and who was in the accident. Any Library liability, in excess of employee coverage does not apply until the Library has received written notice from its insurance company, that the Library insurance will, in fact, cover all the Library's liability arising from the accident reported.

- Shared transportation in personal vehicle

If two or more Board members, volunteers or employees travel in one personal vehicle, only the owner of the vehicle is entitled to reimbursement.

- There is no reimbursement for traffic or parking violations
- Compensation will be based on Canada Revenue Agency's guidelines for expenses. All claims must be made using the Mileage Claim Form which will be updated annually.

**b) Travel outside of the City of Sault Ste. Marie limits as approved by the Manager or Board**

- Personal vehicles may only be used for travel of 750 km or less.
- Rental vehicle

If Board members or employees prefer ground travel, a rental vehicle shall be arranged for by the Business Administrator.

The rental agreement shall list the City of Sault Ste. Marie as the renter and shall require the full insurance coverage as designated by the City.

Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM for reimbursement.

- Air Travel

When booking flights the most economical class will be the standard option.

- Ground Transportation

Prior approval to use a taxi, limousine, or ride sharing service should be obtained from the CEO whenever possible.

Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM for reimbursement.

- Public transportation

Local public transportation including hotel/airport shuttles, buses, rail and any other forms of public transportation should be used whenever possible.



## **MEAL ALLOWANCES AND ALCOHOL**

Meal allowances not exceeding \$90.00 total per day shall be reimbursed with itemized receipts. Allowances include taxes and gratuity. Gratuity should not exceed 15% of the meal cost before taxes.

Where a meal is provided as part of accommodations, a conference or meeting it cannot be claimed separately.

**The Library will not reimburse the cost for any alcoholic beverages.**

## **ACCOMMODATIONS:**

All hotel accommodations shall be booked through the Administration Office.

- Single accommodations in a standard room shall be booked for Board members and employees on authorized library business. Upgrades are permitted if standard rooms are unavailable.
- Shared accommodation if requested by attendees, will be accommodated without any upgrade to room style. Upgrades are permitted if standard rooms are unavailable.
- Board members and employees may stay with family or friends; however, there is no reimbursement for such stays.

## **NON-ATTENDANCE:**

All Board members and employees who incur travel expenses for authorized library business but fail to attend said library business will not be entitled to reimbursements and will be required to repay the Board for any expenses paid on their behalf. Reasonable notice must be given if a Board Member or employee is unable to attend the library business so that bookings may be canceled. Exceptions to this will be made in emergency situations at the discretion of the CEO and Board Chair.

## **Related Policies**

300-08 Visiting Library Service Policy

300-17 Volunteer Program Policy

**Title:** Management and Non-Union Human Resources Policy

**Policy Type:** Human Resources

**Policy Number:** 400-02

**Approval By:**

**Approval Date:** May 29, 2023

**Revised Dates:**

**Review Date:** April 2024

## **PURPOSE**

This policy outlines the hours of work, lieu time, compensation and benefits for Management and Non-union staff.

## **SCOPE**

This policy applies to all permanent employees classified as Management and Non-union employees. This policy is not applicable to union or short-term contract employees.

## **POLICY STATEMENT**

Management and Non-union positions are contract positions with the Board wherein, the compensation package reflects that performance of duties may be required outside the hours of operation.

## **REGULAR HOURS**

The regular hours of work for Management and Non-union employees is thirty-five (35) hours per week unless specified otherwise in the employee's employment contract. Hours are typically worked during Administration Office hours except when deviations are required due to circumstance.

When circumstances require, the management and non-union staff will adjust their hours to accommodate programs, meetings or events outside core hours of operation. Staff will achieve this by working a split shift or by beginning the shift in keeping with the anticipated hours of work, as mutually agreed upon with the immediate supervisor.

## **LIEU TIME**

In exceptional circumstances where accommodation cannot be made prior to events, lieu time will be granted on a straight time basis at a time mutually agreeable to the employee and immediate supervisor, providing that the core hours of operation are covered.

Lieu time cannot be claimed for any period of less than 30 minutes.

Any lieu time will be taken before the year's end, at the discretion of the CEO. Lieu time will not be carried over to the following year or be paid out.

## **OVERTIME**

Management and Non-union employees are salaried and therefore are not entitled to overtime.

## **VACATION**

The Library Board acknowledges that vacation is important to employees' health and work performance. Employees are entitled to vacation in each calendar year and are encouraged to use it annually. Management and Non-union employees are entitled to vacation in accordance with the City of Sault Ste. Marie's Management group vacation schedule.

Vacation entitlement is based on continuous service. Therefore, Leave of Absence, Pregnancy/Parental Leaves, absence from work while on W.S.I.B. benefits, or L.T.D., may affect vacation pay and/or entitlements.

## **VACATION CARRY OVER**

An employee may carry over up to two (2) weeks of annual vacation with the CEO's approval. Vacation carry over requests by the CEO shall be approved by the Board Chair.

The application to carry over vacation from one year to another must be submitted in writing to the CEO or Board Chair on or before November 1<sup>st</sup> in the current year.

## **WAGES**

Management and Non-union staff will be paid in accordance with the Management/Non-Union salary grid. Incumbents with little or no experience are hired at Step 1. Incumbents with direct, applicable experience may negotiate to start at a higher Step. Employees will then progress through each step annually, assuming acceptable performance.

## **GENERAL WAGE INCREASES**

Management and Non-Union Salary Scales are subject to adjustment annually as approved by the Board.

## **PENSIONS**

For all Management and Non-union staff, the Ontario Municipal Employees Retirement System shall be in effect and shall be integrated with the Canada Pension Plan.

## **HEALTH BENEFITS**

Permanent full time Management and Non-union employees are entitled to receive the City's Health Benefit plans and Life Insurance plans subject to the qualifying requirements of the provider and in accordance with the provisions of the Master Contract. Entitlement is the first day of the month following the date of hire.

Premiums are 100% paid by the Library.

It is the responsibility of the employee to advise the employer of any status change resulting in the addition or deletion of dependents. i.e., change in marital status, change in child status, birth/adoption.

## **RELATED POLICIES**

300-04 Hours of Operation Policy  
400-14 Performance Appraisal Policy  
400-16 Relieving Pay Policy  
400-17 Sick Leave Benefits



<b>Title:</b>	Workplace Code of Conduct	<b>Policy Number:</b> 400-05
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>		
<b>Approval Date:</b>	May 29, 2023	
<b>Revised Dates:</b>		
<b>Review Date:</b>	April 2024	

## **PURPOSE**

This Code of Conduct establishes clear expectations for the conduct and behaviour of Library employees and volunteers.

## **SCOPE**

This Code of Conduct applies to all individuals who are employed or volunteering with the Library, including permanent and non-permanent employees, co-op placements, and volunteers.

## **DEFINITIONS**

**Fit for Duty** - being physically, mentally, and emotionally healthy enough to perform their job safely and competently.

**Prohibited Grounds** - discrimination against people on the basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, marital status, place of origin, race, record of offenses, sex/gender identity, and sexual orientation.

## **POLICY STATEMENT**

The Code of Conduct is an essential part of the Library's commitment to maintaining a positive and professional work environment and ensuring that all individuals associated/representing the Library act with integrity and professionalism at all times.

The Code of Conduct is designed to promote ethical decision-making and behaviour among employees and volunteers. It is intended to encourage employees and volunteers to consider how ethics and integrity should guide their actions and decisions. Employees are required to exercise good judgment and adhere to all of the Library's values, standards, policies and procedures.

## **PROFESSIONAL ACCOUNTABILITY**

All Library employees and volunteers are expected to:

- Work collaboratively to achieve the Library's goals and objectives as determined by the CEO and Board.

- Conduct the business affairs of the Library in good faith, with honesty, integrity, due diligence, and competence.
- Serve the community and treat others with respect and dignity, free from discrimination.
- Maintain privacy and confidentiality of all Library related information, except when otherwise required by law. This includes refraining from copying, sharing, reproducing, transmitting, divulging or otherwise disclosing any confidential information related to the Library or its users.
- Refrain from making negative comments to the public about the Library, its services, collections, Board, staff and/or CEO, which may damage or diminish the reputation of the Library in the eyes of members of the community.
- Report all complaints, workplace incidents, safety hazards, and violence, witnessed, experienced, or having knowledge of, to Management immediately.
- Not represent the Library in an official capacity unless authorized to do so by the CEO or the Board.

Employees are expected to abide by the law and to comply with the Library's Employee Code of Conduct, policies and procedures as a condition of employment. Employees are responsible for seeking clarification from their Manager when questions arise.

### **PERSONAL ACCOUNTABILITY**

All employees and volunteers of the Library shall:

- Conduct themselves in a professional manner that upholds the standards and values of the Library.
- Treat others with courtesy, dignity, fairness and respect.
- Maintain respectful communication in-person, over the phone and in written communications, such as emails.
- Encourage and respect diversity of viewpoints, skills, knowledge, and cultural backgrounds.
- Take responsibility for personal professional development by participating in continuing educational opportunities and engaging in regional, provincial and national library, museum and gallery organizations.
- Refrain from using inappropriate language, offensive comments and engaging in any behaviour that interferes with a respectful and harmonious working environment.
- Promote and foster a safe, secure and healthy work environment and public space for all.

### **PROHIBITED ACTIONS**

1) **Insubordination:** The deliberate and willful refusal to comply with a reasonable order or instruction.

2) **Disorderly Conduct:** Acts that include loud and abusive language, intimidation or coercion of other employees, lack of courtesy when dealing with the public, fighting, violence, gambling and indecency.

- 3) **Dishonesty, Fraud or Illegal activities:** Acts such as falsifying records, theft of Library property or materials, engaging in criminal conduct or other similar acts.
- 4) **Personal Work:** Conducting personal work unrelated to Library duties or business during work time, on Library premises or at the Library's expense.
- 5) **Policy Violation:** The willful disregard of Library policies and procedures.
- 6) **Alcohol and/or Drug Use:** Reporting to work or conducting Library business under the influence of drugs or alcohol. This includes any substance that may impair judgment or the ability to perform job duties safely. It is an employee's responsibility to inform their supervisor of any prescription substances that may impair their ability to do their job in a safe and professional manner. Employees are expected to report to work Fit for Duty.
- 7) **Unauthorized Solicitation:** Requesting money, services, gifts or other personal favours from patrons, donors, and/or other employees without proper authorization or approval.
- 8) **Abuse of Work Hours:** Deviating from scheduled work hours without approval, including leaving work before a designated lunch period or end of shift, arriving late to work, or exceeding the allowable time for breaks.
- 9) **Abuse of Library Property, Technology & Equipment:** Damaging or misusing any library collections, computers, furniture, supplies and equipment. Library property is not to be used by employees or volunteers for personal use except where permitted by policy or with prior approval obtained from the CEO. Employees will not allow others not authorized to use library property entrusted to their care.
- 10) **Carelessness and Willful Violation of Safety Rules:** Any negligent or intentional disregard for safety rules and procedures, including engaging in horseplay, smoking in prohibited areas, failure to report, or misuse of safety equipment.
- 11) **Discrimination:** the unjust or prejudicial treatment of people, especially on the grounds of ethnicity, age, sex, disability or any other prohibited grounds.
- 12) **Harassment:** Any behavior that creates a hostile or unpleasant work environment through unwelcome verbal or physical conduct
- 13) **Sexual Harassment:** Making unwanted comments, gestures, or actions that is sexual in nature that makes someone feel afraid, embarrassed, uncomfortable or ashamed.
- 14) **Absenteeism:** Any unauthorized absence from work without proper leave or being absent from the work premises during work hours without permission. Any employee who is ill or has experienced a personal emergency is required to report to the designated person as soon as possible prior to the start of their shift, and failure to do so will result in being deemed absent without leave.

**The above prohibited actions are presented by way of illustration and shall not be deemed to exclude the Library's right to discipline or dismiss employees for other just causes.**

## **DISCIPLINARY ACTION**

Any violation of the Employee Code of Conduct may result in disciplinary action against the employee involved. The severity of the disciplinary action will depend on the seriousness of the offence, which may include but not be limited to, a warning, reprimand, suspension or dismissal.

## **RELATED POLICIES**

100-10 Library and Political Elections Policy  
100-11 Board Code of Ethics  
200-01 Purchasing and Procurement Policy  
300-02 Access to Information and Protection of Privacy Policy  
300-06 Social Media Policy  
300-09 Rules of Conduct Policy  
300-11 Records Management Policy  
300-13 Sales and Soliciting Policy  
300-17 Volunteer Program Policy  
300-24 Use of Video Surveillance Cameras in Public Places Policy  
400-03 Health and Safety Commitment Policy  
400-04 Internal Internet Usage Policy  
400-06 Health Care Leave Policy  
400-07 Dress Code and Casual Dress Policy  
400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence  
400-14 Performance Appraisal Policy  
400-17 Sick Leave Policy  
400-18 Scent Free Workplace Policy

<b>Title:</b>	Right to Disconnect Policy	
<b>Policy Type:</b>	Human Resources	Policy Number: 400-08
<b>Approval By:</b>		
<b>Approval Date:</b>	January 24, 2022	
<b>Revised Dates:</b>	May 29, 2023	
<b>Review Date:</b>	January 2026	

## **PURPOSE:**

This policy supports a healthy work-life balance for employees through a right to disconnect from the workplace.

This policy is written so the Board is in compliance with 21.2.2 of the Employment Standards Act.

## **SCOPE:**

This policy applies to all employees of the Library.

## **DEFINITIONS:**

Disconnect from Work - not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

## **POLICY STATEMENT:**

As the Library is an evolving workplace and has adapted with changes in technology which have enabled staff to be connected constantly and work remotely, and that there are negative effects of being constantly connected, the Library Board recognizes the importance of employees' rights to disconnect from work.

## **DISCONNECTING FROM WORK:**

Employees are regularly scheduled for work and will have the right to disconnect from work outside of those scheduled hours with the exception of the following:

- a) The employee is being contacted to be offered an additional shift or overtime
- b) For any reason as described in the employee's job description which requires them to be contacted and to perform work outside of their regular work hours (e.g. on-call responsibilities)
- c) Essential communications related to their employment (i.e. disruptions to services, health and safety information, etc.)
- d) In an emergency situation
- e) Otherwise where permitted by a Collective Agreement or Library Board Policy



All employees who are on vacation will be disconnected from work. Arrangements shall be made prior to the employees' vacation absence to either suspend their work/service or to have another employee cover their essential duties.

Employees who are on sick leave shall also be disconnected from work. Employees should refrain from contacting those on sick leave unless absolutely necessary. They may be contacted for limited medical information related to their return to work.

**RELATED POLICIES:**

400-02 Management and Non-Union Human Resources Policy  
400-03 Health and Safety Commitment Policy

<b>Title:</b>	Scent Aware Workplace Policy	<b>Policy Number:</b> 400-18
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2013-02-25	
<b>Approval Date:</b>	February 25, 2013	
<b>Revised Dates:</b>	March 28, 2021; April 24, 2017; May 29, 2023	
<b>Review Date:</b>	April 2026	

**PURPOSE:**

This policy provides guidelines for all staff and volunteers regarding the use and wearing of fragrances, scents, scented products or scented personal products at work.

**SCOPE:**

This policy applies to all employees, visitors, contractors, and volunteers.

**DEFINITIONS:**

**Scented personal products** - includes but not limited to body spray, deodorant, hairspray, lotions, scented soaps or hand sanitizers, and perfume.

**Scented products** - includes but not limited to incense, scented candles and fragrance diffusers.

**POLICY STATEMENT:**

The Board provides a healthy work environment to avoid discomfort for those with sensitivities or allergies. Employees, visitors, contractors, and volunteers shall refrain from wearing scented personal products or bringing scented products into the workplace.

Notice will be posted in all work areas and service points asking everyone to be respectful to this issue.

**RELATED POLICIES**

400-03 Health and Safety Commitment Policy  
400-05 Workplace Code of Conduct



**Sault Ste. Marie Public Library  
CEO Evaluation Committee  
REGULAR MEETING  
Tuesday, April 19, 2023 – 4:30 P.M.  
Board Room & Virtual Via Zoom  
Minutes**

Attending: Wayne Greco, Mike Olejnik, Paulo Bruni, Hannah Caicco, Erin Ferlaine, Matthew MacDonald

1. The meeting was called to order at 4:35 p.m.
2. There were no declarations of Conflict of Interest.
3. Paolo Bruni was appointed as secretary.
4. The agenda was approved as presented.
5. There were no previous minutes to be approved.
6. No matters arising from the minutes.

**7. Terms of Reference**

The Committee reviewed a draft version of the Terms of Reference. The committee decided that the CEO evaluation should occur “bi-annually or as needed and provide the CEO guidance to ensure effective leadership and optimal operations of the Library.”

The committee recommends that the Board approve the following resolution:

Be it resolved that Sault Ste. Marie Public Library Board approve the CEO Evaluation Committee’s Terms of Reference as presented.

**8. CEO Evaluation Tool**

The Committee reviewed the evaluation tool that was used in the past and determined that it will need to be replaced with a new one once the Board’s strategic plan is completed. The new tool will incorporate the Library’s strategic priorities into the CEO





evaluation and will focus on established goals and objectives.

**9.** New Business - NONE

**10.** The meeting was adjourned at 5:56 p.m.



## **CEO Evaluation Committee Terms of Reference**

April 2023

### **Membership**

The Committee shall consist of three or more members of the Library Board, including the current Library Board Chair and/or designate. The term of a Committee member appointment is four years.

### **Committee Officials**

The Board Chair or designate, shall be the chair of this Committee.

### **Meetings**

The CEO Evaluation Committee shall meet at least two times annually or as deemed necessary by the Committee. The Committee shall have an Agenda, maintained by the Committee Chair, for the purpose of ensuring that the meeting agenda addresses responsibilities as outlined in these terms of reference. Meetings of the Committee shall be open or closed in accordance with the Public Libraries Act.

Meetings may be either in person or electronically. Agendas and minutes shall be prepared and provided in advance of the meeting.

### **Role and Mandate**

The CEO Evaluation Committee will review the performance of the CEO bi-annually or as needed and provide the CEO guidance to ensure effective leadership and optimal operations of the Library. The committee shall advise the SSMPL Board of Directors on personnel matters relating to the CEO.

### **Functions of the CEO Evaluation Committee**

The Committee will make recommendations to the Library Board on the following matters:

1. The hiring of a qualified CEO in accordance with the Public Libraries Act.
2. The appointing of an Acting CEO during a sudden absence of the CEO, until the CEO either returns to work or is replaced.
3. The evaluation of the CEO based on a careful review of organizational goals and objectives, strategic plan and of the CEO's adherence to the policies set by the Library Board;

4. The mediation of any conflicts that may arise between the CEO and library employees;
5. Identify the tool, approved by the Board, to be used for evaluation of the CEO.
6. Any other matters referred by the Board.

## **Reporting**

The Chair of the CEO Evaluation Committee shall prepare a written or verbal report to the Board of Directors of activities taken at the most recent meeting.



# Sault Ste. Marie Public Library

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**AGENDA ITEM: 5.7**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** MAY 29, 2023

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The following is a summary of motions found in the consent agenda.

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board approves the minutes of the March 27, 2023 meeting as presented.  
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the April 13, 2023 meeting as presented.  
☐ REMOVED FROM CONSENT
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the May 18, 2023 meeting as presented.  
☐ REMOVED FROM CONSENT
4. The expenditures for the month of March 2023, which include wages, benefits and RBC Visa in the amount of \$366,512.04 be confirmed paid.  
☐ REMOVED FROM CONSENT
5. The expenditures for the month of April 2023, which include wages, benefits and RBC Visa in the amount of \$146,923.81 be confirmed paid.  
☐ REMOVED FROM CONSENT

6. The Sault Ste. Marie Public Library Board receive the financial reports ending December 31, 2022 as information.  
☐ REMOVED FROM CONSENT
7. The Sault Ste. Marie Public Library Board accepts the financial reports ending February, 2023 as presented.  
☐ REMOVED FROM CONSENT
8. The Sault Ste. Marie Public Library Board approve the 2023 revised Operational Budget as presented.  
☐ REMOVED FROM CONSENT
9. The CEO prepare a supplementary budget request for the addition of a Social Services Technician to Library staff to be presented to City Council during 2024 budget deliberations.  
☐ REMOVED FROM CONSENT
10. The CEO prepare a supplementary budget request for the additional funding for a Full-time Security presence during operational hours at the James L. McIntyre Centennial Library, to be presented to City Council during 2024 budget deliberations.  
☐ REMOVED FROM CONSENT
11. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the May 8, 2023 meeting as presented.  
☐ REMOVED FROM CONSENT
12. The Sault Ste. Marie Public Library Board award the contract for replacement floor coverings at the James L. McIntyre Centennial Library to Winmar Property Restoration Specialist.  
  
Further, that rooms A, C, D & E from Wimnar's proposal be included in the contract as quoted.  
  
☐ REMOVED FROM CONSENT
13. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the April 4, 2023 meeting as presented.  
  
☐ REMOVED FROM CONSENT
14. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the May 2, 2023 meeting as presented.  
  
☐ REMOVED FROM CONSENT
15. The Sault Ste. Marie Public Library Board request the library's Manager of Technology and Collections provide a report to the Board via the Policy Committee on providing live and recorded links for board meetings.  
  
☐ REMOVED FROM CONSENT

16. The following revised policies be approved as presented:
- 100-07 Board Contact Policy
  - 100-10 Library and Political Elections Policy
  - 200-02 Tangible Capital Assets Policy
  - 200-08 Travel and Expenses Policy
  - 400-08 Right to Disconnect Policy
  - 400-18 Scent Aware Workplace Policy
- ☐ REMOVED FROM CONSENT

17. That the following new policies be approved as presented:
- 200-07 Fee-based Library Services
  - 400-05 Workplace Code of Conduct
  - 400-02 Management and Non-Union Human Resources Policy
- ☐ REMOVED FROM CONSENT

18. That the following policies be rescinded:
- 200-07 Enhanced Research Policy
  - 200-10 Exam Proctoring Policy
  - 300-20 VHS to DVD Converter Policy
  - 300-21 3D Printer Policy
  - 400-02 Lieu Time Policy – Management and Administrative Staff
  - 400-05 Vacation Carry Over Policy – Management and Administrative Staff
- ☐ REMOVED FROM CONSENT

19. The Sault Ste. Marie Public Library Board accepts the CEO Evaluation Committee report of the April 19, 2023 meeting as presented.
- ☐ REMOVED FROM CONSENT

20. That Sault Ste. Marie Public Library Board approve the CEO Evaluation Committee's Terms of Reference as presented.
- ☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the May 29, 2023 meeting as presented/amended:

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

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Chair of the SSM PL Board

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Date

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CEO

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Date



# Sault Ste. Marie Public Library

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## AGENDA ITEM: 7

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO, SHARON WIGNEY, MANAGER OF PUBLIC SERVICES  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** MAY 29, 2023

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### 7.1 SOO SINGS FOR KIDS

The 10<sup>th</sup> Anniversary of The Soo Sings for Kids was held May 10, 2023. Eight teams from various workplaces, including the Library, competed in a song and dance competition to raise money for local children's charities. Members of the Library belonged to the Collective Voices team which has been part of the competition since its inception in 2013.

#### Collective Voices Team

##### *From the Library*

Matthew MacDonald, Library CEO  
Helena Huopalainen, Library Retiree  
Marlene Mooney, Library Retiree/Contract Employee  
Marlene Haidy, Recent Library Hire (Senior Circulation and Branch Technician)

##### *From other Workplaces*

Heather Wellings  
Kerri Findley (Team Lead)  
Lynn Brown  
Penny Gribbon  
Sherry Berlinghoff  
Steve Boniferro  
Steven Skeggs

*Vocal/Dance Mentor*  
Stephen Patterson

*Dance Mentor*  
Melissa Pattison





Collective Voices ranked 2<sup>nd</sup>, winning \$4,000 for their charity of choice, the Twinkie Foundation. For more information about the Twinkie Foundation visit their website at <https://thetwinkiefoundation.ca/hello/>



Board of Trustees member Erin Ferlaino also participated in Soo Sings for Kids. She was part of the Algoma District School Board's team Enchante, which raised money for Algoma Family Services.



## **7.2 BOOMERS AND BEYOND**

Boomers & Beyond – Back to the 50's! - June is Seniors' Month and we will be holding our annual Boomers & Beyond event to celebrate seniors on Wednesday, June 14th from 10 a.m. to 2 p.m. This drop-in event will feature an opportunity to try out a Paper Quilling craft, get information and plants from the SSM Horticultural Society, talk to representatives from Algoma Public Health Nutrition, Strong Minds, Active 55+, and perhaps even pick up some special treats. There will also be a Gadget Corner held during this event so that seniors can get some "Tech Help". Weather permitting, there will be a "Classic Car" in front of the library and visitors will be able to take their best '50's style picture' too!

## **7.3 NATIONAL INDIGENOUS HISTORY MONTH**

National Indigenous History Month is observed during the month of June. Our Voices of Bawating series will be a combination of in-person and virtual events this year. On Monday, June 19th there will be a special speaker presenting a session on Strawberry Teachings to celebrate the Strawberry Moon. On Tuesday, June 20th, Thrive Tours will be presenting a session on Smudging, followed by an outdoor demonstration. On Wednesday, June 21st, National Indigenous Peoples Day, the Library will be releasing a video featuring interviews with members of the community responding to the question – What does 'National Indigenous Peoples Day mean to you?'



#### **7.4 ZONTA CLUB DONATION**

The Library is pleased to have received a donation from Zonta this month to support two additional sessions of the Dove Real Beauty Workshops for girls. Zonta complimented the Library and felt that the “work [we] do plays an integral role in educating our community.”



#### **7.5 JLM CENTENNIAL LIBRARY WASHROOM CHANGES**

The public washrooms on the lower level of the James L. McIntyre are now locked and require a key to open. The public may sign out keys from the Circulation Desk. There are several keys available for each washroom and staff all have access to the washrooms using their staff key cards. This action was taken to improve safety and security at the Library in response to an increase in drug related incidents. The public washrooms on the upper level in the children's area remain unlocked but are monitored throughout the day.

CTV news recently did a segment on the changes.

The locking of the public washrooms was a recommendation made by Sault Ste. Marie Police Services as part of a Crime Prevention Through Environmental Design Audit conducted last fall. Though the change is unlikely to eliminate all issues with the public washrooms, it should discourage illicit use of the washrooms and help reduce the number of incidents that occur.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer  
Sharon Wigney, Manager of Public Services



# Sault Ste. Marie Public Library

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## AGENDA ITEM: 8

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BOARD DEVELOPMENT  
**DATE:** MAY 29, 2023

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### **8.1 BOARD BY-LAW REVISION**

At its April 4, 2023 meeting, the Policy Committee reviewed the Board's Procedural By-laws. There were concerns that the Board's articles electing the Board executives contravened the Public Libraries Act, R.S.O. 1990, c. P.44. After careful review of the By-laws and information provided by the Ontario Library Service, it was agreed that 13.2 of the By-laws would need to be removed because it contravenes the Act.

The Board has been electing its Executive annually however, according to the Public Libraries Act, the Executive should be elected for the entire term except when there is a casual vacancy.

#### **Chair**

(3) A board shall elect one of its members as chair at its first meeting in a new term. R.S.O. 1990, c. P.44, s. 14 (3). Public Libraries Act, R.S.O. 1990, c. P.44

The committee recommends that the Procedural Board's By-laws be amended by removing the following article and renumbering the rest:

*13.2. Thereafter, the Chairperson and Vice-Chairperson will be elected annually at the Annual General Meeting until the end of the Board's term.*

The amendment will be brought to the next Annual General Meeting for full adoption.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer