

LIBRARY BOARD
Regular Meeting
Monday, January 26, 2026 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA

Meetings may be viewed on the Board's Youtube channel
<https://www.youtube.com/@SSMPLLibraryBoard/streams>



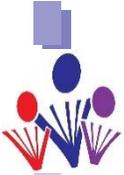
1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Welcome new Board Member David Nanchin
 - 1.3 Land Recognition – L. Dobrovnik
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (verbal)
6. Vice-Chair Position
7. Consent Agenda*
 - 7.1 Approval of the Minutes
 - 7.1.1 September 29, 2025, Regular Board Meeting Minutes
 - 7.2 Correspondence
 - 7.2.1 In-coming: NONE
 - 7.2.2 Out-going: NONE
 - 7.3 Financials
 - 7.3.1 October 2025 Finance Committee Report
 - 7.3.2 November 2025 Finance Committee Report
 - 7.3.3 January 2026 Finance Committee Report
 - 7.3.4 September Monthly Expenditure Report
 - 7.3.5 October Monthly Expenditure Report
 - 7.3.6 November Monthly Expenditure Report
 - 7.3.7 December Monthly Expenditure Report
 - 7.3.8 Financial Reports Ending December 31, 2025
 - 7.3.9 2026 Fees Schedule
 - 7.3.10 Friends Report – December 2026
 - 7.3.11 Revised 2026 Operations Budget
 - 7.4 Policy Committee
 - 7.4.1 October Policy Committee Report
 - 7.4.2 Revised Policies
 - 7.4.2.1 300-21 Programming Policy
 - 7.4.2.2 400-09 Human Rights Policy
 - 7.4.2.3 400-12 Employee Recognition Policy
 - 7.4.2.4 400-15 Using Artificial Intelligence Policy
 - 7.4.3 Policies to be Rescinded
 - 7.4.3.1 NONE
 - 7.5 By-law Establishing the Sault Ste. Marie Public Library

- 7.6 Summary of Motions
- 8. Items Removed from Consent
 - 8.1 NONE
- 9. Business Arising from the Minutes
 - 9.1 ILS Switch
- 10. Information Items
 - 10.1 OPLA Council
 - 10.2 OLA & FOPL Prebudget Document
- 11. Board Development
 - 11.1 Board Meeting Calendar
- 12. New Policies
 - 12.1 CS-02 Inclusivity, Diversity, Equity and Accessibility Commitment Statement
- 13. Strategic Plan Update – Deferred to AGM
- 14. 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: Personal 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 individuals be permitted to attend: M. MacDonald, R. Verdone
- 15. Report of the Closed Session
- 16. New Business
 - 16.1
- 17. Board meetings
 - 17.1 AGM February 23, 2026
 - 17.2 Regular Meeting following the AGM
- 18. 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 #7.**

Sault Ste. Marie Public Library
Library Board
REGULAR MEETING

Monday, September 29, 2025 – 4:30 P.M.
BOARD ROOM & VIA ZOOM



Board Members Present:

Jami van Haaften	Steve Murray	
Wayne Greco	Erin Ferlaino	
Lisa Dobrovnik	Kevin Harrison	Mike Olejnik

Absent: Paolo Bruni

Library: Matthew MacDonald, Rebekah Verdone, Abbey Engel

1. Call to Order

W. Greco called the meeting to order at 4:36 p.m.

1.1 Excused Absence

Hannah has resigned.

1.2 Land Recognition

Read by J. van Haaften

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the Sept 29, 2025 meeting as amended.

Moved: S. Murray

Seconded: L. Dubrovnik

CARRIED

4. Delegations

It is time for the CEO Evaluation. It will follow the format from the prior years.

5. Chair's Report

The Board Chair did a verbal report on his activities of the last month.

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 June 23, 2025, Regular Board Meeting Minutes

6.1.2 August 27, 2025, Special Board Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: Resignation- Hannah Caicco

6.2.2 Out-going: NONE

6.3 Financials

6.3.1 September Finance Committee Report

6.3.2 June Monthly Expenditure Report

6.3.3 July Monthly Expenditure Report

6.3.4 August Monthly Expenditure Report

6.3.5 Financial Reports Ending August 2025

6.3.6 Friends Report – August 2025

13 Collections Satisfaction Survey

14 Strategic Plan Update

15. New Business

15.1 Bylaw update is progressing.

16. Board Meetings

16.1 Board Development Meeting October 27, 2025 (followed by Volunteer Reception)

16.2 Regular Meeting November 24, 2025

17. Adjournment

The Sault Ste. Marie Public Library Board declares the Sept 29, 2025, meeting closed at 5:45 p.m.

Chairperson, Library Board



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Jami van Haaften, Steve Murray

Members Absent: Mike Olejnik, Wayne Greco, Kevin Harrison

Meeting Date: October 21, 2025

Review:

The Committee reviewed the September 2025 Expenditures Reports.

The Financial Reports up to September 30, 2025, were reviewed and approved.

The Committee reviewed a revised fee schedule for 2026.

Capital Projects:

The committee received an update on the ILS migration project. Expected launch date is January 26, 2025.

Information Items:

CEO, M. MacDonald, provided City Finance, upon request, a capital forecast for the next 5 years for the James L. McIntyre Centennial Library.

Recommendations:

Resolved that the expenditures for the month of September 2025, which include wages, benefits and Visas in the amount of \$178,115.03 be confirmed paid.



Resolved that the Sault Ste. Marie Public Library Board approve the Financial Reports ending September 30, 2025, as presented.

Resolved that the Sault Ste. Marie Public Library Board approve the 2026 Fees Schedule as presented.



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Steve Murray, Wayne Greco, Kevin Harrison

Members Absent: Mike Olejnik, Jami van Haften

Meeting Date: November 18, 2025

Review:

The Committee reviewed the October 2025 Expenditures Reports.

The Financial Reports up to October 31, 2025, were reviewed and approved.

Capital Projects:

The committee received an update on the ILS migration project.

Budget:

A copy of the annual budget presentation to City Council was provided to the Committee for review and discussion.

Information Items:

The City of Sault Ste. Marie provided projected capital funding to the Library from 2026 through 2030. The projection showed funding to increase by 2.00% per annum over this period.



Recommendations:

Resolved that the expenditures for the month of October 2025, which include wages, benefits and Visas in the amount of \$368,485.20 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board approve the Financial Reports ending October 31, 2025, as presented.



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Jami van Haaften, Steve Murray, Mike Olejnik, Wayne Greco, Kevin Harrison

Members Absent: NONE

Meeting Date: January 19, 2026

Review:

The Committee reviewed the November 2025 and December 2025 Expenditures Reports.

The Financial Reports up to December 31, 2025, were reviewed.

Capital Projects:

The committee received an update on the ILS migration project.

Budget:

The Board was presented with a revised 2026 operations budget and given explanations of the changes made. The budget needed to be adjusted due to a shortfall in funding for security.

Information Items:

The committee reviewed capital and maintenance expenditures for the James L. McIntyre Centennial Library over the past 5 years and discussed capital funding sources.

A more in-depth report has been requested for March 2026.



Recommendations:

Resolved that the expenditures for the month of November 2025, which include wages, benefits and Visas in the amount of \$260,495.78 be confirmed paid.

Resolved that the expenditures for the month of December 2025, which include wages, benefits and Visas in the amount of \$315,274.69 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board receive the Financial Reports ending December 31, 2025, as information.

Resolved that the Sault Ste. Marie Public Library Board approve the revised 2026 Operations budget as presented.



Sault Ste. Marie Public Library

Monthly Expenditure Report for September 2025

Cheque Register

September 11, 2025	47,266.20
September 18, 2025	1,049.49
Septmeber 25, 2025	10,373.45
Subtotal	<u>\$58,689.14</u>

EFT from Bank Statements

Wages	116,194.20
RBC Visa	1,407.24
US Bank Visa	1,693.23
Service Fees	131.22
Subtotal	<u>\$119,425.89</u>
Total	<u>\$178,115.03</u>

Recommendation:

The expenditures for the month of September 2025, which include wages, benefits, RBC and US Bank Visas in the amount of \$178,115.03 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for October 2025

Cheque Register

October 2, 2025	6,435.10
October 9, 2025	182,436.79
October 16, 2025	27,167.18
October 23, 2025	17,232.73
October 30, 2025	11,128.00
Subtotal	<u>\$244,399.80</u>

EFT from Bank Statements

Wages	116,858.96
US Bank	3,925.94
RBC Visa	3,151.31
Service Fees	149.19
Subtotal	<u>\$124,085.40</u>
Total	<u>\$368,485.20</u>

Recommendation:

The expenditures for the month of October 2025, which include wages, benefits and RBC Visa in the amount of \$368,485.20 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for November 2025

Cheque Register

November 13, 2025	116,255.85
November 20, 2025	15,149.36
November 27, 2025	933.85
Subtotal	<u>\$132,339.06</u>

EFT from Bank Statements

Wages	118,656.20
US Bank	8,132.56
RBC Visa	1,230.46
Service Fees	137.50
Subtotal	<u>\$128,156.72</u>

Total **\$260,495.78**

Recommendation:

The expenditures for the month of November 2025, which include wages, benefits and RBC Visa in the amount of \$260,495.78 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for December 2025

Cheque Register

December 5, 2024	70.53
December 12, 2024	23,875.31
December 19, 2024	159,970.38
Subtotal	<u>\$183,916.22</u>

EFT from Bank Statements

Wages	119,365.91
US Bank	11,613.45
RBC Visa	263.61
Service Fees	115.50
Subtotal	<u>\$131,358.47</u>
Total	<u>\$315,274.69</u>

Recommendation:

The expenditures for the month of December 2025, which include wages, benefits and RBC Visa in the amount of \$315,274.69 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,666,965.83)	(\$3,666,355.96)	100%
User Fees	(5,567.10)	(\$7,000.00)	80%
Sales	(77,175.02)	(\$73,400.00)	105%
Donations	(46,268.91)	(\$22,275.00)	208%
Other income	(67,768.99)	(\$66,500.00)	102%
Prior Year Surplus		(\$83,579.73)	0%
			0%
			0%
	<u>(3,863,745.85)</u>	<u>(\$3,919,110.69)</u>	<u>99%</u>
EXPENDITURES			
Salaries and benefits	2,779,694.59	\$2,880,423.69	97%
Books and periodicals	169,580.67	\$218,062.97	78%
Donation expenditures	8,937.98	\$5,792.23	154%
Utilities	90,745.86	\$95,000.00	96%
Office expenditures	159,327.36	\$197,227.95	81%
Operating expenditures	480,970.41	\$427,236.00	113%
Equipment purchases	70,516.52	\$83,867.57	84%
			0%
	<u>3,759,773.39</u>	<u>\$3,907,610.41</u>	<u>96%</u>
(Surplus)/Deficit	(103,972.46)	(\$11,500.28)	904%

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(3,666,965.83)	(\$3,666,355.96)	100%
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	(3,666,965.83)	(\$3,666,355.96)	100%
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(5,197.69)	(\$6,000.00)	87%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	(369.41)	(\$1,000.00)	37%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
Total User Fees	(5,567.10)	(\$7,000.00)	80%
Sales:			
LIBRARY ADMINISTRATION - Sales	(40,393.47)	(\$45,000.00)	90%
LIBRARY MAIN BRANCH - Sales	(22,492.42)	(\$16,750.00)	134%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(12,389.59)	(\$10,150.00)	122%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(1,899.54)	(\$1,500.00)	127%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(77,175.02)	(\$73,400.00)	105%
Donations:			
LIBRARY ADMINISTRATION - Donations	(45,681.40)	(\$22,275.00)	205%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(587.51)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(46,268.91)	(\$22,275.00)	208%
Other income:			
LIBRARY ADMINISTRATION - Other income	(54,610.12)	(\$55,000.00)	99%
LIBRARY MAIN BRANCH - Other income	(6,036.96)	(\$4,500.00)	134%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(7,121.91)	(\$7,000.00)	102%
LIBRARY CHALLENGE ADULT - Other income			
LIBRARY CONCESSION - Other income			
DEPRECIATION/FIXED ASSETS - Other income			
POSTING DEFAULT - Other income			0%

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
Total Other income	(67,768.99)	(\$66,500.00)	102%
Prior Year Surplus:			
LIBRARY ADMINISTRATION - Prior Year Surplus		(\$83,579.73)	0%
LIBRARY MAIN BRANCH - Prior Year Surplus			
LIBRARY KORAH BRANCH - Prior Year Surplus			
LIBRARY NORTH BRANCH - Prior Year Surplus			
LIBRARY CHALLENGE ADULT - Prior Year Surplus			
LIBRARY CONCESSION - Prior Year Surplus			
DEPRECIATION/FIXED ASSETS - Prior Year Surplus			
POSTING DEFAULT - Prior Year Surplus			0%
Total Prior Year Surplus		(\$83,579.73)	0%
			0%
			0%
	(3,807,650.82)	(\$3,872,210.69)	98%
	(33,727.07)	(\$27,250.00)	124%
		\$0.00	0%
	(20,468.42)	(\$18,150.00)	113%
		\$0.00	0%
	(1,899.54)	(\$1,500.00)	127%
		\$0.00	0%
		\$0.00	0%
	(3,863,745.85)	(\$3,919,110.69)	99%

EXPENDITURES

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	748,194.56	\$862,830.88	87%
LIBRARY MAIN BRANCH - Salaries and benefits	1,702,759.46	\$1,679,265.40	101%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	328,740.57	\$338,327.41	97%
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	2,779,694.59	\$2,880,423.69	97%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	135,289.45	\$161,524.87	84%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	34,291.22	\$56,538.10	61%
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	169,580.67	\$218,062.97	78%

Donation expenditures:

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	7,860.78		0%
LIBRARY MAIN BRANCH - Donation expenditures	1,077.20	\$5,792.23	19%
LIBRARY KORAH BRANCH - Donation expenditures			
LIBRARY NORTH BRANCH - Donation expenditures			
LIBRARY CHALLENGE ADULT - Donation expenditures			
LIBRARY CONCESSION - Donation expenditures			
DEPRECIATION/FIXED ASSETS - Donation expenditures			
POSTING DEFAULT - Donation expenditures			0%
Total Donation expenditures	8,937.98	\$5,792.23	154%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	90,745.86	\$95,000.00	96%
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	90,745.86	\$95,000.00	96%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	91,672.14	\$105,962.92	87%
LIBRARY MAIN BRANCH - Office expenditures	60,908.54	\$79,765.03	76%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	6,746.68	\$11,500.00	59%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	159,327.36	\$197,227.95	81%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	41,337.32	\$31,500.00	131%
LIBRARY MAIN BRANCH - Operating expenditures	201,209.21	\$179,835.00	112%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	230,234.85	\$214,701.00	107%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	8,189.03	\$1,200.00	682%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	480,970.41	\$427,236.00	113%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	68,751.51	\$71,250.00	96%
LIBRARY MAIN BRANCH - Equipment purchases	1,765.01	\$9,617.57	18%

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY NORTH BRANCH - Equipment purchases		\$3,000.00	0%
LIBRARY CHALLENGE ADULT - Equipment purchases			
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			
POSTING DEFAULT - Equipment purchases			0%
Total Equipment purchases	70,516.52	\$83,867.57	84%
			0%
	957,816.31	\$1,071,543.80	89%
	2,193,754.73	\$2,210,800.10	99%
		\$0.00	0%
	600,013.32	\$624,066.51	96%
		\$0.00	0%
	8,189.03	\$1,200.00	682%
		\$0.00	0%
		\$0.00	0%
	3,759,773.39	\$3,907,610.41	96%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(2,849,834.51)	(\$2,800,666.89)	102%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	2,160,027.66	\$2,183,550.10	99%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	579,544.90	\$605,916.51	96%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	6,289.49	(\$300.00)	(2,096%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(103,972.46)	(\$11,500.28)	904%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,666,965.83)	(\$3,666,355.96)	100%
User Fees			
Sales	(40,393.47)	(\$45,000.00)	90%
Donations	(45,681.40)	(\$22,275.00)	205%
Other income	(54,610.12)	(\$55,000.00)	99%
Prior Year Surplus		(\$83,579.73)	0%
	<u>(3,807,650.82)</u>	<u>(\$3,872,210.69)</u>	<u>98%</u>
EXPENDITURES			
Salaries and benefits	748,194.56	\$862,830.88	87%
Books and periodicals			
Donation expenditures	7,860.78		0%
Utilities			
Office expenditures	91,672.14	\$105,962.92	87%
Operating expenditures	41,337.32	\$31,500.00	131%
Equipment purchases	68,751.51	\$71,250.00	96%
	<u>957,816.31</u>	<u>\$1,071,543.80</u>	<u>89%</u>
(Surplus)/Deficit	(2,849,834.51)	(\$2,800,666.89)	102%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY	(368,069.00)	(\$207,474.00)	177%
30-720-7201-5212 ONT SPEC GRANT OTHER	(6,600.00)	(\$8,726.00)	76%
30-720-7201-5294 GRANTS MUNICIPAL	(3,258,819.00)	(\$3,258,819.06)	100%
30-720-7201-5311 CAN SPEC GRANT	(33,477.83)	(\$5,116.00)	654%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,938.90)	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%
Total Grants	(3,666,965.83)	(\$3,666,355.96)	100%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(40,393.47)	(\$45,000.00)	90%
Total Sales	(40,393.47)	(\$45,000.00)	90%
Donations:			
30-720-7201-5861 DONATIONS	(5,631.78)	(\$7,000.00)	80%
30-720-7201-5866 RESTRICTED DONATIONS	(40,049.62)	(\$15,000.00)	267%
30-720-7201-5869 DONATIONS IN KIND		(\$275.00)	0%
Total Donations	(45,681.40)	(\$22,275.00)	205%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(52,916.17)	(\$55,000.00)	96%
30-720-7201-5860 SUNDRY REVENUE	(1,693.95)		0%
Total Other income	(54,610.12)	(\$55,000.00)	99%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$83,579.73)	0%
Total Prior Year Surplus		(\$83,579.73)	0%
	<u>(3,807,650.82)</u>	<u>(\$3,872,210.69)</u>	<u>98%</u>

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	552,597.19	\$648,380.80	85%
30-720-7201-6011 SALARIES PART TIME	9,961.47		0%
30-720-7201-6031 CANADA PENSION PLAN	25,377.17	\$29,246.46	87%
30-720-7201-6032 EMPLOYMENT INSURANCE	8,759.02	\$10,322.70	85%
30-720-7201-6033 EMPLOYER HEALTH TAX	11,046.67	\$12,643.43	87%
30-720-7201-6041 OMERS	54,310.45	\$58,554.72	93%
30-720-7201-6042 HEALTH CARE	24,121.15	\$36,530.37	66%
30-720-7201-6043 DENTAL	7,490.97	\$13,795.32	54%
30-720-7201-6044 GROUP INSURANCE	4,724.22	\$6,361.98	74%
30-720-7201-6045 LONG TERM DISABILITY	10,464.54	\$13,495.10	78%
30-720-7201-6046 WSIB	1,394.81	\$2,500.00	56%
30-720-7201-6052 RETIRED HEALTH CARE	37,946.90	\$31,000.00	122%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	748,194.56	\$862,830.88	87%
Books and periodicals			
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	7,860.78		0%
Total Donation expenditures	7,860.78		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	14,475.42	\$6,750.00	214%
30-720-7201-6185 TRAINING	26,949.03	\$24,450.00	110%
30-720-7201-6470 POSTAL SERVICE	256.06		0%
30-720-7201-6474 CARTAGE	1,954.75	\$7,500.00	26%
30-720-7201-6480 TELECOMMUNICATIONS	2,035.04	\$200.00	1,018%
30-720-7201-6500 AUDIT FEES	10,852.33	\$10,000.00	109%
30-720-7201-6506 BOOKKEEPING SERVICE	13,884.71	\$13,884.40	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	14,773.62	\$27,643.52	53%
30-720-7201-6542 PUBLIC RELATIONS	5,399.85	\$7,200.00	75%
30-720-7201-6720 BANK CHARGES	1,091.33	\$3,000.00	36%
30-720-7201-6182 TRAVEL		\$4,250.00	0%
30-720-7201-6200 MILEAGE		\$1,000.00	0%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	91,672.14	\$105,962.92	87%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	4,763.62	\$1,500.00	318%
30-720-7201-6462 INSURANCE	36,573.70	\$30,000.00	122%
Total Operating expenditures	41,337.32	\$31,500.00	131%
Equipment purchases:			
30-720-7201-8201 FURNITURE & FIXTURES	1,546.50		0%
30-720-7201-8202 COMPUTER EQUIPMENT	2,200.51	\$21,250.00	10%
30-720-7201-8300 SOFTWARE	65,004.50	\$50,000.00	130%
Total Equipment purchases	68,751.51	\$71,250.00	96%
	<u>957,816.31</u>	<u>\$1,071,543.80</u>	<u>89%</u>
(Surplus)/Deficit	(2,849,834.51)	(\$2,800,666.89)	102%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(5,197.69)	(\$6,000.00)	87%
Sales	(22,492.42)	(\$16,750.00)	134%
Donations			
Other income	(6,036.96)	(\$4,500.00)	134%
Prior Year Surplus			
	<u>(33,727.07)</u>	<u>(\$27,250.00)</u>	<u>124%</u>
EXPENDITURES			
Salaries and benefits	1,702,759.46	\$1,679,265.40	101%
Books and periodicals	135,289.45	\$161,524.87	84%
Donation expenditures	1,077.20	\$5,792.23	19%
Utilities	90,745.86	\$95,000.00	96%
Office expenditures	60,908.54	\$79,765.03	76%
Operating expenditures	201,209.21	\$179,835.00	112%
Equipment purchases	1,765.01	\$9,617.57	18%
	<u>2,193,754.73</u>	<u>\$2,210,800.10</u>	<u>99%</u>
(Surplus)/Deficit	2,160,027.66	\$2,183,550.10	99%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(5,197.69)	(\$6,000.00)	87%
Total User Fees	(5,197.69)	(\$6,000.00)	87%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(1,074.01)	(\$1,000.00)	107%
30-720-7202-5892 MEMBERSHIP FEES	(2,083.41)	(\$1,500.00)	139%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(9,378.05)	(\$9,000.00)	104%
30-720-7202-5894 SALES SERVICES	(422.06)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(3,648.08)	(\$750.00)	486%
30-720-7202-5751 RENT PROGRAM ROOM A	(4,364.04)	(\$3,000.00)	145%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,522.77)	(\$1,500.00)	102%
Total Sales	(22,492.42)	(\$16,750.00)	134%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(4,364.04)	(\$3,000.00)	145%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,522.77)	(\$1,500.00)	102%
30-720-7202-5860 SUNDRY REVENUE	(150.15)		0%
Total Other income	(6,036.96)	(\$4,500.00)	134%
Prior Year Surplus			
	(33,727.07)	(\$27,250.00)	124%

EXPENDITURES

Salaries and benefits:

30-720-7202-6001 SALARIES FULL TIME	1,022,381.53	\$946,472.94	108%
30-720-7202-6011 SALARIES PART TIME	349,626.57	\$386,645.54	90%
30-720-7202-6031 CANADA PENSION PLAN	73,716.00	\$70,402.24	105%
30-720-7202-6032 EMPLOYMENT INSURANCE	28,995.50	\$28,126.33	103%
30-720-7202-6033 EMPLOYER HEALTH TAX	26,183.65	\$25,666.50	102%
30-720-7202-6041 OMERS	104,551.92	\$113,038.73	92%
30-720-7202-6042 HEALTH CARE	56,038.07	\$62,975.56	89%
30-720-7202-6043 DENTAL	29,643.36	\$33,964.16	87%
30-720-7202-6044 GROUP INSURANCE	3,693.47	\$3,918.40	94%
30-720-7202-6045 LONG TERM DISABILITY	7,929.39	\$8,055.00	98%
Total Salaries and benefits	1,702,759.46	\$1,679,265.40	101%

Books and periodicals:

30-720-7202-6133 BOOKS PROFESSIONAL	345.31	\$383.00	90%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	190.68	\$564.72	34%
30-720-7202-6135 BOOKS REFERENCE ADULT	1,095.65	\$3,974.07	28%
30-720-7202-6136 BOOKS ADULT	29,687.78	\$37,491.78	79%
30-720-7202-6137 BOOKS JUVENILE	13,576.79	\$16,957.33	80%
30-720-7202-6138 BOOKS FRENCH	1,672.99	\$1,626.32	103%
30-720-7202-6141 PERIODICALS	9,460.54	\$11,428.01	83%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	4,754.92	\$5,479.23	87%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	666.85	\$757.67	88%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	9,258.41	\$9,242.00	100%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	991.30	\$1,000.00	99%
30-720-7202-6155 GAMES ADULT & JUVENILE	737.90	\$831.11	89%
30-720-7202-6158 ELECTRONIC DATABASES	44,838.49	\$49,231.16	91%
30-720-7202-6159 AUDIO BOOKS ADULT	479.10	\$793.05	60%
30-720-7202-6160 AUDIO BOOKS JUVENILE	3,794.30	\$1,765.42	215%
30-720-7202-6161 IN KIND DONATIONS	20.58		0%
30-720-7202-6165 MATERIALS PROCESSING	13,717.86	\$20,000.00	69%
Total Books and periodicals	135,289.45	\$161,524.87	84%
Donation expenditures:			
30-720-7202-6166 RESTRICTED COLLECTION EXPENSE	1,077.20	\$5,792.23	19%
Total Donation expenditures	1,077.20	\$5,792.23	19%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	79,094.14	\$73,000.00	108%
30-720-7202-6254 NATURAL GAS	11,651.72	\$22,000.00	53%
Total Utilities	90,745.86	\$95,000.00	96%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	24,508.60	\$25,000.00	98%
30-720-7202-6200 MILEAGE	767.51		0%
30-720-7202-6470 POSTAL SERVICE	6,653.87	\$7,500.00	89%
30-720-7202-6480 TELECOMMUNICATIONS	17,665.57	\$18,000.00	98%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	11,312.99	\$29,265.03	39%
Total Office expenditures	60,908.54	\$79,765.03	76%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	676.57	\$50.00	1,353%
30-720-7202-6395 JANITORIAL SUPPLY	11,223.80	\$7,500.00	150%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	391.73	\$300.00	131%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	83,553.75	\$70,015.00	119%
30-720-7202-6496 JANITORIAL SERVICE	32,150.04	\$51,270.00	63%
30-720-7202-6620 SECURITY	65,755.19	\$46,000.00	143%
30-720-7202-6704 MACHINE RENTAL	7,458.13	\$4,700.00	159%
Total Operating expenditures	201,209.21	\$179,835.00	112%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	1,003.30	\$5,617.57	18%
30-720-7202-8271 LIBRARY EQUIPMENT	761.71	\$4,000.00	19%
Total Equipment purchases	1,765.01	\$9,617.57	18%
	2,193,754.73	\$2,210,800.10	99%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
(Surplus)/Deficit	2,160,027.66	\$2,183,550.10	99%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(369.41)	(\$1,000.00)	37%
Sales	(12,389.59)	(\$10,150.00)	122%
Donations	(587.51)		0%
Other income	(7,121.91)	(\$7,000.00)	102%
Prior Year Surplus			
	<u>(20,468.42)</u>	<u>(\$18,150.00)</u>	<u>113%</u>
EXPENDITURES			
Salaries and benefits	328,740.57	\$338,327.41	97%
Books and periodicals	34,291.22	\$56,538.10	61%
Donation expenditures			
Utilities			
Office expenditures	6,746.68	\$11,500.00	59%
Operating expenditures	230,234.85	\$214,701.00	107%
Equipment purchases		\$3,000.00	0%
	<u>600,013.32</u>	<u>\$624,066.51</u>	<u>96%</u>
(Surplus)/Deficit	579,544.90	\$605,916.51	96%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(369.41)	(\$1,000.00)	37%
Total User Fees	(369.41)	(\$1,000.00)	37%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(132.70)	(\$100.00)	133%
30-720-7204-5892 MEMBERSHIP FEES	(555.22)	(\$400.00)	139%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(4,131.76)	(\$2,500.00)	165%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(448.00)	(\$150.00)	299%
30-720-7204-5751 RENT PROGRAM ROOM A	(4,166.20)	(\$4,000.00)	104%
30-720-7204-5752 RENT PROGRAM ROOM B	(2,955.71)	(\$3,000.00)	99%
Total Sales	(12,389.59)	(\$10,150.00)	122%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(587.51)		0%
Total Donations	(587.51)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(4,166.20)	(\$4,000.00)	104%
30-720-7204-5752 RENT PROGRAM ROOM B	(2,955.71)	(\$3,000.00)	99%
Total Other income	(7,121.91)	(\$7,000.00)	102%
Prior Year Surplus			
	(20,468.42)	(\$18,150.00)	113%

EXPENDITURES

Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	185,853.07	\$185,880.18	100%
30-720-7204-6011 SALARIES PART TIME	78,426.86	\$82,248.19	95%
30-720-7204-6031 CANADA PENSION PLAN	14,163.08	\$13,843.86	102%
30-720-7204-6032 EMPLOYMENT INSURANCE	5,606.97	\$5,660.10	99%
30-720-7204-6033 EMPLOYER HEALTH TAX	5,162.15	\$5,151.31	100%
30-720-7204-6041 OMERS	21,905.91	\$23,775.29	92%
30-720-7204-6042 HEALTH CARE	9,987.04	\$12,595.11	79%
30-720-7204-6043 DENTAL	5,460.29	\$6,792.83	80%
30-720-7204-6044 GROUP INSURANCE	686.63	\$769.54	89%
30-720-7204-6045 LONG TERM DISABILITY	1,488.57	\$1,611.00	92%
Total Salaries and benefits	328,740.57	\$338,327.41	97%
Books and periodicals:			
30-720-7204-6132 ARCHIVES	275.29	\$15,361.00	2%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS	602.29	\$1,381.25	44%
30-720-7204-6136 BOOKS ADULT	14,833.97	\$17,951.70	83%
30-720-7204-6137 BOOKS JUVENILE	9,947.12	\$11,203.36	89%
30-720-7204-6138 BOOKS FRENCH	1,992.49	\$1,848.45	108%
30-720-7204-6141 PERIODICALS	1,052.47	\$3,196.63	33%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,862.46	\$1,733.11	107%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	720.08	\$806.18	89%
30-720-7204-6155 GAMES ADULT & JUVENILE	870.73	\$1,006.94	86%
30-720-7204-6159 AUDIO BOOKS ADULT	850.72	\$1,184.65	72%
30-720-7204-6160 AUDIO BOOKS JUVENILE	1,283.60	\$864.83	148%
Total Books and periodicals	34,291.22	\$56,538.10	61%
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,882.76	\$1,500.00	126%
30-720-7204-6200 MILEAGE	129.74		0%
30-720-7204-6480 TELECOMMUNICATIONS	4,734.18	\$10,000.00	47%
Total Office expenditures	6,746.68	\$11,500.00	59%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	89.61	\$20.00	448%
30-720-7204-6620 SECURITY	335.24	\$300.00	112%
30-720-7204-6700 RENT	229,755.36	\$212,031.00	108%
30-720-7204-6704 MACHINE RENTAL	54.64	\$1,600.00	3%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
Total Operating expenditures	230,234.85	\$214,701.00	107%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$2,000.00	0%
Total Equipment purchases		\$3,000.00	0%
	600,013.32	\$624,066.51	96%
(Surplus)/Deficit	579,544.90	\$605,916.51	96%

SSM LIBRARY
LIBRARY CONCESSION
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales	(1,899.54)	(\$1,500.00)	127%
Donations			
Other income			
Prior Year Surplus			
	<u>(1,899.54)</u>	<u>(\$1,500.00)</u>	<u>127%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	8,189.03	\$1,200.00	682%
Equipment purchases			
	<u>8,189.03</u>	<u>\$1,200.00</u>	<u>682%</u>
(Surplus)/Deficit	6,289.49	(\$300.00)	(2,096%)

SSM LIBRARY
LIBRARY CONCESSION
For the Twelve Months Ending Wednesday, December 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(1,899.54)	(\$1,500.00)	127%
Total Sales	(1,899.54)	(\$1,500.00)	127%
Donations			
Other income			
Prior Year Surplus			
	<u>(1,899.54)</u>	<u>(\$1,500.00)</u>	<u>127%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6316 MISCELLANEOUS	7.38		0%
30-720-7206-6370 OPERATING SUPPLIES FOR RESALE	416.00		0%
30-720-7206-6595 RESALE GOODS	7,765.65	\$1,200.00	647%
Total Operating expenditures	8,189.03	\$1,200.00	682%
Equipment purchases			
	<u>8,189.03</u>	<u>\$1,200.00</u>	<u>682%</u>
(Surplus)/Deficit	6,289.49	(\$300.00)	(2,096%)



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2026

Particular	Price	Price with HST
Faxes, Photocopies, Prints & Scans		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Prints	\$0.22 per side + HST	\$0.25
Colour Copies/Prints	\$0.44 per side + HST	\$0.50
Scans (Public Machines)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.44 + HST per additional page	First 5 scans free, \$0.50 per additional page
Archive Scans (Prescanned)	FREE	
Photo-reproductions of Archival Copies	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Items for Purchase		
Promotional Items:		
Chocolate Bar	\$2.21 + HST	\$2.50
Cloth Bag	\$2.65 + HST	\$3.00
Magnet / Pin	\$1.77 + HST	\$2.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Supplies:		
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
Waste Tags	\$2.50 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous Communities:		
Residents of Garden River or Batchewana First Nations	Free	
First Nation or Metis Council members located in Ontario	Free	
Institutional Memberships:		
Organization located in Sault Ste. Marie	Free	
Organizations located in Garden River or Batchewana First Nation	Free	
Organizations located outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will <u>not</u> be refunded for returned items declared lost and paid for.	
U.S. Exchange Rate	Rate as provided by City Hall	
Overdues		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$1.00 per day (Max \$15.00)	
Object Collection	\$1.00 per day (Max \$10.00 per item)	



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2026

Particular	Price	Price with HST
Programming & Events		
Program Registration:	<i>Active cardholders receive a \$5.00 discount on Library programs.</i>	
Adult Book Clubs	\$26.55 + HST	\$30.00
Story Times	Free	
Teen Programs	Free	
Signature Events	Cost dependent on event	
Replacement Cost for Damaged or Lost Items		
Processing Fee	\$5.00 + HST	\$5.65
Circulating Bags	\$5.75 + HST	\$6.50
Lending Laptops	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Magazines	\$4.43 + HST	\$5.00
Life Jackets	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Power Cords	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Thermal Imaging Camera	\$530.97 + HST	\$600.00
Pickleball Kit	\$60.18 + HST	\$68.00
Blood Pressure Monitor	\$68.14 + HST	\$77.00
Birdwatching Kit	\$124.78 + HST	\$141.00
Tire Pressure Gauge	\$50.00 + HST	\$56.50
Sad Lamp	\$60.18 + HST	\$68.00
Projector	\$654.87 + HST	\$740.00
Urban Poles	\$88.50 + HST	\$100.00
Room Rentals		
James L. McIntyre Centennial Library:	<i>Active cardholders receive a \$5.00 discount on Room Rentals per hour.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
North Branch:	<i>Active cardholders receive a \$5.00 discount on Room Rentals per hour.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
Laminations	\$.88 + HST per page	\$1 per page
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Rental Late Fee	\$10.00 per day (Max \$50.00)	
Research	\$39.82 per hour + HST	\$45.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50

2025 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	NORTH BRANCH SALES	MONTHLY TOTALS
JANUARY	\$ 127.00	\$ 2,902.95	\$ 846.76	\$ 67.00	\$ 3,943.71
FEBRUARY	\$ 75.00	\$ 2,118.90	-	\$ 40.00	\$ 2,233.90
MARCH	\$ 112.00	\$ 2,659.95	-	\$ 91.00	\$ 2,862.95
1st Quarter Totals	\$ 314.00	\$ 7,681.80	\$ 846.76	\$ 198.00	\$ 9,040.56
APRIL	\$ 217.00	\$ 2,768.25	-	\$ 60.00	\$ 3,045.25
MAY	\$ 191.00	\$ 2,897.05	-	\$ 85.00	\$ 3,173.05
JUNE	\$ 138.00	\$ 3,177.45	-	\$ 62.00	\$ 3,377.45
2nd Quarter Totals	\$ 546.00	\$ 8,842.75	-	\$ 207.00	\$ 9,595.75
JULY	\$ 332.15	\$ 3,726.85	-	\$ 101.00	\$ 4,160.00
AUGUST	\$ 231.00	\$ 3,613.30	-	\$ 56.00	\$ 3,900.30
SEPTEMBER	\$ 115.50	\$ 3,392.30	\$ 800.21	\$ 38.00	\$ 4,346.01
3rd Quarter Totals	\$ 678.65	\$ 10,732.45	\$ 800.21	\$ 195.00	\$ 12,406.31
OCTOBER	\$ 163.00	\$ 3,548.75	-	\$ 57.00	\$ 3,768.75
NOVEMBER	\$ 100.00	\$ 3,030.85	-	\$ 61.00	\$ 3,191.85
DECEMBER	\$ 148.00	\$ 2,857.90	-	\$ 44.00	\$ 3,049.90
4th Quarter Totals	\$ 411.00	\$ 9,437.50	-	\$ 162.00	\$ 10,010.50
TOTALS Year To Date	\$ 1,949.65	\$ 36,694.50	\$ 1,646.97	\$ 762.00	\$ 41,053.12
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 314.00	\$ 7,681.80	\$ 198.00	\$ 9,040.56
2nd Quarter Totals	APR-JUN	\$ 546.00	\$ 8,842.75	\$ 207.00	\$ 9,595.75
3rd Quarter Totals	JUL-SEP	\$ 678.65	\$ 10,732.45	\$ 195.00	\$ 12,406.31
4th Quarter Totals	OCT-DEC	\$ 411.00	\$ 9,437.50	\$ 162.00	\$ 10,010.50
Annual Total	JAN-DEC	\$ 1,949.65	\$ 36,694.50	\$ 762.00	\$ 41,053.12
					\$ -
Grand Total		\$ 41,053.12	\$ -	\$ -	\$ 41,053.12

2026 Library Budget

Dated: December 10, 2025

	Admin		Main		North	Total	Total 2025	Diff	Pct Chg	
Grants:										
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)				(207,474)	(207,474)	-	0.00%	
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)				(3,939)	(3,939)	-	0.00%	
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,250)				(8,250)	(8,726)	476	-5.45%	
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)				(160,595)	(160,595)	-	0.00%	
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)				(21,687)	(21,687)	-	0.00%	
GRANTS MUNICIPAL	30-720-7201-5294	(3,378,806)				(3,378,806)	(3,258,819)	(119,987)	3.68%	
GRANTS OTHER	30-720-7201-5296	-				-	-	-	0.00%	
CANADA SPEC GRANT	30-720-7201-5311	-				-	(5,116)	5,116	-100.00%	
Total Grants (5000 TO 5311, 5870))		(3,780,751)	-	-	-	(3,780,751)	(3,621,356)	(159,395)	4.40%	
Fees:										
DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(6,000)	30-720-7204-5843	(1,500)	(7,500)	(7,000)	(500)	7.14%
Total Fees (5840 TO 5845)		-	-	(6,000)	-	(1,500)	(7,500)	(7,000)	(500)	7.14%
Sales:										
SALES MERCHANDISE			30-720-7202-5891	(1,000)	30-720-7204-5891	(100)	(1,100)	(1,100)	-	0.00%
MEMBERSHIP FEES			30-720-7202-5892	(1,500)	30-720-7204-5892	(400)	(1,900)	(1,900)	-	0.00%
SALES COPIES PRINTS SCANS			30-720-7202-5893	(9,000)	30-720-7204-5893	(2,500)	(11,500)	(11,500)	-	0.00%
PROGRAM REGISTRATION FEES			30-720-7202-5895	(1,500)	30-720-7204-5895	(750)	(2,250)	(900)	(1,350)	150.00%
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(45,000)			30-720-7204-5898	(500)	(45,500)	(45,000)	(500)	1.11%
CONCESSIONS FOOD	30-720-7206-5801	(1,500)				(1,500)	(1,500)	-	0.00%	
RENT PROGRAM ROOM A			30-720-7202-5751	(5,000)	30-720-7204-5751	(3,000)	(8,000)	(7,000)	(1,000)	14.29%
RENT PROGRAM ROOM B			30-720-7202-5752	(2,000)	30-720-7204-5752	(3,000)	(5,000)	(4,500)	(500)	11.11%
Total Sales (5891 TO 5898)		(46,500)	-	(20,000)	-	(10,250)	(76,750)	(73,400)	(3,350)	4.56%
Donations:										
DONATIONS	30-720-7201-5861	(10,000)				(10,000)	(7,000)	(3,000)	42.86%	
RESTRICTED DONATIONS	30-720-7201-5866	(22,000)			30-720-7204-5866	(22,000)	(15,000)	(7,000)	46.67%	
DONATIONS IN KIND	30-720-7201-5869	(750)				(750)	(275)	(475)	0.00%	
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902				30-720-7204-5902	-	-	-	#DIV/0!	
Total Donations (5861 TO 5869 ...)		(32,750)	-	-	-	(32,750)	(22,275)	(10,475)	47.03%	
Other income:										
INVESTMENT INCOME BANK	30-720-7201-5847	(60,000)				(60,000)	(55,000)	(5,000)	9.09%	

2026 Library Budget

Dated: December 10, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg	
SUNDRY REVENUE	30-720-7201-5860	-	30-720-7202-5860	-			-	-	-	0.00%	
SURPLUS PRIOR YEAR	30-720-7201-5901	(41,500)					(41,500)	(83,580)	42,080	-50.35%	
Total Other income (5846 TO 5860 ...)		(101,500)					(101,500)	(138,580)	37,080	-26.76%	
TOTAL REVENUE:		\$(3,961,501)		\$ (26,000)		\$ -	\$(11,750)	\$(3,999,251)	\$(3,862,611)	#####	3.54%

Salaries and benefits:

SALARIES FULL TIME	30-720-7201-6001	651,661	30-720-7202-6001	950,786	30-720-7204-6001	190,172	1,792,619	1,780,734	11,885	0.67%
SALARIES PART TIME	30-720-7201-6011	-	30-720-7202-6011	387,983	30-720-7204-6011	91,767	479,750	468,894	10,856	2.32%
CANADA PENSION PLAN	30-720-7201-6031	31,308	30-720-7202-6031	72,800	30-720-7204-6031	15,173	119,281	113,493	5,789	5.10%
EMPLOYMENT INSURANCE	30-720-7201-6032	9,905	30-720-7202-6032	25,331	30-720-7204-6032	6,236	41,472	44,109	(2,637)	-5.98%
EMPLOYER HEALTH TAX	30-720-7201-6033	12,707	30-720-7202-6033	26,106	30-720-7204-6033	5,498	44,311	43,461	850	1.96%
OMERS	30-720-7201-6041	66,625	30-720-7202-6041	120,489	30-720-7204-6041	25,374	212,489	195,369	17,120	8.76%
HEALTH CARE	30-720-7201-6042	41,330	30-720-7202-6042	71,986	30-720-7204-6042	14,397	127,712	112,101	15,611	13.93%
DENTAL	30-720-7201-6043	15,175	30-720-7202-6043	37,361	30-720-7204-6043	7,472	60,008	54,552	5,455	10.00%
GROUP INSURANCE	30-720-7201-6044	5,443	30-720-7202-6044	3,252	30-720-7204-6044	650	9,345	11,050	(1,705)	-15.43%
LONG TERM DISABILITY	30-720-7201-6045	16,814	30-720-7202-6045	8,802	30-720-7204-6045	1,760	27,376	23,161	4,215	18.20%
WSIB	30-720-7201-6046	2,500					2,500	2,500	-	0.00%
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	31,000	-	0.00%
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	-	#DIV/0!
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85					85	85	-	0.00%
AD & D		233		342		68	644	-	644	#DIV/0!
Total Salaries and benefits (6001 TO 6098)		884,785	-	1,705,238	-	358,568	2,948,591	2,880,509	68,083	2.36%

Books and periodicals:

RESTRICTED DONATION EXPENSE	30-720-7201-6166		30-720-7202-6166				1,000	5,792	(4,792)	-82.74%
BOOKS PROFESSIONAL			30-720-7202-6133	394		-	394	383	11	0.00%
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	581	30-720-7204-6134	500	1,081	1,946	(865)	-44.47%
BOOKS REFERENCE ADULT			30-720-7202-6135	4,085	30-720-7204-6135	-	4,085	3,974	111	2.80%
BOOKS ADULT			30-720-7202-6136	38,542	30-720-7204-6136	18,454	56,996	55,443	1,553	2.80%
BOOKS JUVENILE			30-720-7202-6137	17,432	30-720-7204-6137	11,517	28,949	28,161	788	2.80%
BOOKS FRENCH			30-720-7202-6138	1,672	30-720-7204-6138	1,900	3,572	3,475	97	2.80%
PERIODICALS			30-720-7202-6141	10,500	30-720-7204-6141	2,500	13,000	14,625	(1,625)	-11.11%
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	5,633	30-720-7204-6151	1,782	7,415	7,212	203	2.81%
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	779	30-720-7204-6152	829	1,608	1,564	44	2.81%
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	9,501	30-720-7204-6153	-	9,501	9,242	259	2.80%
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	1,028	30-720-7204-6154	-	1,028	1,000	28	2.80%
GAMES ADULT & JUVENILE			30-720-7202-6155	854	30-720-7204-6155	1,035	1,889	1,838	51	2.77%

2026 Library Budget

Dated: December 10, 2025

	Admin	Main	North	Total	Total 2025	Diff	Pct Chg			
CD MUSIC ADULT		30-720-7202-6156	-	30-720-7204-6156	-	-	0.00%			
CD MUSIC JUVENILE		30-720-7202-6157	-	30-720-7204-6157	-	-	0.00%			
ELECTRONIC DATABASES		30-720-7202-6158	50,610	30-720-7204-6158	-	49,231	1,379	2.80%		
AUDIO BOOKS ADULT		30-720-7202-6159	815	30-720-7204-6159	1,218	2,033	1,978	55	2.80%	
AUDIO BOOKS JUVENILE		30-720-7202-6160	1,815	30-720-7204-6160	889	2,704	2,630	74	2.80%	
IN KIND DONATIONS		30-720-7202-6161	-	30-720-7204-6161	-	-	-	-	#DIV/0!	
MATERIALS PROCESSING		30-720-7202-6165	20,560		-	20,560	20,000	560	2.80%	
Total Books and periodicals (6130 TO 6169)			164,801		40,624	206,424	208,494	(2,070)	-0.99%	
Utilities:										
WATER & ELECTRIC		30-720-7202-6252	75,000	30-720-7204-6252	-	75,000	73,000	2,000	2.74%	
NATURAL GAS		30-720-7202-6254	20,000	30-720-7204-6254	-	21,000	22,000	(1,000)	-4.55%	
Total Utilities (6250 TO 6259)			95,000		-	96,000	95,000	1,000	1.05%	
Office expenditures:										
OFFICE EXPENSES		30-720-7202-6111	25,000	30-720-7204-6111	2,500	27,500	26,500	1,000	3.77%	
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	7,500			7,500	6,750	750	11.11%		
TRAVEL	30-720-7201-6182	5,000			5,000	4,250	750	17.65%		
TRAINING	30-720-7201-6185	18,300			18,300	24,450	(6,150)	-25.15%		
MILEAGE	30-720-7201-6200	1,500	30-720-7202-6200	-	30-720-7204-6200	-	1,500	1,000	50.00%	
POSTAL SERVICE	30-720-7201-6470	-	30-720-7202-6470	8,000		8,000	7,500	500	6.67%	
CARTAGE	30-720-7201-6474	7,000			7,000	7,500	(500)	-6.67%		
TELECOMMUNICATIONS	30-720-7201-6480	-	30-720-7202-6480	18,000	30-720-7204-6480	5,800	23,800	28,200	(4,400)	-15.60%
AUDIT FEES	30-720-7201-6500	10,000			10,000	10,000	-	0.00%		
BOOKKEEPING SERVICE	30-720-7201-6506	14,301			14,301	13,884	416	3.00%		
PUBLIC RELATIONS	30-720-7201-6542	8,600			8,600	7,200	1,400	19.44%		
OTHER PROFESSIONAL FEES	30-720-7201-6511	5,000			5,000	27,644	(22,644)	-81.91%		
BANK CHARGES	30-720-7201-6720	3,000			3,000	3,000	-	0.00%		
US \$ EXCHANGE			30-720-7202-6726	-		-	-	-		
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	20,000		20,000	29,265	(9,265)	-31.66%	
Total Office expenditures (6111 TO 6120 ...)	80,201	-	71,000	-	8,300	159,501	197,143	(37,642)	-19.09%	
Operating expenditures:										
MISCELLANEOUS	30-720-7201-6316	1,589	30-720-7202-6316	-	30-720-7204-6316	1,589	1,570	19	1.21%	
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,000	30-720-7204-6400	1,000	300	700	233.33%	
MAINTENANCE & ALTERATIONS			30-720-7202-6410	80,000	30-720-7204-6410	750	80,750	70,765	9,985	14.11%
JANITORIAL SERVICE			30-720-7202-6496	48,000	30-720-7204-6496	48,000	51,270	(3,270)	-6.38%	
SECURITY			30-720-7202-6620	107,017	30-720-7204-6620	300	107,317	1,300	106,017	8155.15%

2026 Library Budget

Dated: December 10, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
RENT					30-720-7204-6700	216,687	216,687	212,438	4,249	2.00%
MACHINE RENTAL			30-720-7202-6704	6,000	30-720-7204-6704	1,750	7,750	6,300	1,450	23.02%
JANITORIAL SUPPLY			30-720-7202-6395	7,500	30-720-7204-6395	-	7,500	7,500	-	0.00%
INSURANCE	30-720-7201-6462	32,099	30-720-7202-6462	-			32,099	30,000	2,099	7.00%
RESALE GOODS	30-720-7206-6595	1,200					1,200	1,200	-	0.00%
Total Operating expenditures (6300 TO 6469 ...)		34,888	-	249,517	-	219,487	503,892	382,236	121,656	31.83%
Equipment purchases:										
ARCHIVES					30-720-7204-6132	15,000	15,000	15,361	(361)	-2.35%
OFFICE EQUIPMENT	30-720-7201-8201	2,500	30-720-7202-8201	3,343	30-720-7204-8201	1,000	6,843	6,618	225	3.41%
COMPUTER EQUIPMENT	30-720-7201-8202	20,000					20,000	21,250	(1,250)	-5.88%
LIBRARY EQUIPMENT		-	30-720-7202-8271	3,000	30-720-7204-8271	1,000	4,000	6,000	(2,000)	
SOFTWARE	30-720-7201-8300	39,000					39,000	50,000	(11,000)	-22.00%
Total Equipment purchases (8000 TO 8899)		61,500	-	6,343	-	17,000	84,843	99,229	(14,386)	-14.50%
TOTAL EXPENSES:		\$ 1,061,374	\$ -	\$2,291,899	\$ -	\$ 643,979	\$ 3,999,251	\$ 3,862,610	#####	\$ 0
DEFICIT / (SURPLUS)		\$(2,900,127)	\$ -	\$2,265,899	\$ -	\$ 632,229	\$ (0)	\$ (0)	\$ 0	\$ (1)



REPORT OF THE SSMPL BOARD

POLICY COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Erin Ferlaino, Jami van Haaften, Paolo Bruni

Members Absent: Wayne Greco, Steve Murray

Meeting Date: October 7, 2025

Review:

The Committee reviewed and revised 300-21 Programming Policy, 400-09 Human Rights Policy, 400-12 Employee Recognition Policy, and 400-15 Using Artificial Intelligence Policy.

The committee decided that 400-15 Using Artificial Intelligence Policy should be reviewed annually rather than be included in the 3 year review cycle.

No policies were rescinded.

The Committee created a new policy, CS-02 Commitment Statement on Inclusivity, Diversity, Equity and Accessibility.

The Committee has completed review of all scheduled policies for 2025. The remainder of the Policy Committee meetings for 2025 have been canceled.

Recommendations:

That the Board accept the October 2025 Policy Committee Report as presented.

That the Board approve the following revised policies as presented:



300-21 Programming Policy

400-09 Human Rights Policy

400-12 Employee Recognition Policy

400-15 Using Artificial Intelligence Policy

That the Board approve the new policy, CS-02 Commitment Statement on Inclusivity, Diversity, Equity and Accessibility.

Title:	Programming Policy	Policy Number:	300-21
Policy Type:	Operational		
Approved by:	Resolution Number R11202403		
Approval Date:	November 25, 2024		
Revised Dates:	January 26, 2026		
Review Date:	November 2028		

PURPOSE

This policy defines the provision of programs developed and facilitated by Library staff, volunteers and partnering businesses and organizations.

SCOPE

This policy applies to all programs including collaborative and sponsored programs.

This policy does not apply to programs or events offered by other organizations or individuals on Library premises where space is rented under the terms and conditions of 300-15 Meeting Room Use & Rental Policy or 300-25 Use of Building Policy.

DEFINITIONS

Program - an activity offered to the public that staff coordinate, plan and/or present.

Signature Event - a ticketed event that features unique programming, special guests, and/or exclusive activities.

POLICY STATEMENT

Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. It supports the Library's mission and vision to become a diverse and welcoming community hub that fuels innovation, demonstrates leadership, and promotes literacy aligned with our growing community. The Library will strive to deliver library programs for all, driven by knowledge sharing, partnerships, and new opportunities.

LIBRARY PROGRAMS

All programs are designed to be inclusive and safe spaces, providing activities that are innovative, and community driven. Programs are facilitated by staff, professional and subject matter experts, authors or performers. The Library accepts proposals for programs from external organizations and individuals, and evaluates them according to the criteria in this policy and in accordance with the Library's Strategic Plan.

Programs are open to everyone regardless of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, receipt of public assistance, level of literacy or any other similar factor. However, the Library reserves the right to limit attendance based on considerations of the program including age, skill level, special needs or space limitations.

Program attendance requires compliance with the Library's policies, including the Rules of Conduct.

LIBRARY PROGRAMMING GUIDING PRINCIPLES

The Library will:

- a) make available a wide spectrum of opinions and viewpoints;
- b) select programs based on the interests and needs of the community;
- c) use programs to promote interest in, and the joy of, reading and literacy;
- d) make programs available free of charge with limited exceptions, including; Signature Events or cost recovery for some craft programs;
- e) offer programs for a variety of ages including infants, children, young adults, adults, seniors and families;
- f) make programs open to all, based on a first come, first served basis, either with advanced registration or at the door;
- g) not offer programming that is purely commercial in nature or intent;
- h) assess the credibility of any partners involved in delivering programs;
- i) regularly evaluate the planning and delivery of library programs;
- j) make available a process for user feedback and expressions of opinions/concerns about programs;
- h) limit program attendance based on safe use of space, or when demand for a program requires it;
- i) participate in cooperative programs with other agencies, organizations, institutions or individuals; and
- j) promote programs through posters, newsletters, news releases, and the library's website.

SPONSORSHIP

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

FEEDBACK

The Library welcomes suggestions, compliments or feedback about its programs. Some programs may solicit feedback through evaluation forms at the conclusion of the program.

ACCESSIBILITY

The Library is committed to ensuring that library programs are accessible to every member of our community. Participation in library programming should be inclusive and welcoming, regardless of individuals' abilities or circumstances.

Library programming will adhere to the Library's Accessibility Plan. Staff shall design programs with accessibility in mind, and offer reasonable accommodations upon request.

COMMUNICATION OF PROGRAMMING

Information about library programs will be communicated through various channels, including:

- The library's website
- Social media platforms
- Newsletters
- Community bulletin boards
- Local media outlets

All promotional materials will use clear language, engaging visuals, and accurate information. Content will highlight the benefits of participation and provide necessary details, including dates, times, locations, and registration requirements.

REPORTING

To assess and evaluate library programming, and to comply with the requirements of the *Annual Survey of Public Libraries*, statistics on library programs will be kept and analyzed.

Any programs that are challenged will be reported to the Centre for Free Expression.

PROTEST

The Library, as a public institution, values inclusivity and neutrality. The Library will not offer programming containing highly political or controversial content, religious focus, or commercial activity.

The Library may however deliver programs that present controversial or opposing points of view. The Library recognizes the right of individuals or groups to object to programs based on personal beliefs. Such objection does not provide any individual or group the right to restrict the freedom of others to

participate in library programs. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program. All expressions of concern should be addressed, in writing, to the CEO of the Library.

CONFIDENTIALITY

Staff will respect and protect the confidential information of those registering for Library programs. Identifying and personal information will be destroyed and/or deleted following library programs completion.

RELATED POLICIES

CS-01 Statement of Intellectual Freedom
100-10 Library and Political Elections Policy
200-03 Donor and Sponsorship Policy
200-04 Strategic Alliances Policy
200-07 Library Fee-Based Services Policy
300-02 Records Management and Protection of Privacy Policy
300-06 Social Media Policy
300-13 Sales and Soliciting Policy
300-14 Children's Services Policy
300-15 Meeting Room Use & Rental Policy
300-22 Website Policy
300-23 Accessible Customer Service Policy
300-25 Use of Building Policy

Title:	Human Rights Policy; Anti-Harassment/Discrimination/Violence	
Policy Type:	Human Resources	Policy Number: 400-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	April 2017; April 2018; January 2020; February 22, 2021; January 20, 2022; October, 17, 2022; November 27, 2023, November 25, 2024, January 26, 2026	
Review Date:	November 2026	

PURPOSE

This policy establishes a framework for preventing / mitigating the occurrence of harassment, discrimination and/or violence. It will ensure the Library's compliance with the Occupational Health and Safety Act in regards to workplace violence and harassment, and the Canadian Human Rights Act and the Ontario Human Rights Code with regard to discrimination.

SCOPE

This policy applies to all employees, volunteers, Security staff, Friends of the Library, Board members, and any person having business with the Library.

DEFINITIONS

Bullying & Harassment- Engaging in a course of vexatious comments or conduct against an individual in the workplace that is known or ought reasonably to be known to be unwelcome.

- Examples of harassment can include:
 - o any actions (physical, verbal, written, graphic or by electronic means) that create a hostile, intimidating, or offensive workplace and/or,
 - o Any threats of physical violence that endanger the health and safety of the employee.
- Harassment also includes any behaviour that intends to degrade an individual based on personal attributes, such as age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.

Discrimination - the unjust or prejudicial treatment of people especially on the grounds of race, age, sex, or ability.

or Any conduct, whether intentional or not, that constitutes a denial of an employment-related right or benefit based on sex, sexual orientation, colour, race, ancestry, religion/creed, national origin, age, physical or mental disability, marital status, family status, citizenship or any other ground recognized under applicable human rights legislation.

Domestic Violence - A person who has a personal relationship with an employee or volunteer — such as a current or former spouse, intimate partner, or family member— who may attempt to harm, cause physical harm or threaten to harm an employee or volunteer while they are in the workplace. In these situations, domestic violence is considered workplace violence.

Personal harassment - includes but is not limited to:

- Unwelcome and/or insulting remarks, jokes, innuendoes, or taunting of another person
- Displaying of racist, derogatory, or offensive pictures or material.
- Refusal to work with or share facilities with an employee because of;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.
- Unwelcome, inappropriate or insulting gestures based on;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.

Racial/ethnic harassment - Any conduct or comment that causes humiliation to an employee, Security or volunteer because of their racial or ethnic background, colour, place of birth, citizenship, or ancestry. Such actions could include, but are not limited to:

- o Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, customs, looks or mannerisms or;
- o Insulting gestures or display of offensive photos or other materials which could be derogatory in nature.

Unacceptable behaviour - physically or psychologically aggressive behaviour including but not limited to:

- Hitting, kicking, punching, shoving, slapping, pinching, grabbing, and biting.
- Carrying or brandishing weapons of any sort.
- Destruction of workplace or co-workers' property.
- Throwing objects at an individual with a view to cause physical injury or fear.

Violence – a perceived, attempted, or expressed threat or actual use of physical force against an individual that causes or could cause physical injury.

Volunteer – authorized, unpaid worker assisting the Library with the provision of service.

Weapon - anything used, designed to be used or intended for use to threaten, intimidate, cause death of or injure any person.

Workplace - in or on the property of Sault Ste. Marie Public Library or off site, including facilities and worksites and vehicles.

Workplace sexual harassment

- Engaging in a course of vexatious comments or conduct against a employee or volunteer in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or,
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence - as defined by the *Occupational Health and Safety Act*, as:

The exercise, statement, or behaviour of physical force by a person against an individual in a workplace that causes or could cause physical injury to the employee or volunteer, such as:

- Physical acts (e.g., hitting, spitting, shoving, pushing, kicking, sexual assault, throwing an object at an employee or volunteer).
- Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, results in an act of aggression or destroys or damages property.
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing).

POLICY STATEMENT

The Library is committed to the prevention of harassment, discrimination and violence as outlined in the Canadian Charter of Rights and Freedoms, Occupational Health and Safety Act of Ontario, the Canadian Human Rights Act and the Ontario Human Rights Code. The Library recognizes that workplace violence and harassment is a health and safety issue. The Library will not tolerate nor condone workplace violence or harassment and considers it inconsistent with the Library's goals, priorities and values.

The Library will make every reasonable effort to:

- Develop and promote a positive, inclusive and safe environment.
- Raise awareness through workplace training of personal safety issues.
- Provide sound procedures for reporting and resolving complaints.
- Take appropriate action(s) with perpetrators of workplace violence or harassment which may include exclusion from using Library services, disciplinary action (up to discharge), counseling (mandatory and/or voluntary) or work reassignment.
- Assist victims in every reasonable manner possible.

All staff responsibilities (i.e. performance appraisals, scheduling, and implementation of disciplinary action) will adhere to this policy.

A complaint filed under this Policy does not preclude an individual from pursuing other appropriate avenues of resolution.

SOURCES OF VIOLENCE/HARASSMENT

Co-worker / Manager - the perpetrator is a co-worker / manager, volunteer or a past employee who attacks or threatens fellow employees and/or volunteers.

Domestic - the perpetrator usually does not have a legitimate relationship with the Library but has or has had a relationship with an employee and/or volunteers.

Member of Public - the perpetrator is a visitor to the Library and may be a user of library services.

RESPONSIBILITIES

All employees, volunteers, Board members, and persons having business with the Library, and members of the public are responsible for promoting mutual respect and for preventing and resolving incidents of harassment, discrimination or violence.

Employer Responsibilities (CEO and Board)

- Provide and encourage an environment free of harassment, discrimination and violence through education and training.
- Review with all employees and volunteers relevant Library Policies.
- Make this Policy accessible on the Library website.
- Resolve harassment, discrimination and violence complaints without delay.
- Take appropriate corrective action, monitor the situation and protect confidentiality.
- Creating and maintaining a healthy and safe workplace free from violence, harassment and sexual harassment.
- Establishing and implementing a risk assessment tool to measure potential threats and reported incidents.
- Assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- Ensuring reporting procedures are in place and made available to employees.
- Ensuring investigation and review of claims are done in a timely manner.
- Ensuring that all employees are made aware and educated on workplace violence, harassment and sexual harassment risks and the procedure to report such offences.

Management Responsibilities

- Communicate workplace policies and procedures to all staff and volunteers.
- Receive and report any harassment, discrimination or violence complaint.
- Take whatever immediate action is appropriate and available.
- Encourage employees and volunteers to report incidents of harassment discrimination or violence.

Employee Responsibilities

- Attend and participate in training programs.
- Understand and comply with the violence and harassment policy.
- Be knowledgeable about workplace policies and procedures.
- Report any threats, acts of violence, or harassment in the workplace to their supervisor or employer.
- Ensure proper reporting and documenting.
- Co-operate with any subsequent Violence or Harassment Investigation.

TRAINING

All employees will receive Workplace Violence and Harassment training. Training will include:

- Definition of Workplace Violence and Harassment
- Understanding and identifying Workplace Violence and Harassment.
- Responsibilities and reporting requirements.

All new employees will be required to review this policy. Additional training will occur if changes are identified during the annual risk assessment.

CONFIDENTIALITY

- Except where disclosure is required by law or agreed to by consent of the parties, all records relating to a harassment, discrimination or violence complaint will be kept confidential.
- Records of incidents involving an employee or volunteer will be maintained in the employee's / volunteer's personnel file.
- Records of incidents involving a member of the public are maintained in the CEO's files.
- When a complaint is unsubstantiated and the Policy has been used in a vindictive or frivolous manner, a record will be maintained in the complainant's personnel file.
- Investigative files will be retained permanently, separate from personnel files in the CEO's Office.

PROHIBITION AGAINST RETALIATION/REPRISAL

The victims are assured that there shall be no recrimination or reprisals, dismissal, discipline, intimidation or the imposition of any penalty because of a complaint of workplace violence and harassment. However, frivolous and / or vexatious use of this policy by any employee may result in disciplinary action up to and including discharge.

PERIODIC WORKPLACE VIOLENCE RISK ASSESSMENTS

The Sault Ste. Marie Public Library will conduct a workplace violence risk assessment at least annually or when necessary to ensure the risk assessment is up to date. This assessment will consider the potential for workplace violence, past instances of workplace violence, and situations where workplace violence could occur. The findings and mitigations will be documented.

This policy shall be reviewed annually.

RELATED POLICIES

100-11 Board Code of Ethics
300-02 Records Management and Protection of Privacy policy
300-06 Social Media Policy
300-07 Exclusion, Reinstatement and Appeals Policy
300-09 Rules of Conduct Policy
300-17 Volunteer Program Policy
300-18 Friends of the Library Policy
300-23 Accessible Customer Service Policy
300-26 Computer & Internet Use Policy
400-01 Hiring Policy
400-03 Health and Safety Commitment Policy
400-04 Internal Internet Usage Policy
400-05 Workplace Code of Conduct
400-07 Dress Code and Casual Dress Policy
400-08 Right to Disconnect Policy
400-10 Electronic Monitoring Policy
400-14 Performance Appraisal Policy



400-15 Using Artificial Intelligence Policy
400-18 Scent Aware Workplace Policy

APPENDIX A

Harassment, Discrimination, Violence Program

The workplace harassment, discrimination and violence program applies to all employees including managers, temporary employees, students and subcontractors.

1. Measures and Procedures to Control Risks

The Library uses a combination of controls to help reduce the risk of workplace harassment, discrimination, and violence. These include:

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

Engineering Controls

Library locations are equipped with security features including keyed access, security alarms, and surveillance cameras. Each location also has restricted staff-only areas and service desks which act as a barrier between the staff and the public.

Administrative Controls

The Library has established many procedures to prevent harassment and violence in the workplace, which can be found in the Library's Staff manual under the Emergency Procedures section. Additional procedures such as the Library Closing Procedures/Vulnerable Staff have been created to ensure extra precautions are taken.

The Library will ban and have a no trespass order issued to patrons who demonstrate that they are a threat to the staff, public, facilities or equipment, through their actions or uttered threats.

The Library has a contract with a local Security Firm that provides on-call security for non-emergency incidents.

The Library offers health and safety training during the on-boarding process and on occasion through staff development days, first aid courses, and individual webinars.

PPE

Personal emergency alarms are available to staff at each library location and can be worn when responding to an incident or conducting a task where risks are increased.

2. Reporting Harassment, Discrimination, Violence

Employees must report incidents or complaints of harassment, discrimination or violence in writing using the workplace harassment complaint form (see Appendix B). If there is an injury, they must also complete an Accident/Injury Investigation form and Administration may be required to submit a WSIB claim.

In the case of an emergency, assistance will need to be summoned immediately. Staff should call out to other staff and/or bystanders if they are able and it is safe to do so.

Staff may use their personal devices, library phones, and/or panic buttons to alert police services. They should provide as much detail about the threat and danger as possible to emergency services.

Reporting Harassment, Discrimination or Violence

An incident or a complaint of harassment, discrimination or violence must be reported as soon as possible after experiencing or witnessing an incident, to allow an investigation in a timely manner.

If the employee's supervisor is the person engaging in the harassment, discrimination or violence contact the department's manager. If the CEO is the person engaging in the workplace harassment, contact the Board Chairperson. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser).

Administration shall be notified of the incident or complaint to ensure an appropriate investigation is conducted. If the incident or complaint involves the CEO, an external qualified person, as identified by the Board, will be retained to conduct the investigation.

All incidents or complaints shall be kept confidential except to protect employees; to investigate the complaint or incident; or to take corrective action or otherwise as required by law.

3. Investigation

a. Commitment to Investigate

The CEO will ensure that an investigation is conducted upon receipt of a complaint of harassment, discrimination or violence.

b. Who Will Investigate

The CEO will determine who will conduct the investigation. Any allegations against the CEO will be referred to the Library Board Chairperson.

c. Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation).

d. Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential. Any identifying information must not be disclosed unless necessary to the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- The investigator must thoroughly interview the complainant and the alleged harasser(s), if the alleged harasser is an employee. If the alleged harasser

is not an employee, the investigator should make reasonable efforts to interview them.

- Both parties must be given the opportunity to respond to the specific allegations.
- Parties to the complaint may be temporarily reassigned during the investigation or put on administrative leave.
- The investigator must interview any relevant internal or external parties, collect and record any relevant information.
- The investigator must prepare a summarized written report which must set out findings of fact and come to a conclusion.

b. Results of the Investigation

A determination will not be made until all facts and information have been received. Within 10 days of the investigation being completed, the relevant parties will be informed in writing of the results and any corrective action to be taken. Corrective action will be taken as expeditiously as possible.

c. Confidentiality

While the investigation is on-going, the relevant parties will not discuss the incident or complaint or the investigation with each other or others except to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary.

All records of the investigation will be kept confidential.

d. Reporting in Good Faith

There will be no negative consequences for reports made in good faith. If, as a result of the investigation, there is evidence that the report was not substantiated and the allegations were not honestly made or were made with malicious intent, corrective measures shall be taken with the complainant, up to and including dismissal.

e. Protection Against Reprisal

Parties involved in an investigation are prohibited from seeking retaliation. Any retaliatory action or threat of retaliatory action must be reported to management. Employees will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace violence and harassment.

4. Support

If the need for post crisis support is evident, the CEO may arrange for consultation with appropriate health care professionals. An employee who visits a physician or health care specialist for treatment or counseling will not lose any pay or other benefits.

5. Record Keeping

The CEO or the Library Board will keep records of the investigation including:

- a copy of the complaint or details about the incident;

- a record of the investigation including notes;
- a copy of the investigation report;
- a summary of the results;

All records and documents of the investigation will be kept confidential unless necessary to investigate a subsequent incident or complaint, take corrective action or otherwise as required by law.

Title:	Employee Recognition Policy	Policy Number: 400-12
Policy Type:	Human Resources	
Approval By:	Resolution Number R11202403	
Approval Date:	November 25, 2024	
Revised Dates:	January 26, 2026	
Review Date:	November 2028	

PURPOSE

To acknowledge and thank employees for their accomplishments and contributions through an employee recognition program based on years of service.

SCOPE

This policy applies to all employees of the Sault Ste. Marie Public Library.

DEFINITIONS

25-year Club – a group of employees who worked for the Library for 25 years or more.

Bookplate – a decorative label or inscription placed on the inside cover of a book.

POLICY STATEMENT

The Library Board deeply values and appreciates the dedication of its employees, acknowledging the exceptional work they do and the positive impact they have on the Library's success. The contributions of Library staff enrich the community's social, cultural, and economic fabric. Celebrating their achievements fosters a supportive work environment and helps attract and retain motivated and engaged team members.

An employee shall receive recognition for their dedication and service at the end of each increment of five years completed service with the Library, in accordance with the Milestone Chart (Appendix A). Employees will be recognized at the Library's annual Staff Development Day.

ELIGIBILITY

All employees of the Library Board are eligible for recognition under this program. An employee is eligible for recognition at the end of each increment of five years of service completed.

An employee's years of service will be calculated using the employee's anniversary date of first hire. For the purposes of this policy, years of service for part-time employees will not be pro-rated.

An employee will not be eligible for recognition if:

- a. the employee resigns or retires from the library prior to completing an increment of 5 full years of service;
- b. the employee is currently receiving disciplinary action;
- c. the employee is terminated.



RELATED POLICIES

- 100-12 Board Member Recognition Policy
- 400-11 Retirement Gratuity Policy
- 400-13 Expression of Sympathy Policy

APPENDIX A

MILESTONE CHART

Service Years	Recognition
5 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 5 years of service
10 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 10 years of service • A congratulatory letter from the Board Chair
15 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 15 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
20 years	<ul style="list-style-type: none"> • An engraved plaque recognizing 20 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
25 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 25 years of service • Name added to 25 years service plaque • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair • Induction into the 25-year club • Eligible for Retirement Gratuity
30 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 30 years of service • Name added to 30 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
35 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 35 years of service • Name added to 35 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
40 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 40 years of service • Name added to 40 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date
45 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 45 years of service • Name added to 45 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date

Title:	Using Artificial Intelligence Policy	Policy Number: 400-15
Policy Type:	Human Resources	
Approval By:	Resolution Number R11202403	
Approval Date:	November 25, 2024	
Revised Dates:	January 26, 2026	
Review Date:	November 2026	

PURPOSE

This policy outlines the principles and guidelines for the use of Artificial Intelligence (AI) technologies within the Library. The aim is to enhance library services while ensuring ethical practices, user privacy, and equitable access.

SCOPE

This policy applies to all employees of the Sault Ste. Marie Public Library and any third-party vendors that provide AI technologies or services to the Library.

DEFINITIONS

Artificial Intelligence (AI) – Technology that simulates human intelligence processes, including learning, reasoning, and self-correction.

POLICY STATEMENT

This policy ensures that the integration of AI technologies in public libraries enhances services while prioritizing ethics, privacy, and inclusivity.

The Library may use AI technology to enhance its services through its website, catalogue and other online services.

Library staff may utilize AI technology to assist them in their daily tasks, including research, content generation, and data analysis. AI tools may be used to enhance efficiency and support informed decision-making.

ETHICAL USE OF AI

Library staff will use AI technologies that comply with copyright laws and respect the intellectual property rights of authors and creators. Staff will be trained on the ethical use of AI and data handling and will be informed of any changes in relevant laws or regulations as they relate to AI use by Library staff.

Any content produced with the assistance of AI must be reviewed, edited, and attributed appropriately to ensure it meets the Library's standards for originality and quality.

When using AI tools, staff should recognize the limitations and biases of AI technologies and critically evaluate the outputs. Staff members are responsible for the accuracy and integrity of the information they present, and they must ensure that any use of AI technology aligns with ethical guidelines and the Library's mission.



Staff are responsible for clearly identifying all work products that have been substantially generated using AI.

PRIVACY AND DATA USE

Library staff are strictly prohibited from inputting sensitive, confidential or personal information into any AI systems unless the tool has been specifically approved by Library Management for that purpose. This includes, but is not limited to, personally identifiable information, health data, financial information, and any other data that could compromise privacy or confidentiality of the organization or its users.

User data must be handled with the utmost care to protect privacy. AI systems that staff use must comply with all applicable laws regarding data protection.

Personal data collected through Library AI tools should be minimized and only used for the purposes of enhancing library services. Whenever possible, data collected through AI systems will be anonymized and aggregated to protect individual user identities.

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy

300-22 Website Policy

400-04 Internal Internet Usage Policy

400-05 Workplace Code of Conduct



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7.5

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BY-LAW ESTABLISHING THE SAULT STE MARIE PUBLIC LIBRARY
DATE: JANUARY 26, 2026

PURPOSE

To inform the Board that the requested by-law was passed.

STRATEGIC PRIORITY

None

PROVIDED

- The Corporation of the City of Sault Ste. Marie By-Law 2025-149

BACKGROUND

As outlined in the Public Libraries Act, R.S.O. 1990, Chapter P.44, "The council of a municipality may by by-law establish a public library," and "When a by-law is passed under subsection (1), the clerk shall promptly mail or deliver a copy of the by-law to the Minister." After some research and reviewing the matter, it was discovered that there was no by-law establishing the Sault Ste. Marie Public Library. Our library has a long history, dating back to 1896 when the Mechanics' Institute was transformed into a free public library by the then Township of Sault Ste. Marie. However, when we inquired with the Ministry of Tourism, Culture and Gaming they confirmed that they had no by-law establishing our library. The only related document they had on record was a letter from the City's Legal Department to a former Director of Public Libraries, Mr. Ingram confirming the Library's status.

Recognizing the absence of a by-law, the Board's policy committee drafted one and sent it to the Clerk's office requesting that it be presented to Council.

The by-law was passed by resolution in Council on October 14, 2025, the week preceding Ontario Public Library Week (October 20–26, 2025).

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2025-149

LOCAL BOARD: A by-law to establish a Public Library for the City of Sault Ste. Marie.

WHEREAS subsection 3(1) of the Public Libraries Act, R.S.O. 1990, c. P.44 provides council of a municipality may by by-law establish a public library to be under the management and control of a Board;

AND WHEREAS the City of Sault Ste. Marie, the Sault Ste. Marie Public Library Board and the Ministry of Tourism, Culture and Gaming and Sport have been unable to locate a by-law establishing the Sault Ste. Marie Public Library;

AND WHEREAS in 1896 a motion was passed in which the Town of Sault Ste. Marie assumed management of the Public Library, making it a free library;

AND WHEREAS the Sault Ste. Marie Public Library has been a cornerstone of the community for 129 years, serving as a long-standing and cherished public institution dedicated to the promotion of literacy, education, and cultural enrichment;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the City of Sault Ste. Marie hereby enacts as follows:

1. THAT the Sault Ste. Marie Public Library is hereby officially established;
2. THAT the Sault Ste. Marie Public Library shall be under the management and control of the Sault Ste. Marie Public Library Board as outlined in the Public Libraries Act, R.S.O. 1990, c. P.44;
3. THAT the Sault Ste. Marie Public Library Board shall be composed of nine (9) members appointed by the Council of The Corporation of the City of Sault Ste. Marie;
4. THAT members of the said Board shall hold office for a term concurrent with the term of the appointing Council, or until a successor is appointed, and may be reappointed for one or more further terms;
5. THAT if a vacancy arises in the membership of the Board, Council shall appoint a person to fill the vacancy and to hold office for the unexpired term, except if the unexpired term is less than forty-five (45) days;

I, Rachel Tyczinski, City Clerk of the Corporation
of the City of Sault Ste. Marie, certify the foregoing to be
a true and correct copy of the original document of which
it purports to be a copy.
Dated at Sault Ste. Marie, Ontario, this

28th day of October, 2025


6. THAT in accordance with the Public Libraries Act, R.S.O. 1990, c.P.14, as amended, the Sault Ste. Marie Public Library Board shall appoint a Chief Executive Officer who will:

(i) plan, direct, organize and control the administration of the Library with the objective of providing efficient and effective library services in accordance with the policies and practices of the Sault Ste. Marie Public Library Board; and

(ii) be accountable to the Sault Ste. Marie Public Library Board for the management of the Library;

7. THAT in accordance with the powers and duties defined in the Public Libraries Act, R.S.O. 1990, as amended, the Sault Ste. Marie Public Library Board shall, in consultation with the Chief Executive Officer, adopt appropriate governance processes and policies within which public library services will be delivered in The City of Sault Ste. Marie; and

8. THAT the Sault Ste. Marie Public Library Board shall submit to the appointing Council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the Board.

9. **EFFECTIVE DATE**

This by-law takes effect from the day of its final passing.

PASSED in open Council this 14th day of October 2025.



MAYOR – MATTHEW SHOEMAKER



CITY CLERK – RACHEL TYCZINSKI



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: JANUARY 26, 2026

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 September 29, 2025, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the October 21, 2025, meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the January 19, 2026, meeting as presented.
4. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 18, 2025, meeting as presented.
5. The expenditures for the month of September 2025, which include wages, benefits and Visas in the amount of \$178,115.03 be confirmed paid.
6. The expenditures for the month of October 2025, which include wages, benefits and Visas in the amount of \$368,485.20 be confirmed paid.
7. The expenditures for the month of November 2025, which include wages, benefits and Visas in the amount of \$260,495.78 be confirmed paid.
8. The expenditures for the month of December 2025, which include wages, benefits and Visas in the amount of \$315,274.69 be confirmed paid.

9. The Sault Ste. Marie Public Library Board receive the Financial Reports ending December 31, 2025, as information.
10. The Sault Ste. Marie Public Library Board approve the 2026 Fees Schedule as presented.
11. The Sault Ste. Marie Public Library Board approve the revised 2026 Operations budget as presented.
12. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the October 7, 2025, meeting as presented.
13. The following revised policies be approved as presented:
 - 300-21 Programming Policy
 - 400-09 Human Rights Policy
 - 400-12 Employee Recognition Policy
 - 400-15 Using Artificial Intelligence Policy

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the January 26, 2026, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board	Date
---------------------------	------

CEO	Date
-----	------



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: ILS SWITCH
DATE: JANUARY 26, 2026

PURPOSE

To inform the Board of the progress of the Library is making switching its ILS from TLC to SirsiDynix's Symphony.

STRATEGIC PRIORITY

Service Excellence

STRATEGIC OBJECTIVE

Integrate the latest technologies, innovations and trends to elevate customer experience.

UPDATE

The implementation team, consisting of staff from every department, has been working diligently with SirsiDynix to set up the preferences and map data to the new system. Some minor adjustments are being made as staff learn how to use the new system and make it fit our processes.

The Library initiated Symphony Offline mode on Wednesday January 21, 2026, and is preparing to go live on Monday January 26, 2026. Bibliographic data was successfully extracted January 11, 2026. Patron, account and circulation data was extracted January 19, 2026, also without issue. In the coming weeks, the Library will be exploring new features such as text message notifications.

Bibliocommons, an add-on to the new ILS, will be Online Public Access Catalogue (OPAC), the front-facing software, which the public will be interacting with. It will have a brand new, modern look to it with more features than are offered by our current system.

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Once Symphony and Biblicommons are fully functional and without issues, the Library will move on to the next step, implementing an App which users will be able to use on their mobile devices. This is a feature that the Library has been lacking and has had much demand for.

TLC END OF CONTRACT

The TLC services contract ends January 31, 2026. Staff have been extracting all necessary data, statistics and information needed from the system before it is no longer available to us. The Library is expected to be fully migrated by the time the contract ends.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

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AGENDA ITEM: 10

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: JANUARY 26, 2026

10.1 OPLA COUNCIL

M. MacDonald, CEO, has been appointed to the Ontario Public Library Association's council as the Northeastern Region Council Member during the recent elections. As a Council member, he will help lead, represent, and advance the professional interests of Ontario's public library community through advocacy, development opportunities, and collaborative work across the province.

Most recently he sat on the OPLA Lifetime Achievement Award Committee as part of his council duties.

10.2 OLA & FOPL

The following document was jointly created by the Ontario Library Association and the Federation of Ontario Public Libraries. It was submitted by the organizations to the Minister of Finance. The document highlights the need for increased funding and support for public libraries through the creation of an Ontario Digital Public Library and an increase to the Public Libraries Operating Grant.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

For a list of upcoming programs and events please see our Library Newsletter
<https://ssmpl.ca/programs-events/library-newsletter/>

Supporting Ontario's Public Libraries to Empower Local Communities

Ontario Library Association & Federation of Ontario Public Libraries 2026-27 Pre-Budget Submission

Public libraries are critical to communities across Ontario and essential to thriving local economies and economic growth.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource. They are engines of innovation, entrepreneurship, and local economic development in communities of all sizes.
- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.
- Despite this, many individuals and families across the province are unable to access the local public library resources they need.
- In urban centres, rural and northern communities alike, public library budgets are overstretched – and the situation is getting worse, especially in the face of increasing mental health and addiction challenges across the province.
- The combined impact of inflation on public library and municipal budgets, as well as these growing social and economic challenges in communities, continue to create significant challenges for Ontario's public libraries.

Building on Ontario's Investment in Public Libraries

The Ontario Government, working with Ontario's public library sector, has taken important steps to support public libraries.

- \$1.25 million in enhanced, ongoing provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.
- More than \$4.3 million invested through the Internet Connectivity Grant to provide free, reliable internet at public libraries in small, rural, and First Nation communities, with an additional \$78,000 in 2025 to fully reimburse **all** First Nation Public Libraries for public internet access costs.
- \$4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario.

Priorities Overview

- Working with all levels of government, develop a **province-wide strategy** to address the growing crises of **mental health challenges, addiction, and homelessness** to **alleviate its impacts** on public libraries.
- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through **the creation of an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high- quality e-learning & online resources through their local public library.
- **Increase provincial operating funding for Ontario's public libraries** to address critical shared priorities and community needs.
- Building upon the enhanced funding committed in the 2024 Ontario Budget, **develop a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully funded and viable.

Recommended Priorities

Working with all levels of government, develop a province-wide strategy to address the growing crises of mental health challenges, addiction, and homelessness to alleviate its impacts on public libraries.

- All Ontario communities are experiencing the impacts of Canada’s mental health, addiction and housing crisis first-hand.
- Every day, libraries open their doors to everyone—families, newcomers, students, job seekers, and increasingly, people with nowhere else to go.
- While public libraries have worked hard to build partnerships and connect community members in crisis to supports, public libraries are at the limit of what they can do on their own.
- Public libraries are not frontline crisis centers, yet they are being forced to take on parts of that role due to gaps in the available supports.
- If housing, mental health, and addiction systems fall short, library workers see the impact. Librarians aren’t social workers, but they’re showing care and compassion where the system has left a gap.
- Public libraries have had to redirect limited budgets away from their core mandates to provide frontline crisis training for staff, increase security measures, stretching public library budgets to the limit.
- A province-wide strategy is needed to address the intersection of public safety, mental health, and its impact on community infrastructure, with coordinated investments across all levels of government and funding for municipalities to build real crisis response capacity in the community.

Recommended Priority:

- Working with all levels of government, strengthen housing, health, and community supports so people can get help before they end up at the library’s front desk.
- *Projected cost:* N/A; projected funding requirements would be based on the identified solution developed by the provincial government in consultation with municipalities and other stakeholders.

Provide critical e-learning support and equitable access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, leveraging the province’s significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- Ontario’s public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:
 - in *Building a Digital Ontario*, making a \$4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and
 - in October 2025, the Ontario Government invested an additional \$78,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.

- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:
 - in-depth job and career skills training;
 - language learning;
 - live tutoring and homework help;
 - health information; and
 - resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

A proposed Ontario Digital Public Library would provide a core suite of highly impactful digital resources accessible by every Ontarian through their local public library. While the specific resource set will depend on the outcome of competitive negotiations with vendors, potential resources could include:

- **Live Tutoring;** resources are available that provide a powerful suite of live tutoring, skills development and test preparation tools for learners of all ages, with a focus on K-12.
- **Job Skill Development and Training;** some libraries already subscribe to databases that include an ever-expanding catalogue of virtual courses and learning modules for career, creative, digital skills development and certifications.
- **Language Learning;** these apps have become increasingly popular, providing highly personalized and comprehensive language learning capabilities for dozens of global languages.

- However, **these resources are expensive, especially when purchased on a individual, library-by-library basis** – and a diverse set of the highest impact resources is well beyond the means of an individual or family to afford. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.
- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario’s vision of an economy where every individual and community can contribute and compete.
- *Projected cost:* \$10 million - \$20 million / annually.

Critical Digital Resources are Out-of-Reach for Many Ontarians and Public Libraries

- According to the 2024 Annual Survey of Public Libraries, only 138 of our 363 library systems are able to afford subscriptions to five (5) or more databases.
- Meanwhile, 71 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario's public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.
- The designated delivery partner – such as the Ontario Library Service or another identified entity – would negotiate to secure province-wide access to a universal set of resources.
- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.
- Ontarians will be able to access the complete resource set either in-person at their local library, from home, or through their personal devices wherever they are.
- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

Increase provincial funding for Ontario's public libraries to address critical shared priorities and community needs.

- Public libraries in Ontario have received no increase in provincial funding support (Provincial Libraries Operating Grant, or PLOG) in over 25 years, during which time the value of the province's investment in public libraries has decreased by over 60%.
- Although over 90% of public library funding is provided by the local municipal government, provincial operating funding provides critical stability to public library budgets.
- Libraries have adapted and maximized the impact of every dollar despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource.
- Across Ontario – in communities of all sizes – these **budget pressures are reaching a tipping point**.
- Public libraries are the focal point of municipalities across Ontario; critical to social cohesion and community building. As a result, they find themselves on the front lines of many of the most critical challenges facing our communities, including homelessness, mental health and addictions, newcomer integration, re-skilling in a changing economy, and overcoming the digital divide.

Recommended Priority:

- Ontario's public libraries are proposing a targeted investment in additional operating funding for public libraries **to specifically address critical areas of shared community and provincial priority**, including:
 - Supporting economic recovery through job training and skills development;
 - Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members;
 - Supporting early literacy and K-12 success;
 - Addressing the community impacts of mental health and addictions.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.

- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.
- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.
- *Projected cost: \$25 million / annually.*

Building upon the enhanced funding committed in the 2024 Ontario Budget, develop a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully funded and viable.

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community and to minimizing social isolation, many of which are remote or face systemic social and economic challenges.
- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities.
- There is little to no funding available for collections, programming and technology resources. Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.
- Many public libraries on reserve operate with only one staff person who is expected to perform many functions. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 37 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.
- In recognition of the significant financial barriers faced by First Nations Public Libraries on reserve, **the Ontario Government made a multi-million-dollar enhancement through the 2024 Ontario Budget** to both the First Nation Salary Supplement and Public Library Operating Grant funding. This investment amounted to \$1.25 million in additional, ongoing annual funding.
- This critical investment is a vital first step to restoring stability to First Nations Public Libraries on-reserve.
- There is more important work to be done. Together with the Ministry of Tourism, Culture and Gaming and First Nations Public Library leaders, this recent investment provides an opportunity to work together on a sustainable funding and operating model to preserve the long-term viability of these important local hubs.

Recommended Priority:

- Work alongside First Nations Public Library leaders towards the design and implementation of a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.
- *Projected cost: N/A; projected funding requirements would be based on the identified model and requirements.*

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 37 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.



Sault Ste. Marie Public Library

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AGENDA ITEM: 10.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD MEETING CALENDAR
DATE: JANUARY 26, 2026

PURPOSE

To set the 2026 meeting schedule for Board and Committee meetings.

STRATEGIC PRIORITY

None

PROPOSED CHANGES FROM PREVIOUS CALENDARS

Added Strategic Plan review to the April Board Development Session.

Decreased Policy Committee Meetings by 2. Based on the schedule of policies for review, meetings in January and November are unnecessary.

MOTION

Be it resolved that the Sault Ste. Marie Public Library Board approves the 2026 Board meeting calendar as presented/amended.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

2026 SSMPL Board Calendar

January	February	March	April
Finance Committee Meeting Jan 19 OLA Conference Jan 28— 31 Regular Meeting Jan 26	Policy Committee Meeting Feb 9 Finance Committee Meeting Feb 17 Library Board AGM Feb 23 Presentation of Annual Report	Policy Committee Meeting Mar 9 Finance Committee Meeting Mar 23 Regular Meeting Mar 30 Board Member Self Reflection Survey	Policy Committee Meeting Apr 13 Finance Committee Meeting Apr 20 Board Development Meeting (Strategic Plan Review) Apr 27
May	June	July	August
Policy Committee Meeting May 11 Finance Committee Meeting May 19 Regular Meeting 25	Policy Committee Meeting June 8 Finance Committee Meeting June 15 Regular Meeting June 22 Review Business Continuity Plan	<div style="font-size: 100px; opacity: 0.5; transform: rotate(-15deg); pointer-events: none;">Draft</div>	
September	October	November	December
Policy Committee Meeting Sept 14 Finance Committee Meeting Sept 21 Regular Meeting Sept 28 Approval of 2027 Library Closures Board Evaluation (Dalhousie Tool) CEO Evaluation Committee Meeting	Public Library Month Policy Committee Meeting Oct 13 Finance Committee Meeting Oct 19 Board Development Meeting Oct 26 OLS Virtual Conference	Finance Committee Meeting Nov 24 Regular Meeting Nov 30 Volunteer and Donor Reception Approval of 2027 Fees Schedule CEO Evaluation	

Title:	Statement on Inclusivity, Diversity, Equity and Accessibility	Policy Number: CS-02
Policy Type:	Commitment Statement	
Approved By:		
Approval Date:	January 26, 2026	
Revised Dates:		

COMMITMENT STATEMENT

The Sault Ste. Marie Public Library is committed to fostering an inclusive, diverse, equitable, and accessible library service that reflects and serves the needs of our growing and vibrant community. As a diverse and welcoming community hub, we aim to fuel innovation, demonstrate leadership, and promote literacy by embracing and celebrating the differences that make each individual unique. We believe that equity means recognizing and addressing systemic barriers by providing resources and support based on individual needs—ensuring everyone has fair access to opportunities, services, and spaces.

Further, we:

- Recognize and stand in solidarity with racialized communities who face ongoing systemic inequities and discrimination. We are committed to creating a library environment that is actively anti-racist, where racialized individuals feel valued, represented, and heard. Through equitable hiring practices, inclusive programming, and diverse collections that reflect lived experiences and histories, we strive to challenge bias, dismantle barriers, and celebrate cultural richness.
- Acknowledge the unique histories, cultures, and rights of Indigenous Peoples, including the Anishinaabe, Métis, and other First Nations who have long called this land home. We are committed to truth, reconciliation, and respectful relationship-building with Indigenous communities. This includes incorporating Indigenous voices and knowledge into our collections and programming, using inclusive and appropriate subject headings, and offering space for cultural expression and education.
- Strive at all times to provide services in a way that respects the dignity and independence of people with disabilities. We are committed to giving people with disabilities the same opportunity to access goods and services, allowing them to benefit from the same services, in the same place and in a similar way as other Library patrons.
- Proudly support and affirm the rights, dignity, and identities of 2SLGBTQ+ individuals, and are committed to creating safe, welcoming spaces where people of all sexual orientations, gender identities, and gender expressions feel seen, respected, and valued.
- Welcome and support immigrants and newcomers as they navigate their new community. We strive to offer resources, programs, and services that reflect the unique experiences, languages, and cultures of those new to Canada. Through inclusive collections and culturally responsive programming, we aim to reduce barriers and foster a sense of belonging, while helping newcomers access information, build connections, and thrive.



Guided by the principles of inclusivity, diversity, equity, and accessibility, we will continue to shape our collections, services, programming, staffing, and spaces through community engagement, cultural awareness, and anti-oppressive practices. We commit to ongoing learning, listening, and partnership-building with the communities we serve, while ensuring that all feel welcomed, respected, and empowered to participate fully in library life. Our commitment aligns with the CFLA Position Statement on Diversity and Inclusion and reflects our vision to deliver library service for all—driven by knowledge sharing and a deep respect for the richness of human experience.

RELATED POLICIES

- 300-03 Collection Development Policy
- 300-05 Membership Policy
- 300-08 Visiting Library Service Policy
- 300-14 Children's Services Policy
- 300-20 Information Services Policy
- 300-21 Programming Policy
- 300-23 Accessible Customer Service Policy
- 300-22 Website Policy
- 300-26 Computer & Internet Use Policy
- 400-01 Hiring Policy
- 400-06 Health Care and Sick Leave Policy
- 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

APPENDIX A

CFLA Position Statement on Diversity and Inclusion

The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.