


LIBRARY BOARD
Regular Meeting
Monday, June 29, 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 Land Recognition – K. Harrison
 2. Declaration of Conflict of Interest
 3. Approval of Agenda
 4. Delegations – Aliesha Moore, Arts and Culture Lead, City of SSM
 5. Chair's Report – Verbal
 6. 2025 Audited Statements
 7. 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, and The security of the property of the board; 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, A. Engel
 8. Consent Agenda*
 - 8.1 Approval of the Minutes
 - 8.1.1 May 25, 2026, Regular Board Meeting Minutes
 - 8.2 Correspondence
 - 8.2.1 In-coming: NONE
 - 8.2.2 Out-going: NONE
 - 8.3 Financials
 - 8.3.1 ~~June 2026 Finance & Facility Planning Committee Report~~
 - 8.3.2 May Monthly Expenditure Report
 - 8.3.3 Financial Reports Ending May 31, 2026
 - 8.3.4 Friends Report – May 2026
 - 8.4 Policy Committee
 - 8.4.1 April Policy Committee Report - NONE
 - 8.4.2 Revised Policies
 - 8.4.2.1 NONE
 - 8.4.3 Policies to be Rescinded
 - 8.4.3.1 NONE
 - 8.5 Business Continuity Plan
 - 8.6 Summary of Motions

9. Items Removed from Consent
 - 9.1 June 2026 Finance & Facility Planning Committee Report
10. Business Arising from the Minutes
 - 10.1 NONE
11. Information Items
 - 11.1 Dolly Parton Library City Partnership
 - 11.2 Kiwanis Presentation & Donation
 - 11.3 2026 Summer Reading Clubs
12. Board Development
 - 12.1 NONE
13. New Policies
 - 13.1 NONE
14. Strategic Plan Update
15. Collection Development Plan
16. New Business
 - 16.1
17. Board meetings
 - 17.1 Regular Meeting September 28, 2026
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.**

Financial Statements of

**SAULT STE. MARIE
PUBLIC LIBRARY BOARD**

And Independent Auditor's Report thereon

Year ended December 31, 2025

DRAFT



KPMG LLP
480 Pim Street, Unit 1
Sault Ste. Marie, ON P6B 2V4
Canada
Telephone 705 949 5811
Fax 705 949 0911

INDEPENDENT AUDITOR'S REPORT

To the Directors of Sault Ste. Marie Public Library Board

Opinion

We have audited the financial statements of Sault Ste. Marie Public Library Board (the "Board"), which comprise:

- the statement of financial position as at December 31, 2025
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial liabilities for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2025 and its results of operations, its changes in net financial liabilities and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Sault Ste. Marie, Canada

June 29, 2026

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets		
Cash	\$ 1,576,291	\$ 1,355,561
Accounts receivable	37,928	43,722
	<u>1,614,219</u>	<u>1,399,283</u>
Financial liabilities		
Accounts payable and accrued liabilities	307,698	296,056
Deferred revenue (note 4)	181,938	148,604
Employee future benefits (note 3)	645,345	649,415
Capital lease obligation (note 6)	2,045,075	2,174,348
	<u>3,180,056</u>	<u>3,268,423</u>
Net financial liabilities	(1,565,837)	(1,869,140)
Non-financial assets		
Tangible capital assets (note 5)	3,365,512	3,575,483
Prepaid expenses	6,848	84,869
	<u>3,372,360</u>	<u>3,660,352</u>
Accumulated surplus (note 7)	\$ 1,806,523	\$ 1,791,212

The accompanying notes are an integral part of this financial statement.

On behalf of the Board:

Director

Director

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Operations and Accumulated Surplus

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 8)	2025 Actual	2024 Actual
Revenues:			
Grants - Municipal	\$ 3,213,819	\$ 3,258,819	\$ 3,186,803
- Provincial	380,734	374,669	380,207
- Federal	5,116	33,478	18,334
User charges	22,400	27,440	26,078
Community and regional contract receipts	21,687	-	21,688
Donations	22,275	12,935	36,568
Other	111,800	110,211	157,287
Total revenues	3,777,831	3,817,552	3,826,965
Expenses:			
Salaries, wages and benefits	2,880,510	2,773,600	2,624,567
Amortization of tangible capital assets	335,743	335,743	331,619
Utilities	95,000	90,746	92,285
Software support	99,231	109,843	91,786
Interest on capital leases	82,758	82,758	88,987
Repairs and maintenance	71,065	85,775	62,649
Cleaning	58,770	43,790	53,407
Library supplies and postage	34,000	33,511	38,352
Security	1,300	66,090	36,789
Insurance	30,000	31,224	27,112
Miscellaneous	10,362	7,698	27,037
Telephone and telecommunications	28,200	24,435	26,191
Travel and Training	29,700	27,846	19,889
Professional fees	37,644	25,626	17,885
Membership fees and public relations	13,950	18,377	16,625
Periodicals and electronic resources	43,890	21,826	13,905
Bookkeeping	13,884	13,885	13,480
Equipment rental	6,300	7,513	7,546
Freight	7,500	1,955	3,118
Total expenses	3,879,807	3,802,241	3,593,229
Annual surplus (deficit)	(101,976)	15,311	233,736
Accumulated surplus, beginning of year	1,791,212	1,791,212	1,557,476
Accumulated surplus, end of year	\$ 1,689,236	\$ 1,806,523	\$ 1,791,212

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Change in Net Financial Liabilities

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 8)	2025 Actual	2024 Actual
Annual surplus (deficit)	\$ (101,976)	\$ 15,311	\$ 233,736
Acquisition of tangible capital assets	(188,074)	(125,772)	(192,822)
Amortization of tangible capital assets	335,743	335,743	331,619
Revaluation of capital lease obligation	-	-	6,764
	45,693	225,282	379,297
Addition of prepaid expenses	-	78,021	(16,089)
Change in net financial liabilities	45,693	303,303	363,208
Net financial liabilities, beginning of year	(1,869,140)	(1,869,140)	(2,232,348)
Net financial liabilities, end of year	\$ (1,823,447)	\$ (1,565,837)	\$ (1,869,140)

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 15,311	\$ 233,736
Items not involving cash:		
Amortization of tangible capital assets	335,743	331,619
Revaluation of capital lease obligation		6,764
Increase in employee future benefits	(4,070)	(53,810)
	346,984	518,309
Change in non-cash assets and liabilities:		
Increase in accounts receivable	5,794	(12,947)
Increase in prepaid expenses	78,021	(16,089)
(Decrease) increase in accounts payable and accrued liabilities	11,642	(94,139)
Increase (decrease) in deferred revenue	33,334	9,489
Net change in cash from operating activities	475,775	404,623
Financing activity:		
Repayment of capital lease obligation	(129,273)	(128,332)
Capital activity:		
Purchase of tangible capital assets	(125,772)	(192,822)
Net change in cash	220,730	83,469
Cash, beginning of year	1,355,561	1,272,092
Cash, end of year	\$ 1,576,291	\$ 1,355,561

The accompanying notes are an integral part of this financial statement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2025

The Sault Ste. Marie Public Library Board (the “Board”) is a Board of the Corporation of the City of Sault Ste. Marie (the “City”) to provide library services to the ratepayers of the area. The Board is incorporated under the Ontario Library Act.

1. Significant accounting policies:

The financial statements of the Board are provided by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Basis of accounting:

The Board follows the accrual basis of accounting.

The accrual basis of accounting recognizes revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Revenue recognition:

Government grants are recognized in the period in which the events giving rise to the transfer occurred, provided that the transfer is authorized and the amount can be reasonably estimated. Government grants are recognized when approved to the extent the related expenditures have been incurred and collection can be reasonably assured.

User fees and other revenues are recognized when the services are performed or goods are delivered, collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and fees are fixed or determinable. Amounts received for future services are deferred until the service is provided.

(c) Deferred revenue:

Deferred revenue represents funds which have been received but for which the related services have yet to be performed. These amounts will be recognized as revenue in the year the appropriate expenses are incurred.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(d) Non-financial assets (continued):

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Rate
Buildings	40 years
Furniture, fixtures and equipment	10 - 30 years
Books and audio-visual resources	2 - 10 years
Computer hardware and software	3 - 10 years

Amortization is charged in the year of acquisition and in the year of disposal at half the annual rate. Assets under construction are not amortized until the asset is available for use.

(e) Government transfers:

Government grants are recognized in the financial statements as revenues in the period in which events giving rise to the grant occur, providing the grants are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

User fees are recognized in the financial statements as the charge occurs. Other revenue is recorded when the revenue is earned.

(f) Amounts to be recovered:

Amounts to be recovered are reported in accumulated surplus on the statement of financial position. The balance represents the amounts to be recovered from future operations to fund liability for employee future benefits.

(g) Employee future benefits:

The Board sponsors a defined benefit supplementary health plan for certain employees and retirees funded on a pay-as-you-go basis and a defined benefit pension plan. The Board has adopted the following policies:

(i) The cost of the accrued benefit obligation for the post-employment supplementary health plan is actuarially determined using the projected benefit method pro-rated on service and management's estimate of retirement age and health costs.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(g) Employee future benefits (continued):

(ii) Actuarial gains (losses) on the accrued benefit obligation arise from the difference between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. Actuarial gains (losses) are amortized over the average remaining service period of active employees. The average remaining service period of active employees is 10 years.

(iii) The Board is an employer member of the Ontario Municipal Employees Retirement Fund ("the Plan") which is a multi-employer, defined benefit pension plan. The Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles.

(h) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include employee future benefits and the carrying value of tangible capital assets. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the statement of operations in the year in which they become known.

(i) Asset retirement obligations:

The Board recognizes the fair value of an Asset Retirement Obligation ("ARO") when all of the following criteria have been met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

A liability for asset retirement obligations has not been recorded in these financial statements. Given the nature of the assets owned by the Board, the age of the facilities and the remediation work completed to date it was determined there is no further legal obligation on the part of the Board to complete remediation efforts.

(j) Change in accounting policy - adoption of new accounting standards:

The Board adopted the following standards concurrently beginning January 1, 2024 retroactively with restatement: *PS 3400 Revenue*.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(j) Change in accounting policy - adoption of new accounting standards (continued):

PS 3400 Revenue establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions. For exchange transactions, revenue is recognized when a performance obligation is satisfied. For non-exchange transactions, revenue is recognized when there is authority to retain an inflow of economic resources and a past event that gave rise to an asset has occurred.

As at December 31, 2024 the Board determined that the adoption of this new standard did not have an impact on the amounts presented in the financial statements.

2. Pension agreement:

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 45 (2024 - 45) members of its staff. The plan is a defined benefit plan which specified the amount of the retirement benefit to be received by employees based on length of service and rates of pay.

The amount contributed to OMERS for 2025 was \$180,768 (2024 - \$171,443) for current service and is included as an expense on the statement of operations.

3. Employee future benefits:

Employee future benefits are liabilities of the Board to its employees and early retirees for the following benefits earned but not taken as at December 31, 2025:

	2025	2024
Post-employment and post-retirement benefits	\$ 289,173	\$ 306,073
Accrued vacation pay	148,482	150,452
Prepaid sick leave benefits	207,690	192,890
	<u>\$ 645,345</u>	<u>\$ 649,415</u>

Post employment and post retirement benefits

The Board provides non-pension benefits to employees and retirees until they reach 65 years of age. The values that follow have been estimated based upon employee data available during the actuarial review which was completed as at December 31, 2024.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

3. Employee future benefits (continued):

The benefit obligation continuity is as follows:

	2025	2024
Accrued benefit obligation, January 1	\$ 353,273	\$ 353,273
Pension related (income) expense	12,600	(25,100)
Premiums paid	(76,700)	(22,100)
Accrued benefit obligation, December 31	\$ 289,173	\$ 306,073

Significant assumptions are as follows:

Discount rate	4.7%
Health cost increases	4.00 – 5.50%

Accrued vacation

Accrued vacation pay represents the liability for vacation entitlements earned by employees but not taken as at December 31, 2025.

Accrued sick leave

Sick leave benefits accrue to employees at a rate of one and a half days per month. Unused sick days are banked and may be used in the future if sick leave is beyond yearly allocation. No cash payments are made for unused sick time upon termination or retirement.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

4. Deferred revenue:

The balances in the deferred revenue of the Board consist of:

	2025	2024
Ministry of Tourism and Culture – Operating Grant	\$ 51,868	\$ 51,868
Ministry of Tourism and Culture – Pay equity	40,149	40,149
Other	89,291	56,587
	<u>\$ 181,938</u>	<u>\$ 148,604</u>

Continuity of deferred revenue is as follows:

	2025	2024
Balance, beginning of year:		
Ministry of Tourism and Culture – Operating Grant	\$ 51,868	\$ 51,868
Ministry of Tourism and Culture – Pay equity	40,149	40,149
Other	56,587	47,098
	<u>148,604</u>	<u>139,115</u>
Add: contributions received:		
Ministry of Tourism and Culture – Operating Grant	160,595	160,595
Ministry of Tourism and Culture – Pay equity	207,474	207,474
Other	42,692	38,765
Less: amounts recognized to revenue:		
Ministry of Tourism and Culture – Operating Grant	(160,595)	(160,595)
Ministry of Tourism and Culture – Pay equity	(207,474)	(207,474)
Other	(9,988)	(29,276)
Balance, end of year	<u>\$ 181,938</u>	<u>\$ 148,604</u>

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets:

Cost	Balance at December 31, 2024	Additions	Disposals	Balance at December 31, 2025
Books	\$ 1,553,875	\$ 122,090	\$ (138,744)	\$ 1,537,221
Furniture and fixtures	596,049	1,082	-	597,131
Equipment	494,707	-	-	494,707
Computer hardware	210,067	2,600	-	212,667
Computer software	160,090	-	-	160,090
Assets under capital lease	2,933,127	-	-	2,933,127
Total	\$ 5,947,915	\$ 125,772	\$ (138,744)	\$ 5,934,943

Accumulated Amortization	Balance at December 31, 2024	Disposals	Amortization Expense	Balance at December 31, 2025
Books	\$ 833,527	\$ (138,744)	\$ 150,242	\$ 845,025
Furniture and fixtures	351,086	-	41,010	392,096
Equipment	162,905	-	16,637	179,542
Computer hardware	188,931	-	10,595	199,526
Computer software	160,090	-	-	160,090
Assets under capital lease	675,893	-	117,259	793,152
Total	\$ 2,372,432	\$ (138,744)	\$ 335,743	\$ 2,569,431

	Net book value, December 31, 2024	Net book value, December 31, 2025
Books	\$ 720,348	\$ 692,196
Furniture and fixtures	244,963	205,035
Equipment	331,802	315,165
Computer hardware	21,136	13,141
Assets under capital lease	2,257,234	2,139,975
Total	\$ 3,575,483	\$ 3,365,512

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets:

Cost	Balance at December 31, 2023	Additions	Disposals	Balance at December 31, 2024
Books	\$ 1,669,898	\$ 126,820	\$ (242,843)	\$ 1,553,875
Furniture and fixtures	567,182	28,867	-	596,049
Equipment	488,433	6,274	-	494,707
Computer hardware	187,139	30,861	(7,933)	210,067
Computer software	160,090	-	-	160,090
Assets under capital lease	2,939,891	-	(6,764)	2,933,127
Total	\$ 6,012,633	\$ 192,822	\$ (257,540)	\$ 5,947,915

Accumulated Amortization	Balance at December 31, 2023	Disposals	Amortization Expense	Balance at December 31, 2024
Books	\$ 930,106	\$ (242,843)	\$ 146,264	\$ 833,527
Furniture and fixtures	310,149	-	40,937	351,086
Equipment	146,267	-	16,638	162,905
Computer hardware	186,399	(7,933)	10,465	188,931
Computer software	160,090	-	-	160,090
Assets under capital lease	558,578	-	117,315	675,893
Total	\$ 2,291,589	\$ (250,776)	\$ 331,619	\$ 2,372,432

	Net book value, December 31, 2023	Net book value, December 31, 2024
Books	\$ 739,792	\$ 720,348
Furniture and fixtures	257,033	244,963
Equipment	342,166	331,802
Computer hardware	740	21,136
Assets under capital lease	2,381,313	2,257,234
Total	\$ 3,721,044	\$ 3,575,483

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

5. Tangible capital assets (continued):

Contributed capital assets have been recognized at fair market value at the date of contribution.

The Board manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

6. Capital lease obligation:

The Board entered into a 20-year lease for a branch location beginning in 2019. Capital lease repayments are due as follows:

2026	\$	219,062
2027		223,443
2028		227,912
2029		148,159
2030		123,018
2031 - 2044		1,882,045
Total minimum lease payments		2,823,639
Less amount representing interest at 4%		(778,564)
Present value of net minimum capital lease payments		\$ 2,045,075

The current minimum monthly lease payments increase up to 2% per year during the first 10 years of the lease and are currently \$17,418 plus harmonized sales tax. During the final 10 years of the original lease term minimum monthly lease payments reset at \$10,100 plus harmonized sales tax increasing annually up to 2% per year thereafter. The lease expires in March 2044 after one 5-year renewal period with options for two additional 5-year extensions.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

7. Accumulated surplus:

Accumulated surplus is comprised of:

	2025	2024
Invested in tangible capital assets	\$ 3,365,512	\$ 3,575,483
Operating fund	1,131,431	1,039,492
Amount to be recovered in future years	(2,690,420)	(2,823,763)
	<u>\$ 1,806,523</u>	<u>\$ 1,791,212</u>

8. Budget information:

The operating budget approved by the Board for 2025 was prepared for the purpose of establishing the estimated revenue and expenses for fiscal 2025. The budget established does not include a budget for the amortization of tangible capital assets. The Board also does not budget activity within reserves.

The budget figures presented in the statement of operations and accumulated surplus and the statement of change in net financial liabilities have been restated to be comparable with the Public Sector Accounting Standards. A reconciliation of the Board approved budget and the budget presented in these financial statements is presented below:

Adopted budget for the year	\$ -
Adjustments to adopted budget:	
Amortization of tangible capital assets	(335,743)
Acquisition of tangible capital assets	188,074
Payments budgeted for capital lease, net of interest portion	129,273
Transfers from prior year surpluses	(83,580)
Restated budgeted annual deficit	<u>\$ (101,976)</u>

9. Segmented reporting:

The Chartered Professional Accountants of Canada - Public Sector Accounting Handbook Section PS2700 – *Segmented Disclosures* establishes standards on defining and disclosing segments in a government's financial statements. Government organizations that apply these standards are encouraged to provide the disclosures established by this section when their operations are diverse enough to warrant such disclosures. The Board has only one identifiable segment, considered to be public access to information and related services as presented in these financial statements.

SAULT STE. MARIE PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2025

10. Financial risks and concentration of credit risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Board will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Board manages its liquidity risk by monitoring its operating requirements. The Board prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2024.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Board is exposed to credit risk with respect to the accounts receivable. The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are collectible in the allowance for doubtful accounts.

DRAFT

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, March 30, 2026 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**

Board Members Present:

	Erin Ferlaino	Wayne Greco
David Nanchin	Lisa Dubrovnik	
Kevin Harrison	Paolo Bruni	Steve Murray

Absent: Mike Olejnik

Library: Matthew MacDonald, Abbey Engel

1. Call to Order

L. Dubrovnik called the meeting to order at 4:30pm

1.1 Excused Absence

Jami van Haaften

1.2 Land Recognition

D. Nanchin read the Land Recognition

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 May 25, 2026 meeting as amended.

Moved: D. Nanchin

Seconded: W. Greco

CARRIED

4. Delegations

NONE

5. Chair's Report

The Board Chair did not have a report on his duties as Chair over the previous month.

6. Consent Agenda*

6.1 Approval of the Minutes

6.1.1 March 30, 2026 Regular Board Meeting Minutes

6.2 Correspondence

**6.2.1 In-coming: Letter of Intent: Art Project from Community
Development and Enterprise Services Department (City)**

6.2.2 Out-going: NONE

6.3 Financials

- 6.3.1 April 2026 Finance & Facility Planning Committee Report**
- 6.3.2 May 2026 Finance & Facilities Planning Committee Report**
- 6.3.3 March Monthly Expenditure Report**
- 6.3.4 April Monthly Expenditure Report**
- 6.3.5 Finance Reports Ending April 30, 2026**
- 6.3.6 Friends Report – April 2026**

6.4 Policy Committee

- 6.4.1 April Policy Committee Report**
- 6.4.2 May Policy Committee Report**
- 6.4.3 Revised Policies**

- 6.4.2.1 100-04 Executive Limitations Policy**
- 6.4.2.2 100-07 Board Contact Policy**
- 6.4.2.3 100-08 Signing Authority Policy**
- 6.4.2.4 100-10 Library and Political Elections Policy**
- 6.4.2.5 100-12 Board Contact Policy**
- 6.4.2.6 300-08 Visiting Library Service Policy**
- 6.4.2.7 300-10 Business Continuity Policy**
- 6.4.2.8 300-11 Teen/YA Services Policy**
- 6.4.2.9 400-04 Internal Internet Usage Policy**

6.4.3 Policies to be Rescinded

- 6.4.3.1 NONE**

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the May 25, 2026 meeting as presented/amended.

Moved: K. Harrison

Seconded: E. Ferlaino

CARRIED

MOTION

The Sault Ste. Marie Public Library Board approves the excused absence of: Jamie Van Haaften.

Moved: S. Murray

Seconded: W. Greco

CARRIED

7. Items Removed from Consent

- 7.1 Letter of Intent: Art Project from Community Development and Enterprise Services Department (City)**

MOTION

The SSMPL Board approves tentative support of the principle of the art project.

Moved: W. Greco

Seconded: S. Murray

CARRIED

7.2 April 2026 Finance & Facility Planning Committee Report

MOTION

Be it resolved that the SSMPL Board will engage the City SSM to request that a Building Condition Assessment be completed for the SSMPL and report to the Board.

Moved: K. Harrison

Seconded: D. Nanchin

CARRIED

8. Business Arising from the Minutes

8.1 NONE

9. Information Items

9.1 OLS Strategic Plan 2026-2030

9.2 Ministry of Labour, Immigration, Training and Skills Development Field Visit May 6, 2026

9.3 Alberta's Bill 28 Bill C-15

10. Board Development

10.1 Board Recognition

MOTION

The SSMPL Board selects Option A as presented.

Moved: L. Dubrovnik

Seconded: D. Nanchin

CARRIED

11. New Policies

11.1 NONE

12. Strategic Plan Update

12.1 Updated Tracking Document

12.2 Priorities Survey

13. New Business

14. Board Meetings

14.1 Regular Meeting June 22, 2026

15. Adjournment

L. Dubrovnik declares the May 25, 2026 meeting closed at 5:38pm

Chairperson, Library Board



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Jami van Haften, Steve Murray, David Nanchin, Wayne Greco

Members Absent: Mike Olejnik, Kevin Harrison

Meeting Date: June 15, 2026

Matters Arising:

M. MacDonald is awaiting a response from City regarding a Building Condition Assessment of the James L. McIntyre Centennial Library.

Review:

The Committee reviewed the May 2026 Expenditures Report.

The Financial Reports up to May 31, 2026, were reviewed.

Capital Projects:

A second weak spot has been discovered in the roof of the James L. McIntyre Centennial Library. The planned water diversion system installation has been put on hold as it may not be necessary after this next repair.

Work on the pneumatic control replacement project has been delayed.

Work to remove and replace floor tile and fix the grade at both the north and south front entrances of the James L. McIntyre Centennial Library is expected to begin July 5th. This should improve accessibility to the building.



Information Items:

The General Warranty period for the James L. McIntyre Centennial Library's exterior cladding and flashing expired before deficiencies in the work were discovered. The Library will not be able to recoup the costs through the warranty.

Other Business:

NONE

Recommendations:

Be it resolved that the expenditures for the month of May 2026, which include wages, benefits and Visas in the amount of \$287,773.36 be confirmed paid.

Be it resolved that that the Financial Results as of May 31, 2026, be approved.

Be it resolved that the City be requested to cover the cost of the flashing repair and front entrances from the Library's Capital Reserve Fund.



Sault Ste. Marie Public Library

Monthly Expenditure Report for May 2026

Cheque Register

May 7, 2026	17,008.47
May 21, 2026	126,085.66
May 28, 2026	19,407.86

Subtotal \$162,501.99

EFT from Bank Statements

Wages	121,874.86
Visas	3,297.51
Service Fees	99.00
Subtotal	<u>\$125,271.37</u>

Total **\$287,773.36**

Recommendation:

The expenditures for the month of May 2026, which include wages, benefits and Visas in the amount of \$287,773.36 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,707,802.65)	(\$3,780,751.00)	45%
User Fees	(2,022.08)	(\$7,500.00)	27%
Sales	(27,807.58)	(\$36,250.00)	77%
Donations	(10,091.30)	(\$32,750.00)	31%
Other income	(27,235.93)	(\$73,000.00)	37%
Prior Year Surplus		(\$41,500.00)	0%
	0%		0%
	0%		0%
	<u>(1,774,959.54)</u>	<u>(\$3,971,751.00)</u>	<u>45%</u>
EXPENDITURES			
Salaries and benefits	1,126,332.73	\$2,947,863.00	38%
Books and periodicals	56,915.58	\$220,425.00	26%
Donation expenditures	2,413.98		0%
Utilities	44,365.52	\$95,000.00	47%
Office expenditures	60,492.29	\$149,586.00	40%
Operating expenditures	222,708.46	\$503,892.00	44%
Equipment purchases	46,591.17	\$67,343.00	69%
			0%
	<u>1,559,819.73</u>	<u>\$3,984,109.00</u>	<u>39%</u>
(Surplus)/Deficit	(215,139.81)	\$12,358.00	(1,741%)

SSM LIBRARY
Summary of All Units
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(1,707,802.65)	(\$3,780,751.00)	45%
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	(1,707,802.65)	(\$3,780,751.00)	45%
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(1,942.49)	(\$6,000.00)	32%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	(79.59)	(\$1,500.00)	5%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
Total User Fees	(2,022.08)	(\$7,500.00)	27%
Sales:			
LIBRARY ADMINISTRATION - Sales	(15,292.44)	(\$4,500.00)	340%
LIBRARY MAIN BRANCH - Sales	(7,623.67)	(\$20,000.00)	38%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(4,234.71)	(\$10,250.00)	41%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(656.76)	(\$1,500.00)	44%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(27,807.58)	(\$36,250.00)	77%
Donations:			
LIBRARY ADMINISTRATION - Donations	(9,920.05)	(\$32,750.00)	30%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(171.25)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(10,091.30)	(\$32,750.00)	31%
Other income:			
LIBRARY ADMINISTRATION - Other income	(23,832.67)	(\$60,000.00)	40%
LIBRARY MAIN BRANCH - Other income	(1,845.31)	(\$7,000.00)	26%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(1,557.95)	(\$6,000.00)	26%
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 Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
Total Other income	(27,235.93)	(\$73,000.00)	37%
Prior Year Surplus:			
LIBRARY ADMINISTRATION - Prior Year Surplus		(\$41,500.00)	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		(\$41,500.00)	0%
			0%
			0%
	(1,756,847.81)	(\$3,919,501.00)	45%
	(11,411.47)	(\$33,000.00)	35%
		\$0.00	0%
	(6,043.50)	(\$17,750.00)	34%
		\$0.00	0%
	(656.76)	(\$1,500.00)	44%
		\$0.00	0%
		\$0.00	0%
	(1,774,959.54)	(\$3,971,751.00)	45%

EXPENDITURES

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	330,950.36	\$884,468.00	37%
LIBRARY MAIN BRANCH - Salaries and benefits	658,916.96	\$1,704,896.00	39%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	136,465.41	\$358,499.00	38%
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	1,126,332.73	\$2,947,863.00	38%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	53,933.88	\$164,801.00	33%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	2,981.70	\$55,624.00	5%
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	56,915.58	\$220,425.00	26%

Donation expenditures:

SSM LIBRARY
Summary of All Units
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	2,413.98		0%
LIBRARY MAIN BRANCH - Donation expenditures			
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	2,413.98		0%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	44,365.52	\$95,000.00	47%
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	44,365.52	\$95,000.00	47%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	34,790.78	\$70,286.00	49%
LIBRARY MAIN BRANCH - Office expenditures	22,085.18	\$71,000.00	31%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	3,616.33	\$8,300.00	44%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	60,492.29	\$149,586.00	40%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	31,771.82	\$33,688.00	94%
LIBRARY MAIN BRANCH - Operating expenditures	117,036.66	\$249,517.00	47%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	73,153.92	\$219,487.00	33%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	746.06	\$1,200.00	62%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	222,708.46	\$503,892.00	44%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	45,449.64	\$59,000.00	77%
LIBRARY MAIN BRANCH - Equipment purchases	1,141.53	\$6,343.00	18%

SSM LIBRARY
Summary of All Units
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY NORTH BRANCH - Equipment purchases		\$2,000.00	0%
LIBRARY CHALLENGE ADULT - Equipment purchases			
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			
POSTING DEFAULT - Equipment purchases			0%
Total Equipment purchases	46,591.17	\$67,343.00	69%
			0%
	445,376.58	\$1,047,442.00	43%
	897,479.73	\$2,291,557.00	39%
		\$0.00	0%
	216,217.36	\$643,910.00	34%
		\$0.00	0%
	746.06	\$1,200.00	62%
		\$0.00	0%
		\$0.00	0%
	1,559,819.73	\$3,984,109.00	39%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,311,471.23)	(\$2,872,059.00)	46%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	886,068.26	\$2,258,557.00	39%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	210,173.86	\$626,160.00	34%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	89.30	(\$300.00)	(30%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(215,139.81)	\$12,358.00	(1,741%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$1,707,802.65)	(\$3,780,751.00)	45%
User Fees			
Sales	(15,292.44)	(\$4,500.00)	340%
Donations	(9,920.05)	(\$32,750.00)	30%
Other income	(23,832.67)	(\$60,000.00)	40%
Prior Year Surplus		(\$41,500.00)	0%
	<u>(1,756,847.81)</u>	<u>(\$3,919,501.00)</u>	<u>45%</u>
EXPENDITURES			
Salaries and benefits	330,950.36	\$884,468.00	37%
Books and periodicals			
Donation expenditures	2,413.98		0%
Utilities			
Office expenditures	34,790.78	\$70,286.00	49%
Operating expenditures	31,771.82	\$33,688.00	94%
Equipment purchases	45,449.64	\$59,000.00	77%
	<u>445,376.58</u>	<u>\$1,047,442.00</u>	<u>43%</u>
(Surplus)/Deficit	(1,311,471.23)	(\$2,872,059.00)	46%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(18,399.65)	(\$21,687.00)	85%
30-720-7201-5294 GRANTS MUNICIPAL	(1,689,403.00)	(\$3,378,806.00)	50%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,939.00)	0%
30-720-7201-5212 ONT SPEC GRANT OTHER		(\$8,250.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
Total Grants	(1,707,802.65)	(\$3,780,751.00)	45%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(15,292.44)	(\$4,500.00)	340%
Total Sales	(15,292.44)	(\$4,500.00)	340%
Donations:			
30-720-7201-5861 DONATIONS	(8,375.05)	(\$10,000.00)	84%
30-720-7201-5866 RESTRICTED DONATIONS	(1,545.00)	(\$22,000.00)	7%
30-720-7201-5869 DONATIONS IN KIND		(\$750.00)	0%
Total Donations	(9,920.05)	(\$32,750.00)	30%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(23,832.67)	(\$60,000.00)	40%
Total Other income	(23,832.67)	(\$60,000.00)	40%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$41,500.00)	0%
Total Prior Year Surplus		(\$41,500.00)	0%
	<u>(1,756,847.81)</u>	<u>(\$3,919,501.00)</u>	<u>45%</u>

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	240,018.78	\$651,661.00	37%
30-720-7201-6011 SALARIES PART TIME	9,699.24		0%
30-720-7201-6031 CANADA PENSION PLAN	14,056.36	\$31,308.00	45%
30-720-7201-6032 EMPLOYMENT INSURANCE	5,425.70	\$9,905.00	55%
30-720-7201-6033 EMPLOYER HEALTH TAX	4,908.36	\$12,707.00	39%
30-720-7201-6041 OMERS	23,679.02	\$66,625.00	36%
30-720-7201-6042 HEALTH CARE	10,392.21	\$41,330.00	25%
30-720-7201-6043 DENTAL	3,070.48	\$15,175.00	20%
30-720-7201-6044 GROUP INSURANCE	1,944.43	\$5,443.00	36%
30-720-7201-6045 LONG TERM DISABILITY	4,267.73	\$16,814.00	25%
30-720-7201-6052 RETIRED HEALTH CARE	13,488.05	\$31,000.00	44%
30-720-7201-6046 WSIB		\$2,500.00	0%
Total Salaries and benefits	330,950.36	\$884,468.00	37%
Books and periodicals			

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	2,413.98		0%
Total Donation expenditures	2,413.98		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	9,335.69	\$7,500.00	124%
30-720-7201-6185 TRAINING	7,831.68	\$18,300.00	43%
30-720-7201-6470 POSTAL SERVICE	328.13		0%
30-720-7201-6474 CARTAGE	2,104.86	\$7,000.00	30%
30-720-7201-6480 TELECOMMUNICATIONS	3,761.80		0%
30-720-7201-6500 AUDIT FEES	8,041.44		0%
30-720-7201-6511 OTHER PROFESSIONAL FEES	929.07	\$5,000.00	19%
30-720-7201-6542 PUBLIC RELATIONS	2,110.41	\$8,600.00	25%
30-720-7201-6720 BANK CHARGES	347.70	\$3,000.00	12%
30-720-7201-6182 TRAVEL		\$5,000.00	0%
30-720-7201-6200 MILEAGE		\$1,500.00	0%
30-720-7201-6506 BOOKKEEPING SERVICE		\$14,301.00	0%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	34,790.78	\$70,286.00	49%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	755.28	\$1,589.00	48%
30-720-7201-6462 INSURANCE	31,016.54	\$32,099.00	97%
Total Operating expenditures	31,771.82	\$33,688.00	94%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	6,466.69	\$20,000.00	32%
30-720-7201-8300 SOFTWARE	38,982.95	\$39,000.00	100%
Total Equipment purchases	45,449.64	\$59,000.00	77%
	<u>445,376.58</u>	<u>\$1,047,442.00</u>	<u>43%</u>
(Surplus)/Deficit	(1,311,471.23)	(\$2,872,059.00)	46%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(1,942.49)	(\$6,000.00)	32%
Sales	(7,623.67)	(\$20,000.00)	38%
Donations			
Other income	(1,845.31)	(\$7,000.00)	26%
Prior Year Surplus			
	<u>(11,411.47)</u>	<u>(\$33,000.00)</u>	<u>35%</u>
EXPENDITURES			
Salaries and benefits	658,916.96	\$1,704,896.00	39%
Books and periodicals	53,933.88	\$164,801.00	33%
Donation expenditures			
Utilities	44,365.52	\$95,000.00	47%
Office expenditures	22,085.18	\$71,000.00	31%
Operating expenditures	117,036.66	\$249,517.00	47%
Equipment purchases	1,141.53	\$6,343.00	18%
	<u>897,479.73</u>	<u>\$2,291,557.00</u>	<u>39%</u>
(Surplus)/Deficit	886,068.26	\$2,258,557.00	39%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(1,942.49)	(\$6,000.00)	32%
Total User Fees	(1,942.49)	(\$6,000.00)	32%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(358.27)	(\$1,000.00)	36%
30-720-7202-5892 MEMBERSHIP FEES	(659.16)	(\$1,500.00)	44%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(4,633.78)	(\$9,000.00)	51%
30-720-7202-5894 SALES SERVICES	(100.51)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(26.64)	(\$1,500.00)	2%
30-720-7202-5751 RENT PROGRAM ROOM A	(1,316.00)	(\$5,000.00)	26%
30-720-7202-5752 RENT PROGRAM ROOM B	(529.31)	(\$2,000.00)	26%
Total Sales	(7,623.67)	(\$20,000.00)	38%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(1,316.00)	(\$5,000.00)	26%
30-720-7202-5752 RENT PROGRAM ROOM B	(529.31)	(\$2,000.00)	26%
Total Other income	(1,845.31)	(\$7,000.00)	26%
Prior Year Surplus			
	<u>(11,411.47)</u>	<u>(\$33,000.00)</u>	<u>35%</u>

EXPENDITURES

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	386,863.24	\$950,786.00	41%
30-720-7202-6011 SALARIES PART TIME	148,410.91	\$387,983.00	38%
30-720-7202-6031 CANADA PENSION PLAN	28,848.74	\$72,800.00	40%
30-720-7202-6032 EMPLOYMENT INSURANCE	11,446.58	\$25,331.00	45%
30-720-7202-6033 EMPLOYER HEALTH TAX	10,425.24	\$26,106.00	40%
30-720-7202-6041 OMERS	39,896.23	\$120,489.00	33%
30-720-7202-6042 HEALTH CARE	19,466.46	\$71,986.00	27%
30-720-7202-6043 DENTAL	10,081.60	\$37,361.00	27%
30-720-7202-6044 GROUP INSURANCE	1,123.61	\$3,252.00	35%
30-720-7202-6045 LONG TERM DISABILITY	2,354.35	\$8,802.00	27%
Total Salaries and benefits	658,916.96	\$1,704,896.00	39%
Books and periodicals:			
30-720-7202-6135 BOOKS REFERENCE ADULT	1,164.47	\$4,085.00	29%
30-720-7202-6136 BOOKS ADULT	1,297.03	\$38,542.00	3%
30-720-7202-6137 BOOKS JUVENILE	860.96	\$17,432.00	5%
30-720-7202-6138 BOOKS FRENCH	40.42	\$1,672.00	2%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	485.01	\$5,633.00	9%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	5,270.97	\$9,501.00	55%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	876.89	\$1,028.00	85%
30-720-7202-6155 GAMES ADULT & JUVENILE	96.61	\$854.00	11%
30-720-7202-6158 ELECTRONIC DATABASES	34,031.79	\$50,610.00	67%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	554.89	\$815.00	68%
30-720-7202-6160 AUDIO BOOKS JUVENILE	46.63	\$1,815.00	3%
30-720-7202-6165 MATERIALS PROCESSING	9,208.21	\$20,560.00	45%
30-720-7202-6133 BOOKS PROFESSIONAL		\$394.00	0%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$581.00	0%
30-720-7202-6141 PERIODICALS		\$10,500.00	0%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE		\$779.00	0%
Total Books and periodicals Donation expenditures	53,933.88	\$164,801.00	33%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	31,102.02	\$75,000.00	41%
30-720-7202-6254 NATURAL GAS	13,263.50	\$20,000.00	66%
Total Utilities	44,365.52	\$95,000.00	47%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	10,283.45	\$25,000.00	41%
30-720-7202-6200 MILEAGE	523.64		0%
30-720-7202-6470 POSTAL SERVICE	494.97	\$8,000.00	6%
30-720-7202-6480 TELECOMMUNICATIONS	5,750.50	\$18,000.00	32%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	5,032.62	\$20,000.00	25%
Total Office expenditures	22,085.18	\$71,000.00	31%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	(151.11)		0%
30-720-7202-6395 JANITORIAL SUPPLY	4,001.43	\$7,500.00	53%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	42,806.34	\$80,000.00	54%
30-720-7202-6496 JANITORIAL SERVICE	19,872.49	\$48,000.00	41%
30-720-7202-6620 SECURITY	45,042.71	\$107,017.00	42%
30-720-7202-6704 MACHINE RENTAL	5,464.80	\$6,000.00	91%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$1,000.00	0%
Total Operating expenditures	117,036.66	\$249,517.00	47%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	976.68	\$3,343.00	29%
30-720-7202-8271 LIBRARY EQUIPMENT	164.85	\$3,000.00	5%
Total Equipment purchases	1,141.53	\$6,343.00	18%
	897,479.73	\$2,291,557.00	39%
(Surplus)/Deficit	886,068.26	\$2,258,557.00	39%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(79.59)	(\$1,500.00)	5%
Sales	(4,234.71)	(\$10,250.00)	41%
Donations	(171.25)		0%
Other income	(1,557.95)	(\$6,000.00)	26%
Prior Year Surplus			
	<u>(6,043.50)</u>	<u>(\$17,750.00)</u>	<u>34%</u>
EXPENDITURES			
Salaries and benefits	136,465.41	\$358,499.00	38%
Books and periodicals	2,981.70	\$55,624.00	5%
Donation expenditures			
Utilities			
Office expenditures	3,616.33	\$8,300.00	44%
Operating expenditures	73,153.92	\$219,487.00	33%
Equipment purchases		\$2,000.00	0%
	<u>216,217.36</u>	<u>\$643,910.00</u>	<u>34%</u>
(Surplus)/Deficit	210,173.86	\$626,160.00	34%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(79.59)	(\$1,500.00)	5%
Total User Fees	(79.59)	(\$1,500.00)	5%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(49.24)	(\$100.00)	49%
30-720-7204-5892 MEMBERSHIP FEES	(431.82)	(\$400.00)	108%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,875.70)	(\$2,500.00)	75%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(320.00)	(\$750.00)	43%
30-720-7204-5751 RENT PROGRAM ROOM A	(876.57)	(\$3,000.00)	29%
30-720-7204-5752 RENT PROGRAM ROOM B	(681.38)	(\$3,000.00)	23%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY		(\$500.00)	0%
Total Sales	(4,234.71)	(\$10,250.00)	41%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(171.25)		0%
Total Donations	(171.25)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(876.57)	(\$3,000.00)	29%
30-720-7204-5752 RENT PROGRAM ROOM B	(681.38)	(\$3,000.00)	23%
Total Other income	(1,557.95)	(\$6,000.00)	26%
Prior Year Surplus			
	(6,043.50)	(\$17,750.00)	34%

EXPENDITURES

Salaries and benefits:

30-720-7204-6001 SALARIES FULL TIME	74,737.83	\$190,172.00	39%
30-720-7204-6011 SALARIES PART TIME	36,123.49	\$91,767.00	39%
30-720-7204-6031 CANADA PENSION PLAN	5,934.33	\$15,173.00	39%
30-720-7204-6032 EMPLOYMENT INSURANCE	2,369.26	\$6,236.00	38%
30-720-7204-6033 EMPLOYER HEALTH TAX	2,159.80	\$5,498.00	39%
30-720-7204-6041 OMERS	8,922.37	\$25,374.00	35%
30-720-7204-6042 HEALTH CARE	3,601.15	\$14,397.00	25%
30-720-7204-6043 DENTAL	1,871.44	\$7,472.00	25%
30-720-7204-6044 GROUP INSURANCE	239.91	\$650.00	37%
30-720-7204-6045 LONG TERM DISABILITY	505.83	\$1,760.00	29%
Total Salaries and benefits	136,465.41	\$358,499.00	38%

Books and periodicals:

30-720-7204-6132 ARCHIVES	271.09	\$15,000.00	2%
30-720-7204-6136 BOOKS ADULT	1,096.04	\$18,454.00	6%
30-720-7204-6137 BOOKS JUVENILE	787.99	\$11,517.00	7%
30-720-7204-6138 BOOKS FRENCH	102.42	\$1,900.00	5%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	145.73	\$1,782.00	8%
30-720-7204-6155 GAMES ADULT & JUVENILE	136.52	\$1,035.00	13%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
30-720-7204-6156 CD MUSIC ADULT	190.81		0%
30-720-7204-6159 AUDIO BOOKS ADULT	251.10	\$1,218.00	21%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7204-6141 PERIODICALS		\$2,500.00	0%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE		\$829.00	0%
30-720-7204-6160 AUDIO BOOKS JUVENILE		\$889.00	0%
Total Books and periodicals	2,981.70	\$55,624.00	5%
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	575.81	\$2,500.00	23%
30-720-7204-6200 MILEAGE	50.69		0%
30-720-7204-6480 TELECOMMUNICATIONS	2,989.83	\$5,800.00	52%
Total Office expenditures	3,616.33	\$8,300.00	44%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	181.36		0%
30-720-7204-6620 SECURITY	133.71	\$300.00	45%
30-720-7204-6700 RENT	71,348.30	\$216,687.00	33%
30-720-7204-6704 MACHINE RENTAL	1,490.55	\$1,750.00	85%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
Total Operating expenditures	73,153.92	\$219,487.00	33%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,000.00	0%
Total Equipment purchases		\$2,000.00	0%
	216,217.36	\$643,910.00	34%
(Surplus)/Deficit	210,173.86	\$626,160.00	34%

SSM LIBRARY
LIBRARY CONCESSION
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales	(656.76)	(\$1,500.00)	44%
Donations			
Other income			
Prior Year Surplus			
	<u>(656.76)</u>	<u>(\$1,500.00)</u>	<u>44%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	746.06	\$1,200.00	62%
Equipment purchases			
	<u>746.06</u>	<u>\$1,200.00</u>	<u>62%</u>
(Surplus)/Deficit	89.30	(\$300.00)	(30%)

SSM LIBRARY
LIBRARY CONCESSION
For the Five Months Ending Sunday, May 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(656.76)	(\$1,500.00)	44%
Total Sales	(656.76)	(\$1,500.00)	44%
Donations			
Other income			
Prior Year Surplus			
	<u>(656.76)</u>	<u>(\$1,500.00)</u>	<u>44%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES FOR RESALE	313.41		0%
30-720-7206-6595 RESALE GOODS	432.65	\$1,200.00	36%
Total Operating expenditures	746.06	\$1,200.00	62%
Equipment purchases			
	<u>746.06</u>	<u>\$1,200.00</u>	<u>62%</u>
(Surplus)/Deficit	89.30	(\$300.00)	(30%)

2026 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	NORTH BRANCH SALES	MONTHLY TOTALS
JANUARY	\$ 81.00	\$ 2,651.70	\$ -	\$ 61.00	\$ 2,793.70
FEBRUARY	\$ 91.00	\$ 2,402.10	-	\$ 86.00	\$ 2,579.10
MARCH	\$ 89.00	\$ 3,059.55	-	\$ 59.00	\$ 3,207.55
1st Quarter Totals	\$ 261.00	\$ 8,113.35	\$ -	\$ 206.00	\$ 8,580.35
APRIL	\$ 92.00	\$ 3,380.14	-	\$ 72.00	\$ 3,544.14
MAY	\$ 97.00	\$ 3,145.65	-	\$ 39.00	\$ 3,281.65
JUNE	\$ -	\$ -	-	\$ -	\$ -
2nd Quarter Totals	\$ 189.00	\$ 6,525.79	-	\$ 111.00	\$ 6,825.79
JULY	\$ -	\$ -	-	\$ -	\$ -
AUGUST	\$ -	\$ -	-	\$ -	\$ -
SEPTEMBER	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
TOTALS Year To Date	\$ 450.00	\$ 14,639.14	\$ -	\$ 317.00	\$ 15,406.14
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 261.00	\$ 8,113.35	\$ 206.00	\$ 8,580.35
2nd Quarter Totals	APR-JUN	\$ 189.00	\$ 6,525.79	\$ 111.00	\$ 6,825.79
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 450.00	\$ 14,639.14	\$ 317.00	\$ 15,406.14
					\$ -
Grand Total		\$ 15,406.14	\$ -	\$ -	\$ 15,406.14



BUSINESS CONTINUITY PLAN

Contents

- PURPOSE OF THE PLAN 3
- SCOPE..... 3
- SERVICE INTERRUPTING EVENTS 3
- DEFINITIONS..... 4
- RESPONSIBILITIES..... 4
 - INCIDENT RESPONSE LEADS..... 5
- ACTIVATION OF BUSINESS CONTINUITY PLAN..... 6
- GUIDELINES..... 6
 - EMPLOYEE AND VOLUNTEER PROTECTION MEASURES 6
 - PROTECTION MEASURES..... 6
 - STAFF AND VOLUNTEER RESPONSIBILITY 7
 - LAYOFFS 7
 - EMERGENCY SHELTER 7
 - LIBRARY CORE SERVICES TO THE PUBLIC 7
 - BRANCHES AND PROGRAMS..... 7
 - LENDING SERVICES..... 8
 - FEES 8
 - HOLDS 8
 - INTER LIBRARY LOANS (ILL) 8
 - COMPUTER AND INTERNET SERVICES 9
 - VISITING LIBRARY SERVICE..... 9
 - ROOM RENTALS 9
 - PROCTORING SERVICES..... 9
 - ALTERNATE SERVICE DELIVERY 9
 - ESSENTIAL SERVICES TO EMPLOYEES..... 10
 - PAYROLL 10
 - WEBSITE 11
 - SOCIAL MEDIA..... 11
 - RECOVERY 11
- RELATED DOCUMENTS..... 13
- DOCUMENT CONTROL..... 13

PURPOSE OF THE PLAN

The Business Continuity Plan (BCP) provides guidelines to aid in the continuing operation of some or all of the Library’s functions should a major emergency occur. In the event of an emergency situation or disruption of Library operations which interferes with the Library Board’s ability to conduct business from one, or all of its locations, this plan is to be used to coordinate the Library’s business recovery.

The plan is designed to contain, or provide reference to, all of the information that might be needed at the time of a business recovery. It shall ensure that all library personnel, patrons, systems, assets and facilities are safeguarded during an emergency or disruption to library operations, and provide guidelines to direct continuity of critical business processes and crucial data systems.

SCOPE

It is important to ensure that core business activities of the Library can be maintained for several weeks or months with limited staff and resources due to a pandemic, natural disaster, civil unrest, or other type of emergency.

The BCP applies to all situations where Library assets, facilities, personnel, services, and patrons using the Library are affected because of an irregular business interruption. The BCP deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response, and recovery.

SERVICE INTERRUPTING EVENTS

Environmental	Human	Loss of Utilities/Services	Equipment Failure	Other
Blizzard	Labour Dispute	Electricity	HVAC system	Health Epidemic
Wildfire	Violence in the Workplace	Water	Internal Plumbing Infrastructure	Toxic Releases
Flood	Arson	Natural Gas	Internal Electrical Infrastructure	Asbestos Disturbance
Tornado	Terrorism	Internet service	Gas Leak	
Earthquake	Active Shooter	Telephone Service	IT network	
Mold	Rioting		Cybercrime	
Pest Infestation	War			

DEFINITIONS

Business continuity - the uninterrupted availability of all key resources supporting essential business functions.

Business Continuity Plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster, and supports an orderly return to business operations.

Risk mitigation - includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets, and technology systems.

Preparedness - the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

Response - the actions taken immediately before, during, or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

Recovery - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels.

Evaluation - actions taken to debrief after the response and identify improvements that could be made to processes or systems.

RESPONSIBILITIES

The Board of Directors is responsible for:

1. Reviewing the BCP annually.

The CEO is responsible for:

1. Ensuring the BCP is updated, as applicable, including all appendices to the plan.
2. Coordinating changes and communicating to the Management team when certain changes require them to update their plans.
3. Actively engaging in risk mitigation.
4. Responding promptly during emergencies, activating the BCP.
5. Notifying the Board, City CAO, and media of the impact of the emergency to Library services.

6. Engaging in recovery processes to return the Library to ordinary operations.
7. Evaluating the effectiveness of the BCP once activated and post recovery.

The Management Team is responsible for:

1. Ensuring the workability of the BCP.
2. Ensuring that staff are sufficiently aware of the plan's details.
3. Supporting the CEO in the application of the BCP.
4. Keeping staff informed during the application of the BCP.
5. Ensuring that the Library website and Social Media is updated regularly once the BCP is activated.
6. Evaluating the various processes of the BCP once activated and post recovery.

INCIDENT RESPONSE LEADS

Function	Primary	Alternate
Incident Lead	CEO	Any available Library Manager
Communications	Manager of Community Engagement/CEO	Manager of Technology and Collections
IT Recovery	Manager of Technology and Collections	CEO/Senior Technical Services Technician
Facilities Recovery	CEO	Business Administrator
Payroll	Business Administrator	CEO

ACTIVATION OF BUSINESS CONTINUITY PLAN

During an active emergency, the CEO may activate the BCP immediately when circumstances require. The Board Chair shall be notified as soon as reasonably possible. The CEO and Board Chair will jointly decide next steps for business continuity and recovery.

If the CEO is not available, becomes incapacitated, or dies, a minimum of two (2) Managers with the Board Chair or Vice Chair may activate the plan.

GUIDELINES

The following criteria must be considered in the event of an emergency:

- 1) Employee and Volunteer Protection Measures
- 2) Library Core Services to the Public
- 3) Essential Services to Employees
- 4) Recovery

EMPLOYEE AND VOLUNTEER PROTECTION MEASURES

The Library is committed to the health and safety of its employees, and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the emergency, in addition to mandates communicated by Algoma Public Health, Police Services, and/or various levels of government, the Library will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic, civil unrest and/or disaster.

Staff members should ensure that they are familiar with the Leave Entitlements as set out in their respective Collective Agreements.

PROTECTION MEASURES

Other protection measures may include but are not limited to:

- a) the provision of PPE (Personal Protective Equipment) items such as hand sanitizer, use of gloves, eye protection, and/or facemasks;
- b) review and adjustments to Documented Individual Accommodation Plans (DIAPs);
- c) the reduction or cancellation of certain programs;
- d) the suspension of certain library services;

- e) staff being instructed to use telephones, conference calls and the Internet to conduct business whenever possible rather than direct contact with other staff or members of the public;
- f) staff who are ill being restricted from returning to work until deemed healthy with medical clearance from a medical practitioner to ensure the worker is healthy and poses no health risk other staff or the public;
- g) staff working remotely including from home;
- h) closures or reduction of hours;
- i) the development of and updating of temporary Safety Plans which include short-term changes to procedures.

STAFF AND VOLUNTEER RESPONSIBILITY

Staff and volunteers who become symptomatic or injured during an emergency situation should immediately seek medical assistance and notify Management.

LAYOFFS

Should the Library have an extended closure, the applicable Layoff Language in each Collective Agreement may be engaged. Staff will be recalled to work as outlined in the Collective Agreements.

EMERGENCY SHELTER

In the event of an emergency and it is unsafe for staff and volunteers to leave work, a Library Branch may act as an emergency shelter for staff. Branches declared as an emergency shelter by the CEO and Board Chair, or their designates, shall be locked and closed to the public.

LIBRARY CORE SERVICES TO THE PUBLIC

During an emergency the Library must follow directives from local health organizations, police services and governments to ensure the safety of employees, volunteers, and the general public, which may mean canceling programs or closing branches. The following is a general outline of the core services, what may be canceled, and by whom the decisions will be made.

BRANCHES AND PROGRAMS

In the event of a city-wide or province-wide Public Health Emergency, defined by the Health Protection Act as ‘an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard’, the Library will cancel all programming.

Branches may have to operate with reduced hours or be closed. A branch may also be closed due to damage to the facility resulting from a natural disaster. Closures will be undertaken after consultation with the Board Chair or, if unavailable, the Vice Chair as per 300-12 Emergency Closing Policy.

Every effort will be made to keep libraries open. Staff may be redeployed to another location or be asked to work from home due to closures. Location closures will be considered when there are inadequate numbers of staff available to work, closure in the interest of public health, or if it is unsafe to work at the branch due to damages to the facility.

If staffing shortages necessitates a closure, the priority is to keep the James L. McIntyre Centennial Library open.

When a Library branch is damaged or destroyed due to fire, flooding and/or some other cause, the Library Board, with the assistance of the CEO and Management team, shall investigate temporary branch options in such places as shopping centres, office spaces and other appropriate locations. If feasible, a temporary library branch will be created until the former is restored/rebuilt.

If a health authority such as Algoma Public Health or government directs to close the Library, and if permitted by the order, staff may still be required to report to the workplace and/or other location and will be assigned tasks to be completed while the library remains closed to the public.

LENDING SERVICES

Lending services are core to the Library's operations. Should print and multimedia collections be destroyed or become inaccessible due to an emergency, staff will continue to offer and promote access to the Library's digital collections and databases. Recovery efforts shall focus on rebuilding and/or enabling access to Library collections.

FEES

The Library will be flexible about return dates for items if items cannot be returned due to a public health emergency or natural disaster. There are no overdue charges for late materials, but lost or damaged materials will be subject to the normal fees.

HOLDS

It is possible that holds for items may not be filled should there be a general breakdown of services. When regular hours and services resume, every effort will be made to process holds and requests in a timely manner.

INTER LIBRARY LOANS (ILL)

ILLs may be suspended due to service disruption.

COMPUTER AND INTERNET SERVICES

Computer and free internet access is a core Library service. Computer and some internet services may be temporarily suspended during a health emergency. Whereas the internet is an essential mode of communication, the Library will make every reasonable effort to maintain computer and internet services to the public, including free Wi-Fi, during an emergency.

VISITING LIBRARY SERVICE

Visiting Library Services may be temporarily suspended.

ROOM RENTALS

Room rentals may be suspended due to service disruption. Full refunds will be issued to renters.

PROCTORING SERVICES

Proctoring may need to be rescheduled or canceled due to service disruption. If an exam is canceled, the Library will offer a full refund to the student or the examining institution.

ALTERNATE SERVICE DELIVERY

During an emergency or prolonged service disruption, the Library will make every reasonable effort to continue providing access to services through alternative delivery methods. Depending on the nature of the disruption, available resources, and any directives issued by public authorities, services may be modified, relocated, delivered remotely, or offered through alternative channels to maintain access for the community while ensuring the safety of employees, volunteers, and patrons.

Alternate service delivery methods may include, but are not limited to:

- Curbside pickup of library materials
- Outdoor programs and events
- Virtual programs, workshops, and meetings
- Online reference and information services
- Temporary relocation of staff, collections and resources
- Mobile or pop-up library services
- Redeployment of staff to support remote or modified service delivery, including working from home
- Temporary adjustments to borrowing periods, holds processing, and circulation procedures

The CEO, in consultation with the Board and Management Team, shall determine which alternate service delivery methods are appropriate based on the circumstances of the emergency and available resources

NOTIFICATION

The CEO is responsible for the suspension and reinstatement of the above mentioned services. The CEO will notify the Board of Directors and media about the impact of the emergency to Library services and will ensure that notices are posted at the entrances of each location, on the Library's website, and on the Library's social media sites where possible.

ESSENTIAL SERVICES TO EMPLOYEES

PAYROLL

Payroll is identified as essential to the Library. During an emergency, the Library is responsible for continuing to pay employees except when employees are laid off.

The Responsibility of this task lies with the CEO & Business Administrator.

SYSTEMS ADMINISTRATION

Systems Administration is identified as essential to the Library because during an emergency, the Library must have a means of communication, which systems administration provides. The Library's website and online resources are also key services which can be provided to the community while library locations are closed.

The responsibility for this task lies with the CEO & Manager of Technology and Collections.

Staff have the ability access their work email remotely. It is their responsibility to ensure that they are familiar with accessing their work email remotely and to check it regularly during emergency situations.

Each employee's home phone number and/or cell phone number is available to each Manager through the online scheduling software Evolia. It is the responsibility of each employee to ensure that the Library has up-to-date contact information. Each staff person should have contact information for their immediate manager or supervisor.

WEBSITE

Should libraries need to close, the Library's website will be an essential communication tool to both employees and the public. Staff responsible for updating the website, may be required to work remotely if necessary. Laptops may be provided for this purpose.

Responsibility for updating the library website lies with the Manager of Technology and Collections or designate.

SOCIAL MEDIA

Should libraries need to close, Social Media will also be an essential communication tool to the public. Staff responsible for updating the Library's Social Media, may be required to work remotely.

Responsibility for updating the Library's Social Media lies with the Manager of Community Engagement or designate.

RECOVERY

As the emergency abates, it will be important to get Library employees back to work and reestablish Library services.

FACILITIES

All affected facilities should be thoroughly cleaned before reopening. In the event of a natural disaster, any repairs that are needed should be done as quickly as possible when safe to do so.

The CEO will contact the City Legal Department if an insurance claim needs to be made.

Facilities may reopen fully or in part, and staff may return to work, only when it is confirmed safe to do so. A building inspection may be required prior to reoccupation.

SYSTEMS AND NETWORKS

In an event of system failure or Cybercrime, efforts will be made to secure and recover patron and employee's personnel information, the Library's banking information, and any other sensitive information.

The Manager of Technology and Collections will contact and work with City IT and any contracted IT services on recovery efforts.

Passwords and authenticators will be changed and updated. Library hardware and software will be inspected by City IT staff and/or contracted IT services. Essential equipment such as servers and staff terminals at service desks will be prioritized.

Backups will be utilized when available.

EMPLOYEES

Recall

Employees will be recalled to work as soon as possible and in accordance with the Collective Agreements. Employees may be required to report to work prior to the Library being reopened to the public to assist in service recovery.

Recall is the responsibility of the CEO.

Any overtime related to the recovery process must be approved by the CEO.

Support

Following a critical incident, act of violence, or other traumatic event affecting the workplace, the Library will take appropriate steps to support affected individuals, facilitate recovery, and promote a safe return to normal operations. Support measures will be implemented based on the nature and severity of the incident.

SERVICES

Lending services and public computer access are of the highest priority when reestablishing Library services. Other services such as programming, Visiting Library Service, and ILLs are secondary but should be reestablished as soon as possible.

In the event that Collections are damaged or destroyed during an emergency, additional library staff may be reassigned to assist the Collections Librarian and Technical Services staff in disposing and rebuilding those lost collections.

The CEO will keep the Board of Directors apprised of the Library's recovery efforts and notify the City CAO and media when services are restored.

RELATED DOCUMENTS

100-04 Executive Limitations Policy
200-07 Library Fee Based Services Policy
300-10 Business Continuity Plan Policy
300-12 Emergency Closing Policy
300-20 Information Services Policy
300-21 Programming Policy
400-03 Health and Safety Commitment Policy
Sault Ste. Marie Public Library Staff Manual
Critical Incident Procedures

DOCUMENT CONTROL

Revised: June 25, 2026

Approved: April 20, 2024

Board Chair

Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: JUNE 29, 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 May 25, 2026, meeting as presented.
- ~~2. The Sault Ste. Marie Public Library Board accepts the Finance & Facility Planning Committee report of the June 15, 2026, meeting as presented.~~
3. The expenditures for the month of May 2026, which include wages, benefits and Visas in the amount of \$287,773.36 be confirmed paid.
4. The Sault Ste. Marie Public Library Board approves the Financial Reports ending May 31, 2026, as presented.
5. Be it resolved that the City be requested to cover the cost of the flashing repair and front entrances from the Library's Capital Reserve Fund.
6. The Sault Ste. Marie Public Library Board approves the revised Business Continuity Plan as presented.

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the June 29, 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: 11

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: JUNE 29, 2026

11.1 DOLLY PARTON LIBRARY CITY PARTNERSHIP

The Library is continuing its partnership with the City in support of the Dolly Parton Imagination Library program. Originally launched at the Library in 2024, the program currently provides free books to approximately 500 registered children in our community each month. Working with the City, the Library will assist in building the program's capacity through fundraising and awareness initiatives aimed at supporting its long-term sustainability and growth. The shared goal is to expand participation to approximately 1,500 children, increasing access to books and helping foster early literacy development among local families.

11.2 KIWANIS PRESENTATION AND DONATION

The Manager Public Services, K. Watson, and the Manager of Community Engagement, M. Haidy, recently attended a Kiwanis Club of Sault Ste. Marie meeting and provided the club with an overview of the Library's Baby Time program, including its goals, participation levels, operating needs, and impact on local families. The presentation was well received and helped raise awareness of the program among members who were previously unfamiliar with it. As a result of the presentation, the Kiwanis Club has decided to continue to sponsor the program and has generously donated \$1,000. The event also created opportunities to promote Library services, with several members signing up for library cards or registering for Libby, while further strengthening the Library's partnership with the Kiwanis Club.

11.3 2026 SUMMER READING CLUBS

The Library will once again be offering a variety of summer reading programs for all ages. Beginning July 1 and running through August 31, 2026, adults can participate in the Forage for

Summer Reads challenge, which encourages readers to discover books that match a variety of themed prompts. Youth aged 12 to 18 can take part in Books versus Babies, an interactive reading challenge where players complete activities to build a monster and defeat a baby army. Children aged 12 and under are invited to join the 2026 TD Summer Reading Club's Ocean Quest, where participants complete reading challenges at their own pace to earn Ocean Quest cards that can be exchanged for prizes.

These programs are designed to foster a love of reading, encourage lifelong learning, and keep community members engaged with the Library throughout the summer months. Registration and challenge materials are available at both the James L. McIntyre Centennial Library and North Branch.



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/>



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 14

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: UPDATED TRACKING DOCUMENT
DATE: JUNE 29, 2026

PURPOSE

To provide the Board with a progress report on the implementation of its 2024-2029 Strategic Plan.

STRATEGIC PRIORITY

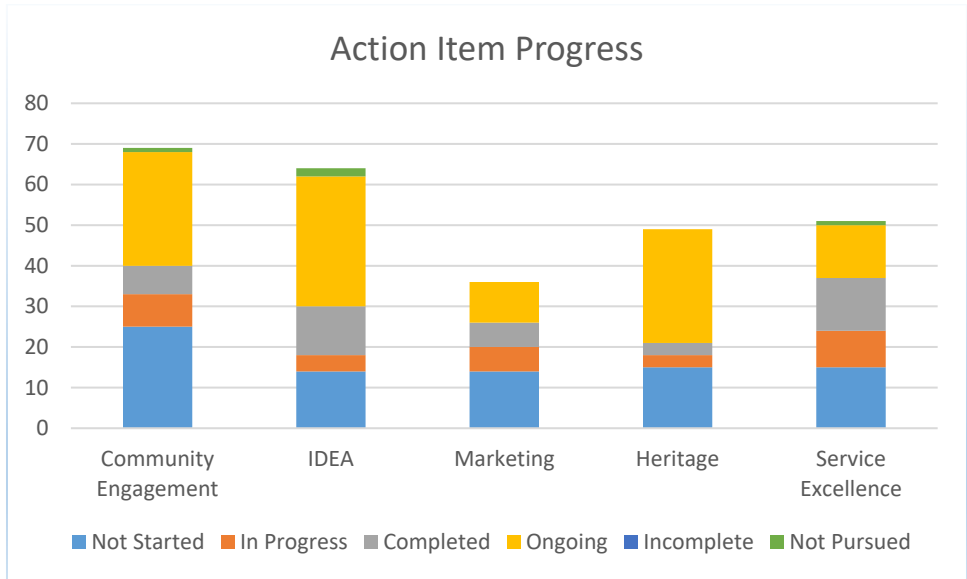
All

ACTION ITEMS SUMMARY

The following is a summary of the progress made on the Library's Strategic Plan's action items so far, with some items recategorized:

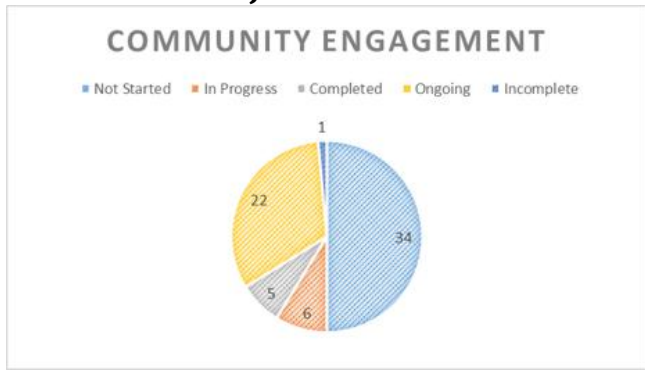
Completed -	41	(↑4)
Ongoing -	111	(↑2)
In progress -	30	(↓5)
Incomplete -	0	(--)
Not Pursued -	4	(↑1)
Not Started -	83	(↓1)

The Strategic Plan is 15.2% complete. Progress has been made on 67.7% of the Strategic Plan action items (including complete actions). 1.5% of the Strategic Plan will not be worked on.

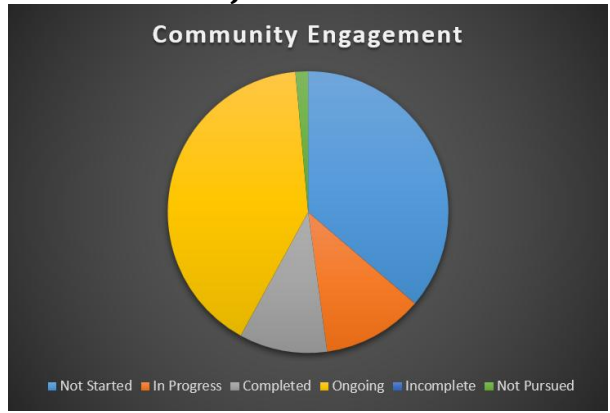


The following Charts are organized by the Strategic Plan's strategic priorities and show progress for each comparing June 2025 to June 2026.

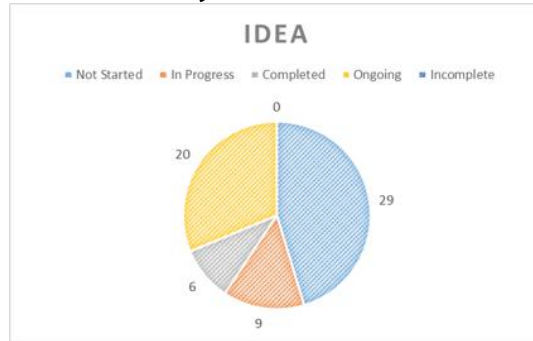
June 2025



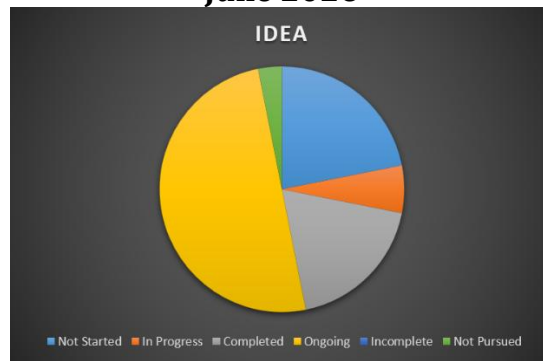
June 2026



June 2025



June 2026



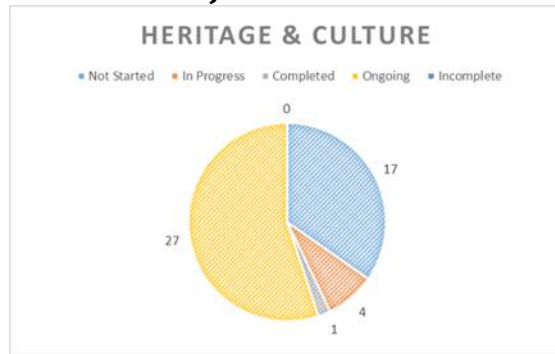
June 2025



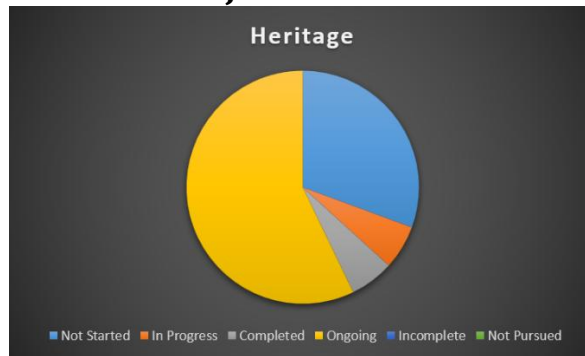
June 2026



June 2025



June 2026



June 2025



June 2026





COLLECTION DEVELOPMENT PLAN

2026



Sault Ste. Marie
Public Library

Collection Development Plan 2026

Table of Contents

<i>About the Plan</i>	7
Purpose	7
Scope	7
<i>Collection Development Plan Goals</i>	8
<i>Collections</i>	10
Adult Collections	10
Print	10
Circulating Collections	10
Express Reads (James L. McIntyre location)	10
Fiction Books	10
French Books	10
Graphic Novels	10
Harlequin Romances (James L McIntyre)	11
Large Print (fiction and non-fiction)	11
Literacy (fiction and non-fiction)	11
New Books	11
Non-Fiction	12
Oversize	12
Paperbacks	12
World Languages (James L. McIntyre)	12
Non-Circulating Collections	12
Atlas Collection (James L. McIntyre)	12
Genealogy Collection (James L. McIntyre)	12
Government Documents (James L. McIntyre)	12
Local History and Backup collection (James L. McIntyre)	13
Map Cabinet (James L. McIntyre)	13

Professional Collection (James L. McIntyre)	13
Quick Reference (James L. McIntyre)	13
Reference (James L. McIntyre).....	13
Workroom Archives (James L. McIntyre)	13
Workroom – Stats Canada (James L. McIntyre)	14
Workroom Storage (James L. McIntyre)	14
Print Periodicals	14
Newspapers	14
Magazines	14
Professional Journals.....	15
Adult Multimedia and Online.....	15
Blu-Rays / R Blu-Rays / DVDs / R DVDs	15
Books on CD	15
Databases.....	15
Ancestry	15
Gale Ebooks (1956 – 2026)	15
Gale Literature: Something About the Author (1971-2016).....	16
Gale Literature Criticism	16
NoveList Plus & NoveList K-8 Plus	16
DVDs – see Blu-Rays	16
DVDTVs / RDVDTVs	16
Microform (James L. McIntyre).....	16
Music CDs	17
Video Games / M Video Games	17
Young Adult (YA) Collections	17
YA Print.....	17
YA Print Periodicals (James L. McIntyre)	18
Children’s Collections	18
Children’s Print	18

Beginning to Read	18
Board Books	18
Braille Fiction	18
Easy Reads	18
Fiction	18
French	18
Graphic Novels	19
Holiday Books (James L. McIntyre)	19
Learning Kits (James L. McIntyre)	19
Non-Fiction	19
Parenting	20
Picturebooks (Fiction and Non-Fiction)	20
World Languages (James L. McIntyre)	20
Children’s Print Periodicals	20
Children’s Multimedia and Online	20
Blu-Rays / DVDs	20
Books on CD	21
Book and CD packages – see Listen and Learn	21
Databases	21
DVDs – see Blu-Rays	21
Hoopla Flex and Instant – see Shared Online Collections	21
Listen and Learn (formerly Book and CD packages) and Wonderbooks	21
Music CDs	21
OverDrive Libby – see Shared Online Collections	22
Tumblebooks	22
Accessible Collections	22
DAISY Books and DAISY Readers	22
Envoy Connect	22
Other Accessible Collections	22

Local Authors	23
Specialized Collections	24
Adult Book Club Books / Book Club in a Bag (James L. McIntyre).....	24
Children’s Book Club Books (James L. McIntyre).....	24
Build Boxes.....	24
Object Library Collection	25
Ontario Genealogical Society Collection (James L. McIntyre)	25
Resource Sharing	26
Interlibrary Loan.....	26
Ontario Library Service Shared Large Print Pool	26
Shared Online Collections	27
Databases.....	27
Hoopla Flex and Instant	27
OverDrive Libby and Advantage	27
<i>Anishinaabe Nowewin/Indigenous Voices Project.....</i>	<i>29</i>
<i>Collection Development.....</i>	<i>30</i>
Selection Process	30
Responsibilities	30
Selection of New Library Materials	30
Purchasing	33
Automated Release Plans (ARPs)	34
Holds Ratios.....	34
Patron Suggestions	35
Staff Awards.....	36
Exclusions.....	36
Adding Donations.....	36
Starting New Collections	37
Budgets.....	37
Restricted Financial Donations	39

<i>Collection Maintenance</i>	39
Collection Evaluations	39
Children’s Collection Analysis	40
Diversity Audits	40
Deselection (Weeding) Responsibilities	40
Deselection (Weeding) Criteria	40
Deselection (Weeding) Processes	41
Repairing Damaged Materials	42
Replacing Materials	42
Discontinuing Collections	43
Inventories	43
Complaints and Reconsideration of Materials	44
<i>Professional Practices and Emerging Trends</i>	44
A.I. Use in Collections	44
Digital Collections and Digital Equity	44
Floating Collections	45
Diverse and Inclusive Collections	45
Object Library Collections	45
Experience Collections	45
Fandom Collections	45
Genre Shelving	46
Leveling of Beginning to Read Books	46
Rotating Collections	46
<i>Appendices</i>	47
Appendix A - Location and Item Types	47
Appendix B - Fund Codes	52
Appendix C - Physical Donations Procedures for Friends of the Library	54
Appendix D - Physical Donations Procedure for Technical Services	57
Appendix E – Glossary	59

About the Plan

Purpose

The purpose of the Collection Development Plan is to:

- ensure that the Sault Ste. Marie Public Library's collections serve the needs of people in Sault Ste. Marie, contracting communities, and Indigenous peoples
- explain collection development principles and processes to staff and the public
- guide present and future Collection Librarians in selecting, developing, and maintaining collections
- describe future collection developments
- ensure transparency in collection development
- serve as a benchmarking document for the structure and scope of the collections

The Sault Ste. Marie Public Library's collections support its Mission, Vision, and Values by:

- providing opportunities to discover, learn, and grow
- offering resources that contribute to quality of life
- fostering innovation and leadership
- promoting literacy
- providing library service for all through knowledge sharing, partnerships, and new opportunities
- reflecting the values of Community Engagement, Diverse People and Perspectives, Innovation, User Experiences, and Literacy

Scope

This Plan applies to all materials available through the Sault Ste. Marie Public Library's physical locations and digital services, including print, audiovisual, online, and specialized collections for children, teens, and adults.

Collections include a variety of formats and reading levels that reflect the diverse needs, interests, and literacy abilities of residents of Sault Ste. Marie and contracting communities. Materials are provided directly by the Library and through shared services such as Interlibrary Loan and digital platforms.

Excluded from the Plan's scope are:

- archival materials governed by the Archives Acquisitions Policy
- upper-level academic textbooks and highly specialized research resources
- materials intended primarily for classroom or institutional use
- advanced legal and medical texts beyond a layperson's level
- rare books
- children's program books

Collection Development Plan Goals

By prioritizing resources that reflect the Library's commitment to discovering, learning, and growing, the collections will serve as a cornerstone for achieving strategic goals and fostering an informed and connected community.

Goal #1

The Library Collections will align with the mission and vision of the Library by intentionally selecting, developing, maintaining, and promoting a wide range of resources for people of all ages, all abilities, literacy levels, and levels of comprehension. This will provide the people of our community with the opportunity to discover, learn, and grow; it will promote literacy; and it will provide library service for all. This, in turn, will contribute to the improved quality of life, will fuel innovation, and will demonstrate leadership. The collections will be driven by knowledge sharing, partnerships, and new opportunities.

Goal #2

The Library Collections will offer resources designed for all stages of human life: babies, toddlers, preschool children, school-age children, teens / young adults, adults, and seniors. It will provide fiction and nonfiction items to encourage literacy, such as Board Books, Picture Books, Beginning to Read books (including decodable books), Easy Read books, Juvenile and Adult Graphic Novels, Children's Literacy Kits, and Adult Literacy collections.

Goal #3

The Library Collections will be driven by knowledge sharing and partnerships by sharing books through the Interlibrary Loan service, by sharing audiobooks and ebooks through online partnerships, and by participating in the Ontario Library Services' shared collection programs, such as the shared Large Print pool. The Library will look for new knowledge sharing, partnerships, and opportunities to benefit the collections.

Goal #4

The Library Collections will promote intellectual freedom by developing a balanced and

diverse collection that represents a wide range of viewpoints, ideas, and perspectives. By adhering to established professional principles and resisting censorship, the Library ensures that individuals have the freedom to read, explore, and form their own opinions, thereby supporting democratic values and open access to information.

Goal #5

The Library Collections will meet the needs of the community by doing ongoing assessments, community engagement, and responsive collection practices. By analyzing usage data, seeking public input, and considering current and projected demographic trends, the Library will ensure that its collection remains relevant, timely, and reflective of the interests, needs, and aspirations of its community.

Goal #6

The Library Collections will provide accessible collections by offering items in a variety of formats to accommodate diverse abilities, preferences, and learning styles. By including print, audio, visual, online resources, and adaptive and assistive formats, the Library ensures equitable access and removes barriers that prevent full use of library services.

The Library is committed to providing equitable access to its collections for all members of the community, including those who may have difficulty accessing materials in person. To support this commitment, the Library offers services such as the Visiting Library Service, which is designed for individuals who are unable to visit physical locations due to visual impairment, mobility challenges, long-term injury, or illness.

Goal #7

The Library Collections will promote inclusion and diversity by the intentional selection of materials that reflect the broad spectrum of identities, cultures, and experiences of the people in Sault Ste. Marie and Canada. By amplifying underrepresented voices, ensuring that all members of the community can see themselves reflected in the collection, and providing an opportunity to discover and learn about others' perspectives, the Library fosters a welcoming environment that values diverse people and perspectives. Diverse voices and viewpoints will be considered when selecting, developing, and maintaining collections. The Anishinaabe Nowewin / Indigenous Voices Project is a specialized collection that features local Indigenous perspectives. The Library Collections will be analyzed periodically by diversity audits.

Collections

Adult Collections

Print

Circulating Collections

Express Reads (James L. McIntyre location)

Express Reads are popular fiction and non-fiction titles, for an adult audience, which cannot be placed on hold and have a reduced lending period of seven days. The intention of this collection is to make popular new books available to the public immediately, without them having to place holds.

On rare occasions YA and Juvenile titles are included as Express Reads if there is cross-over appeal for adults and there are enough holds.

When there are too many Express Reads for the limited shelf space, the oldest books are moved into the appropriate circulating collection. Ideally, all the books in the Express Reads collection are less than 1 year old.

Fiction Books

The Fiction collection consists of diverse blend of popular novels and enduring classics written for general audience. The books contain regular font-size print with hardcover or trade paper (softcover) binding.

The Fiction collection does not contain mass market paperbacks.

French Books

The French collection is comprised of Fiction, Non-Fiction, Large Print Fiction and Large Print Non-Fiction, and some YA French novels books, for reading pleasure.

At the James L. McIntyre location, most of the French collection is located next to the World Languages section, however the French Literacy books are located next to the English Literacy books. At the North Branch, the French collection is situated after the end of the English non-fiction.

Graphic Novels

The Graphic Novel collection contains fiction and non-fiction books of sequential art for teenagers (YA) and adults. Some genres include biographies, cartoons, manga, media tie-ins, and superheroes.

Except for bound volumes containing content from multiple issues, comic books are currently not part of this collection.

This collection contains graphic novels rated T for Teen (Age 13+), OT for Older Teen (Age 16+), and M for Mature (Age 18+), as well as those rated E for Everyone (All Ages) and Y for Youth (Age 10+) if they appeal to teens and adults. Some graphic novels do not have parental / age ratings.

Harlequin Romances (James L McIntyre)

The Harlequin Romance collection is part of the mass market paperback collection which has been shelved separately. It consists of mass market romance paperbacks published by Harlequin. The publishing month and year are printed on the spine.

Other books published by Harlequin are found in fiction, large print fiction, and mass market paperback collections.

Large Print (fiction and non-fiction)

Large Print Fiction and Nonfiction collections include a wide range of genres in large font type in hardcover or trade paper formats for individuals who have a print disability or who simply prefer the larger font size.

The Large Print Fiction collection currently leans towards bestsellers, mysteries, and cozy mysteries, while the Large Print Non-Fiction currently leans towards biographies and other subjects that are not quickly outdated.

Literacy (fiction and non-fiction)

At the James L McIntyre location, the Literacy Collection for adults learning to read English, ESL students and teachers, and adult literacy students and teachers is available on the shelves after Non-Fiction Collection.

North Branch's Literacy Collection also features books for people with dementia and Alzheimer's Disease.

New Books

The New Book collection consists of newly acquired fiction and nonfiction books written for a general audience.

All New Books should have been acquired less than a year ago. To maintain adequate space for new acquisitions, older titles in the New Books collection are regularly transferred to the appropriate circulating collection.

Non-Fiction

The Non-Fiction collections include books about a wide range of subjects organized by the Dewey Decimal system. This collection contains hardcover, trade paper, and, on occasion, mass market paperback formats.

Oversize (James L. McIntyre)

Non-fiction books that are too large for regular shelving are placed in the Oversize Collection. The Library keeps this collection as small as possible because oversized items can be more difficult for patrons to find.

Paperbacks

The Paperback collection has a wide range of genres in the standard mass market paperback (pocket book) sizes.

World Languages (James L. McIntyre)

The Library's World Language collection offers fiction and non-fiction books in Finnish, German, Italian, Spanish, and Vietnamese.

Non-Circulating Collections

Atlas Collection (James L. McIntyre)

The Atlas Collection is a collection of historical atlases, older atlases, bound maps, and Ontario county atlases kept on the oversize Atlas tables in the Quiet Study area. The Ontario county atlases contain beautiful drawings of farms and historic places.

Genealogy Collection (James L. McIntyre)

The Genealogy Collection is comprised of how-to books, primary and secondary genealogy sources, heraldry and tartan books, as well as genealogy information on CD-ROMs and the Families periodical.

Highlights include the bound Canadian Census information and the Passenger and Immigration Lists. The Genealogy Collection is located at the beginning of the Reference shelving.

Government Documents (James L. McIntyre)

This collection contains municipal, provincial, and federal government documents. It is located in the Reference Workroom. There are municipal by-laws, City Council meeting minutes, historical voters' lists, historical phone books, and other municipal reports in the Municipal Government documents.

The Provincial Government documents include the historical Statutes of Ontario, the historical Regulations of Ontario, provincial inquiries and reports, including many reports from the Department of Mines.

The Federal Government documents consist of many geology reports and other federal documents.

Local History and Backup collection (James L. McIntyre)

Local history books are in the glass-door shelving behind the Reference desk as well as downstairs in the Reference Workroom. There is an uncatalogued collection of duplicate local history books in the “backup collection”, which is also located in the Reference Workroom.

Map Cabinet (James L. McIntyre)

There are a variety of maps in the map cabinets in the back study area including administrative, architectural, geological, historical, hydrographical, parks and recreation, population, topographical maps, and more.

A Map Index is located at the Reference Desk.

Professional Collection (James L. McIntyre)

The Professional Collection is located in the Administration office. These books contain best practices, theories, knowledge, information and inspiration to aid staff development and to improve the management of library services and collections. There are also several examples of censored picture books for learning purposes.

Quick Reference (James L. McIntyre)

Quick Reference is intended to house books that the Reference Staff use most frequently. It currently contains Consumer Reports guidebooks, local Phone Books, and some Almanacs.

Reference (James L. McIntyre)

The Reference collection contains reference books as well as books which may be problematic in the circulating Non-Fiction collections, such as those books which are fragile, battery-powered, prone to vandalism, expensive, valuable or likely to not be returned. With special permission from the Library, a Reference book may be checked out overnight.

Workroom Archives (James L. McIntyre)

This collection found in the Reference Workroom consists of the yearbooks from local high

schools, older city directories, books by local authors, and books about local history and local interests.

Workroom – Stats Canada (James L. McIntyre)

This collection located in the Reference Workroom is comprised of Census reports and Statistics Canada periodicals and other reports.

Workroom Storage (James L. McIntyre)

The Workroom Storage Collection is a collection situated in the Reference Workroom containing historical information sources, such as:

- Canada Yearbooks
- UN Statistical Yearbooks
- Canadian Parliamentary Guides / Handbooks
- Canadian Mines Handbooks
- Financial Post surveys
- Canadian Minerals Yearbooks
- Greenwood's Guides to Great Lakes Shipping

Print Periodicals

Newspapers

The Sault Ste. Marie Public Library has subscriptions to the Sault Star newspaper and to the Sault This Week newspaper. They do not circulate.

There is a non-circulating collection of indexed, but uncatalogued, Sault Star biographies and clippings located in the Reference Workroom.

Magazines

This collection gathers print magazines about wide array of topics of interest to adults.

Priority is given to top-selling magazines in Canada, popular Canadian magazines, and Canadian editions of popular international magazines whenever possible. Magazines about aspects of life in Northern Ontario are also included.

The current magazine issues are non-circulating while older magazines do circulate.

At the James L. McIntyre location, the Print Periodicals are located next to the YA Fiction collection. At the North Branch, the Print Periodicals are located near the cozy fireplace.

The French magazines are located next to the English magazines. We no longer have magazines in other World Languages.

Professional Journals

There are professional periodicals that keep staff and management informed of emerging trends and that aid in the development of the Library collections. These periodicals are non-circulating.

Adult Multimedia and Online

Blu-Rays / R Blu-Rays / DVDs / R DVDs

There are fiction and non-fiction films rated PG to R in Blu-Ray and DVD formats in this collection. Films rated as G, may also be included if they appeal to teenagers and adults.

R-rated films are restricted to adult library cardholders.

Blu-Rays and DVDs are limited to 10 check outs at a time and can be borrowed for one week.

English films with French and World Language dubbing or subtitles may be interfiled with the other English films.

French and World Language films are located after the English Non-fiction DVD collection and are sorted alphabetically by language first and then by title (fiction) or Dewey Decimal number (non-fiction). E.g. Finnish DVDs before French DVDs before German DVDs.

Books on CD

This is a collection of fiction and non-fiction books on Audio CD. These are located before the Blu-Rays and DVDs. Books on CD are popular with Visiting Library Service patrons, patrons with print disabilities, and other patrons.

Databases

The databases are accessed through the Library's website. Some are accessed in-house at the Library and others are available to patrons with an active library card, through the Internet. Databases include:

Ancestry

This genealogical database helps people research their family tree through records from Canada, the United States, the U.K., and other countries, including census, vital, church, court, and immigration records.

Gale Ebooks (1956 – 2026)

This database allows patrons to explore encyclopedias and reference sources.

[Gale Literature: Something About the Author \(1971-2016\)](#)

This database contains information about the lives and works of children's and young adult authors and illustrators from around the world.

[Gale Literature Criticism](#)

This database helps high school and college students find literary commentary from books, periodicals, and other sources for their literature projects.

[NoveList Plus & NoveList K-8 Plus](#)

NoveList Plus and NoveList K-8 Plus are readers' advisory databases that assist people in discovering books and titles of interest to them. While NoveList Plus focuses on a general audience, NoveList K-8 Plus's narrower focus is on children's books.

DVDs – see Blu-Rays

DVDTVs / RDVDTVs

DVDTVs and R DVDTVs are television shows and mini-series on DVD. They have longer checkout periods because it usually requires more time to watch a series than a film.

R DVDTVs are restricted to adult library cardholders.

There is a limit of 5 check outs at a time and the loan period is 3 weeks.

Microform (James L. McIntyre)

Microfilm and microfiche are non-circulating collections.

Copies of the Sault Star that are older than 1 year are kept on microfilm. The Newspaper Index in the SirsiDynix Bibliocommons online catalogue is created by Reference Staff to help patrons find newspaper articles of local significance e.g. significant court trials and sports wins. The Newspaper Index is part of the Archives collection.

There are other historical local newspapers and the Global and Mail (1867 to 2015); Algoma school reports; census information; birth, marriage, and death indexes available on microfilm too. The microfilm reels and microform reader are located in cabinets near the Reference desk.

The Genealogical Helper, Ontario Archives Land Records, Public Archives Annual Reports (1872-1949), and a wide range of historical books are available on microfiche, which is kept in the Reference Workroom.

Some books on microfiche concern:

- the War of 1812 and Mackinac Island
- gazetteers and county directories
- Jesuit journals about the “discovery” of Lake Superior
- a speech by F. H. Clergue , 1900
- the origins of Ontario placenames
- local, provincial and federal history
- The New Testament of Our Lord and Saviour Jesus Christ translated into the Anishinaabemowin language
- The Church of England Book of Common Prayer translated into the Dënesųtíné language

Music CDs

The Music CD collection offers a variety of music genres for circulation. However, nothing new has been added to this collection in several years because the current trend is for people to download or stream music.

Video Games / M Video Games

Video games rated by the Entertainment Software Rating Board (ESRB) as E for Everyone, E10+ for Everyone older than 10 years, T for Teen, and M for Mature are all shelved together next to the Blu-Rays and DVDs at the James L. McIntyre location, while they are shelved together next to the YA collection at the North Branch location.

Rated M video games are restricted to adult library cardholders.

The video games are available in a variety of formats:

PlayStation 5, PlayStation 4, Xbox series X, Xbox One, and Wii U.

Young Adult (YA) Collections

YA Print

This collection contains YA fiction novels in a wide range of genres written primarily for youths ages 12 -18 and secondarily for adults who enjoy YA fiction. Novels can be in hardcover, trade paper, or mass market paperback formats. Aside from Classic YA fiction, most books in this collection were published 5 years ago or less.

In recent years, the Library has included more YA novels written from BIPOC and LGBTQ viewpoints.

YA Non-Fiction books are kept in the Adult Non-Fiction collection, except for YA versions of biographies which are kept in the Children’s Non-Fiction collection.

YA Print Periodicals (James L. McIntyre)

YA magazines are interfiled with the magazines for Adults adjacent to the YA Print collection. Current magazine issues are non-circulating while older magazines do circulate.

Children's Collections

Children's Print

Beginning to Read

This is a collection of leveled, decodable, emergent, fiction books at the Accelerated Reader Level of 0.1 to 2.5 for children who are learning to read, usually students in Sr. K. to Grade 2 or ages 5 to 7 years.

Board Books

Board books are small, short, sturdy, thick-paged books that are designed for babies, toddlers and pre-schoolers. The pages are easy to turn, do not rip, and do not cause papercuts.

Board books do not include cloth books or big books that do not fit safely on the shelves.

Braille Fiction

This collection contains Braille picture books, but can be expanded to include Braille books for children of all ages. French Braille picture books are located beside the English ones.

Some English with Braille board books can be found in the Board Book collection.

Easy Reads

This is a collection of easy-to-read fiction chapter books at the Accelerated Reader Level of 2.5 to 4.0, usually for students in Grade 2 and 3 or ages 7 and 8 years.

Fiction

The Juvenile Fiction collection contains fiction chapter books with an Accelerated Reader Level of 4.0 to 6.9, usually for students in Grades 4 to 6 or ages 9 to 11 years. Hardcover and trade paper (softcover) books are interfiled.

French

The Juvenile French collection contains board books, fiction and non-fiction picture books, beginning to read books, easy read books, fiction, graphic novels, and non-fiction.

Note that there is no Juvenile French Easy Read collection. The Juvenile French Fiction contains some YA French fiction.

Graphic Novels

The Graphic Novel collection contains fiction and non-fiction books of sequential art for children ages 11 and under. It includes graphic novels rated E for Everyone (All Ages) and Y for Youth (Ages 10+). Please note that many of the graphic novels do not contain the age ratings on the covers.

Except for bound volumes containing content from multiple issues, comic books are currently not part of this collection.

Holiday Books (James L. McIntyre)

This collection includes fiction and non-fiction holiday-themed books in a variety of formats and reading levels, covering Christmas, Easter, Halloween, Thanksgiving, and Valentine's Day.

The Thanksgiving books have been recently reviewed to remove books about the Pilgrim myth.

Due to the limited number of books in this collection there is a five-book limit for Halloween and Christmas books and a two-book limit for Valentine's Day, Easter, and Thanksgiving.

Books about other holidays are interspersed throughout the other circulating collections.

Learning Kits (James L. McIntyre)

The Children's Literacy Kits are for middle school children who are learning to read. They include books and literacy games at the A.R. Reading Level 0 to 4, but with content that appeals to students in Grades 4 to 6 or ages 9-11.

The Truth and Reconciliation Kits each contain six books about the Residential School experience, discussion questions for each book, a resource letter for parents and caregivers, and Every Child Matters colouring pages. Three books are written for younger children, approximately aged 4 to 8, and three for older children, approximately aged 9 and up. Parents and caregivers are encouraged to preview the included titles and choose the content appropriate for their child, as these titles deal with sensitive and often distressing subject matter.

Non-Fiction

The Juvenile Non-fiction collection contains factual information for students in Grades 4 to 6 or children ages 9 to 11 years. It is organized by the Dewey Decimal system. The primary purpose is for leisure reading, but it may also be used to support homework assignments and school projects.

Parenting

Although this collection of non-fiction books about parenting children and teens is for adults, it is located in the Children's section so that parents can supervise their children while accessing it.

Picturebooks (Fiction and Non-Fiction)

Fiction and non-fiction picturebooks contain illustrations that attract and hold the attention of children ages 3 to 5 years. These books are meant to be read by adults to children to build literacy skills.

Due to the size of the collection, generally only hardcover books are included. Softcover picture books have small spines so are difficult to find on the shelves and don't circulate as much as hardcover picture books.

Some fiction picture books written for older children are included in this collection. Non-fiction picture books for older children may be included in the Juvenile Non-fiction collection.

Look-and-Find type books are located in picture book non-fiction, unless clearly for toddlers and young preschoolers or clearly for children ages 9 to 11 years.

World Languages (James L. McIntyre)

There are collections of fiction and non-fiction books in Finnish, German, and Spanish for children of various ages. They are located after the Holiday books.

Children's Print Periodicals

This collection contains magazines written for preschoolers and school-age children. Its purpose is to encourage children to read for fun, thus building their literacy skills. The French magazines are located next to the English magazines.

At James L. McIntyre, the Children's print periodicals are between the two restrooms in the Children's area. At North Branch, the Children's print periodicals are located near the Adult print periodicals around the cozy fireplace.

Current magazine issues are non-circulating while older magazine issues do circulate.

Children's Multimedia and Online

Blu-Rays / DVDs

There are fiction and non-fiction Blu-Rays and DVDs rated G in this collection.

At the James L. McIntyre location, this collection is located after the Children's Books on CD, while at North Branch it is situated next to the Children's Graphic Novels and the Wonderbooks.

Children's DVDs of television shows are treated the same as other Children's DVDs. There is only an English-language Children's DVD collection, though some of the DVDS are dubbed and subtitled in French and World Languages.

Books on CD

This is a collection of fiction and non-fiction books on Audio CD which appeal primarily to children. Some Young Adult (YA) Books on CD are included in this collection.

At James L. McIntyre, these are located between Children's Fiction and the Blu-Rays and DVDs collections. At the North Branch, these are situated before the Children's French books

Book and CD packages – see Listen and Learn

Databases

NoveList K-8 Plus – see page 16

DVDs – see Blu-Rays

Hoopla Flex and Instant – see Shared Online Collections

Listen and Learn (formerly Book and CD packages) and Wonderbooks

This collection includes Children's books and CD packages and Wonderbooks, so that children can build literacy skills by following along in a book while hearing the book read to them. They are helpful for children with a print disability; other children enjoy them too.

While the Children's Book and CD packages are located near the Beginning to Read and EZ Read books, the Wonderbooks are located between the Children's graphic novel collection and the Children's fiction.

Wonderbooks combines print books with built-in audiobooks, allowing children to read along. The collection includes EZ Read and Children's fiction, with some nonfiction and graphic novels. Titles include diverse, award-winning, Spanish language, large print, and pre-bound formats. Located near the Children's graphic novels.

Music CDs

The Children's Music CD collection offers a variety of children's music. However, nothing new has been added to this collection in several years because the current trend is for people to download or stream music.

OverDrive Libby – see Shared Online Collections

Tumblebooks

TumblePremium provides over 1,100 titles for grades K–6, including animated picture books, chapter books, videos, nonfiction, graphic novels, playlists, and French and Spanish language materials. Supports independent reading and skill development.

Accessible Collections

To support equitable access to information, literacy, and lifelong learning, the library is committed to developing and maintaining collections in accessible formats that meet the diverse needs of people with print, audio and intellectual disabilities in accordance with Ontario accessibility standards and public library service values.

DAISY Books and DAISY Readers

DAISY Books are audiobooks recorded in a specialized format for people with print disabilities and can be played on simple, easy-to-use DAISY Readers designed for accessible listening. DAISY Books and DAISY Readers can be checked out for three weeks. The DAISY Books are located next to the Books on CD at the James L McIntyre Public Library. To check out a DAISY Reader, please ask at the Circulation Desk.

No new DAISY Books are currently being added to the collection.

Envoy Connect

The Envoy Connect is a user-friendly portable audiobook player designed primarily for people with reading disabilities. Each device has the capacity to hold 20 to 30 audiobooks. Launching Autumn of 2026, seven Envoy Connect devices will be included in the Object Library Collection. The loan period will be set at five weeks.

Five of the devices will be available on the OPAC for patrons to check out. Each of these five devices will be assigned to a specific genre of literature. Reference staff will pre-load these devices with a list of books available through the Centre for Equitable Library Access (CELA). Reference staff will download new books on each device three times a year.

The other two devices will be made available for Visiting Library Service (VLS) patrons. Reference staff will work with these patrons to create customized lists of books to be downloaded onto the device.

Other Accessible Collections

The library provides a variety of accessible formats to support people with print disabilities and ensure equitable access to reading, learning, and entertainment. These include:

Format/Collection	Description	Accessibility Benefit
Books on CD & E-Audiobooks	Audio versions of books.	Supports users with vision loss, print disabilities, or physical limitations.
Braille Books	English and French Braille picture books and board books.	Supports Braille readers and users with vision loss.
Decodable & Dyslexia-Friendly Books	Selected children's reading materials.	Supports emerging readers and individuals with dyslexia.
Accessible DVDs	DVDs with descriptive video and subtitles.	Supports users who are blind, have low vision, are deaf, or are hard of hearing.
Large Print Books & Magazines	Materials printed in larger type.	Supports users with low vision or visual processing challenges.
Literacy Collections (High-Low)	High-interest, lower reading-level books.	Supports youth and adults developing literacy skills.

Local Authors

Local authors play a vital role in reflecting the unique voices, experiences, and cultural identity of the community, making their inclusion an essential component of a balanced and relevant public library collection. The Library values the works by local authors, local editors, local illustrators, and local photographers.

A list of local authors can be found on the Library's website. A print copy is available at the Reference Desk. Works by local authors can be found with the search term "local authors" in Bibliocommons.

As per the Local Author Collection Guidelines, the term "local" is defined as

- Being created by a current or past resident of Sault Ste. Marie, ON or the Algoma District
- Taking place in Sault Ste. Marie or the Algoma District
- Focusing on historical events in Sault Ste. Marie or the Algoma District**
- Focusing on historical persons from Sault Ste. Marie or the Algoma District**
- Otherwise demonstrating a strong local interest (this may include Sault Ste. Marie, Michigan, the Upper Peninsula, and Mackinaw City)

** The Sault Ste. Marie Public Library acknowledges that the District of Algoma is located on the customary and traditional lands of the Anishinaabe and Cree First Nations. We recognize that local history includes persons and events that pre-date European settlers by thousands of years.

Works by local authors should have properly referenced quotes, paraphrases, maps, diagrams, pictures and artwork. Books, pictures, and artwork created by AI should be of excellent quality and should be noted as being created by AI. E.g. artwork does not show extra hands or extra fingers.

If a local content creator would like to donate their book to the Library, they are asked to complete the Local Author submission form, available on the Library's website, and include it with the donated book. Please see the Local Author Collection Guidelines for more information.

Specialized Collections

Adult Book Club Books / Book Club in a Bag (James L. McIntyre)

The Book Club Books are kept in the Reference Workroom. Each set contains 7 to 11 copies of the same title to be used as part of the Library's Book Club programs or loaned as part of local book clubs through the Book Club in a Bag service.

Titles can be adult fiction or non-fiction. The 11th copy (facilitator's copy) is put into the circulating collection after use by the Library's Book Clubs, unless the circulating collection already contains one or more copies.

The Book Club in a Bag program allows a set of book club books to be borrowed for six weeks. All the book club copies of a title are checked out in a red reusable bag which must be returned with the books.

A list of titles and Book Club in a Bag request forms are available online and at the Reference and Information Desk and North Branch Service Desk.

There is a limit of one Book Club in a Bag title at a time.

Children's Book Club Books (James L. McIntyre)

The Children's Book Club Books are located in the Reference Workroom. This collection is not currently active due to lack of interest.

Build Boxes

Build boxes encourage children to create and explore. Boxes are available for in-library use only. Build boxes circulate only within the library for a 2-hour period. There are no fees for

late returns or missing components, only for unreturned boxes. They may be used anywhere within the library and though they are of high interest to children, they may be used by teens and adults as well.

Object Library Collection

The Object Library contains a variety of useful, practical, and recreational objects for patrons to checkout. The Objects Library includes:

Object	Lending Period
Bike Locks	1 day
Bike Tire Gauge	3 days
Bird Watching Kits	1 week
Blood Pressure Monitor	1 week
Digital Radon Kits	7 weeks
Disc Golf Kits	1 week
External DVD Drives	1 week
Lifejackets	1 week
Pickleball Kits	1 week
Phone Charging Cables	3 hours
Reuseable Cloth Shopping Bags	1 week
Snowshoes	1 week
Therapy Light Lamp	1 week
Thermal Imaging Camera	1 week
Ultimate Frisbee	3 weeks
Urban Walking Poles	1 week

The Object Library also offers several 1-week passes that can be checked out, including:

- Canadian Bushplane Heritage Centre
- Ermatinger-Clergue National Historic Site
- John Rhodes Community Centre Pool
- Ontario Parks
- Sault Ste. Marie Museum
- Sault Ste. Marie YMCA
- Waterfront Adventure Centre – Court
- Waterfront Adventure Centre – Watercraft

Ontario Genealogical Society Collection (James L. McIntyre)

The Ontario Genealogical Society (OGS) Collection contains conference syllabi, genealogical research directories, historical atlases, other books, and newsletters that were donated to the Library from the local chapter of the Ontario Genealogical Society. These materials are for in-house use only.

Topics include:

- family histories
- genealogical research and sources for Great Britain and Ireland
- history of Canada, Ontario, and Sault Ste. Marie
- Loyalists from the American Revolution
- Ojibwe Journals of Edmund F. Ely (1833-1849)
- Ontario cemetery transcripts, death notices, marriage records, and obituaries
- 1901 Census of Nipissing District

Resource Sharing

Interlibrary Loan

The Library's Interlibrary Loan service enables patrons to borrow materials from other Ontario public libraries and allows patrons from those libraries to borrow materials from our collection. This service is only for books published more than 12 months before.

To request an Interlibrary Loan book, patrons complete an online form or ask a staff member who completes a paper form. A Reference Technician looks up the title in OCLC and places a request. When the book arrives, the Reference Technician processes it. The due date is determined by the lending library which is shortened by the Reference Technician to allow for a couple days grace. The Reference Technician then contacts the patron to let them know that the book is available to pick up from the Holds shelf at the Circulation desk. Sometimes renewals and extensions are allowed, if the lending library grants permission. Once the book is returned, the Reference Technician processes it and posts it back to the lending library.

Reference Technicians also receive requests from other Libraries through the OCLC website. If the book is owned by our Library and is available, the book is loaned out to patrons of Ontario public libraries in good standing for 6 weeks. The Reference Technician processes and posts the book. Sometimes our Library offers renewals and extensions when asked.

Ontario Library Service Shared Large Print Pool

Every quarter, the Library receives a shelf of Large Print Fiction from the Ontario Library Service (OLS) shared Large Print pool and sends the previous shipment to the next Public Library on the rota.

This collection is highlighted on the shelves after the Large Print Fiction section. The check-out period for these books is for two weeks. No holds and no renewals are permitted.

By using the shared Large Print pool, the Library can provide new Large Print books for patrons at a more affordable price than buying them from a distributor. It also requires less shelf space.

Shared Online Collections

Databases

Databases purchased through the Ontario Library Service (OLS) consortium are more affordable than the same databases purchased directly by the Library. Current databases purchased through the consortium include: Ancestry Library, Gale in Context: Canada, NoveList Plus and NoveList Plus K-8.

Hoopla Flex and Instant

This media service from CVS Midwest Tape allows patrons to borrow audiobooks, BingePasses, comics, ebooks, movies, music, TV shows on their computer, tablet, phone, or TV. There is a separate Kids mode that only shows content for children.

BingePasses allow on-demand digital access to individual platforms and collections for seven days; these include digital magazines, movies, puzzles, comics, podcasts, ebooks, documentaries, video courses, and more.

There are two types of collections: Instant and Flex. Instant collection items allow instant access to materials. Flex collection items allow up to five items to be placed on hold.

Patrons have a monthly limit of five Instant checkouts. Four Flex items can be checked out at a time; once one Flex item is returned, it makes room to checkout another Flex item.

Public Libraries in Ontario are working with CVS Midwest Tape to share content from Hoopla Flex.

Our Library shares Hoopla Flex titles that are under the one copy / one user model, ebooks and e-audiobooks whose ownership is not limited by time or by number of checkouts. Even by sharing these items with other Ontario Public Libraries, our patrons will have priority in checking them out. In return our Library's patrons will have access to those shared by other Ontario Public Libraries.

OverDrive Libby and Advantage

This media service, offered as part of the OLS consortium, allows patrons to borrow audiobooks, digital magazines, and ebooks. There are separate modes for Kids and Teens that restrict content to those age groups.

A patron can place a hold on items that are checked out. Per user, up to ten holds can be placed at a time and up to ten items can be checked out at a time.

The Lucky Day collection grants instant access to high-demand titles. LibbyReads is a free online Book Club; OverDrive Libby provides unlimited access to the LibbyReads title.

OverDrive Advantage are ebooks and e-audiobooks that the Library purchased solely for its patrons. Although there is no funding for the continuation of this collection, OverDrive Advantage titles will remain available to our patrons until the items' time period or check out limit occurs. OverDrive Advantage items that are one copy / one owner, will remain available to patrons. Our Library's patrons still have priority over the e-books and e-audiobooks that the Library has chosen to share. In return, the Library's patrons now have access to other e-books and e-audiobooks shared from other participating Ontario Public Libraries.

Anishinaabe Nowewin/Indigenous Voices Project

The goal of the Anishinaabe Nowewin / Indigenous Voices Project is to highlight works created by Indigenous people about “Indigenous experiences, culture, history, and tradition.”

For this project the term “Indigenous” refers to “peoples of long settlement and connection to specific lands who have been adversely affected by incursions by industrial economies, displacement, and settlement of their traditional territories by others.”

[https://indigenousfoundations.arts.ubc.ca/terminology/Anishinaabe Nowewin /](https://indigenousfoundations.arts.ubc.ca/terminology/AnishinaabeNowewin/)
Indigenous Voices items are identified by the below project label.

Any book, Blu-Ray, or DVD may be identified as part of this project.

The books from this project include books on North American Indigenous topics (Non-Fiction) and books having one or more North American Indigenous main characters (Fiction).

North America includes Canada, the Caribbean, Central America, Greenland, Mexico, and the United States of America.



Collection Development

Selection Process

Responsibilities

Ultimately, it is the CEO of the Sault Ste. Marie Public Library who is responsible for the Library's collections. The Manager of Technology and Collections is responsible for overseeing the development and maintenance of library collections by managing the Technical Services Department. The Collections Librarian makes selection decisions and keeps the Collections spending on budget.

The Manager of Technology and Collections is responsible for the Objects Collections Library. Other managers, staff, and patrons give their recommendations on what to purchase for the Objects Library to the Manager of Technology and Collections.

Managers suggest book award books, book club titles, government documents, local history, professional books, quick reference and reference books, workroom archives, workroom Statistics Canada publications, workroom storage, and other materials to the Collections Librarian. Staff make suggestions for purchasing to the Collections Librarian based on feedback from the community.

The Senior Technical Services Technician evaluates donated mass market paperbacks (aka pocket books), donated Blu-Rays and DVDs, and donated Books on CD according to the written criteria and adds the qualifying items to the Library collections. (See Appendix C for more information).

The Acquisitions Clerk orders additional copies of popular books based on the number of holds. (See *Hold Ratio* for more information.)

Media services, proprietary databases, and consortium services and collections, such as Hoopla Instant, Gale eBooks, Ontario Library Services' OverDrive Libby and Shared Large Print Pool, perform their own collection development and the Sault Ste. Marie Public Library is not responsible for the content they select and make available to our patrons.

Selection of New Library Materials

New library materials are selected in accordance with the Collection Development Policy which lists the following factors to be considered in the selection of library materials:

A. Collection Development Goals and Objectives

Collection development is conducted in accordance with the Library's strategic goals and objectives. Periodic collection analysis serves to highlight which collections to expand and which to update; these are the basis of multi-year collection development goals.

Every year there are special collections projects created by the Collections Librarian with input from the Management Team. A special collection project could be the start of a new collection, or the updating, reduction or expansion of an existing collection.

B. Present Collection Composition

When there is an abundance of non-fiction books about one topic in the collection, a new book on the topic must add new information or a new perspective to be justified. When there are many items in a certain collection or genre, there needs to be valid reason for adding more, e.g. popular author or bestseller.

C. Interest, Demand, Timeliness of Subjects and Titles

Items are selected based on their popularity, which can be determined by:

- popularity in the media, e.g. articles, awards, bestsellers, book reviews, and video clips
- number of holds on a copy already owned
- number of patron suggestions by staff and patrons
- number of interlibrary loan requests
- number of circulations of other works by the same author
- size of initial print run
- rating by distributors

Other factors in determining timeliness include current library and publishing trends and topics of interest in Canadian and Indigenous popular culture.

D. Intended Audience

Items are selected based on targeted audience (e.g. literacy levels, age groups, LGBTQ, BIPOC, newcomers to Canada, persons with disabilities, Canadians) and how well the materials will serve their purpose. e.g. will they be appealing to that group? Will they be easy to use by that group? Are the materials durable enough? Is the content appropriate?

E. Quality of writing, production, and illustrations

Materials in the collections should be of excellent quality of writing, production, and illustrations. Some exceptions can be made for works by local authors, illustrators, and performers, e.g. for local cookbooks, for local genealogy books, and for local history books.

F. Recommendations by critics or reviewers

The Collection Librarian uses a variety of resources to find book and movie reviews. Often a complimentary review alone is not sufficient for selection e.g. a positive review of a popular movie means it is more likely to be selected for purchase, a good review of a book by an award-winning author is more likely to be selected.

G. Caliber of publisher

A few publishers have proven their works to be problematic in the past because of a lack of credibility, quality, reliability, and validity, e.g. works promoting practices which have been shown to endanger public health, works considered hate speech or other illegal materials.

H. Significance of subject, authority or significance of author

Significance of subject, authority, and author are notable considerations, although they are rarely the sole reason for selection to purchase. e.g. most significant subjects likely will also be popular and receive media attention, they likely contain Canadian or Indigenous content, and might fulfill a collection goal.

I. Diversity of viewpoint

The Library endeavors to offer collections which show multiple perspectives on issues and which showcase works by diverse authors, illustrators, and performers. Please note that the Library will not add works of Hate Speech and other illegal materials into the Library collections.

J. Inclusion, Diversity, Equity, and Accessibility principles

The Library collections include works that are illustrated by, written by, and are about diverse people, including BIPOC people, LGBTQ people, people with disabilities, and newcomers to Canada, and others.

According to the Collection Development Policy, “The Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. The Library’s collections will include titles by and about First Nations and Metis communities as part of its Anishinaabe Nowewin/Indigenous Voices project.”

K. Physical condition

For most Library collections, new materials must be in excellent condition. This means they are in top condition e.g. books with no broken spines, stains, water damage, marks, dog-eared pages, pages falling out, missing pages, bugs, printing errors that interfere with reading, etc.

The rules for local history books are more relaxed in terms of broken spines and dog-eared pages, especially if there is just one copy available to add to the collection.

L. Suitability of format for library use

Items for the Collections need to be durable enough to last frequent usage. Spiral Bound books, for example, are more suitable for the circulating cookbook collection because the books can lie flat when used, and for the local history collection because they will see less handling.

Softcover picture books are difficult to find on the shelf when interfiled with a large collection with hardcover books. Depending on usage, softcover graphic novels might be more likely to be damaged from frequent usage.

Some items are available in a format that does not work with the Library's current technology system. For example, there is no mechanism by which eBooks by local authors can be made available to the Library patrons.

M. Canadian and Indigenous content

The Library prefers Canadian and Indigenous content to be added to its Collections. The Collection Development policy indicates that materials relating to Indigenous cultures, languages, and peoples are included in the Library's collections.

The Library's collections offer titles by and about North American Indigenous and Metis communities as part of the Anishinaabe Nowewin/Indigenous Voices project.

N. Limitation of budgets and facilities.

The acquisition of new materials through purchases and donations is limited by the annual Collections budget and the available physical shelving space within the Library.

O. Local authors, and topics of local or regional interest

The Library prefers items by local authors, illustrators, and performers and items about local and regional topics of interest. The Library plays an active role in promoting works by local talent and materials may be selected to support local creators at Library programs.

Purchasing

Most physical items that are purchased for the Library come from two distributors: Library Bound for multimedia items and WhiteHots for print items. These two sources are supplemented by Amazon.ca (except for Blu-Rays and DVDs), Ontario Library Services, Playaway, Saunders, Tin Lids, and other distributors. Canadian companies are preferred.

The Collections Librarian selects materials using the criteria described above and consults a variety of sources, including award lists, interlibrary loan requests, media coverage, professional publications and events, publisher and vendor information, reviews, staff and patron recommendations, and submissions from local authors and illustrators.

The Collections Librarian will also look for gaps in author lists, content, series, and other collection gaps. Non-fiction collections are balanced based on subjects and perspectives, while fiction collections are balanced by genres and by age level of targeted audience.

Annually, Managers are solicited for information about which special collections to focus on building in the year ahead so that funds from the Collections budget can be set aside for those special projects.

Automated Release Plans (ARPs)

Automated Release Plans are arrangements to purchase items that are selected by distributors according to the Collections Librarian's specifications. There is no charge by distributors for doing this additional work.

Depending on the specifications, a distributor may send materials they selected as soon as they are released, without final approval by the Collections Librarian. It is the responsibility of the Collections Librarian to check that the ARP specifications are being upheld by inspecting the ARP materials when they arrive.

In other cases, the proposed ARP list will be sent to the Collections Librarian in advance for final approval.

The Library's current ARPs with WhiteHots are:

- Children's Non-fiction (five-year plan)
- Adult Express Reads
- Adult Fiction – new books by popular authors and top picks for future bestsellers
- Adult Reference.

Holds Ratios

Depending on the number of holds an item has listed in the weekly Holds Ratio report, the Acquisitions Clerk will order extra copies of that item to meet the demand.

The current holds ratios are:

Number of Holds	Type of Item	Location of Extra Copy
11 to 20 Holds	Print Book	Other Library Location
21 to 30 Holds	Print Book	James L. McIntyre Location
31 to 40 Holds	Print Book	Express Reads at James L. McIntyre
41 to 50	Print Book	North Branch
21 to 40 Holds	Blue-Rays and DVDs	Other Library Location
11 to 20 Holds	Hoopla Flex	Hoopla Flex

Patron Suggestions

Patrons are invited to submit patron suggestions as a way of crafting a collection that is customized for citizens of Sault Ste. Marie and contracting communities. Patrons are asked to limit themselves to three patron suggestions and two Hoopla Flex suggestions per month. Separate requests should be made for each title in a trilogy or series, and for each season of a television show.

Patron suggestions can be made online through the Library's website; Hoopla Flex suggestions can be made online through the Hoopla website. Print copies of the Patron Suggestion forms are available at the service desks.

Patron suggestions must meet the Collection Development Policy to be considered for selection. Accepted formats are listed on the Patron Suggestion form. E.g. books are listed, vinyl records are not.

The Collections Librarian and the Manager of Technology and Collections strive to respond to patron suggestions in a timely manner as mentioned in the Collection Development Policy.

Staff cannot place patrons on hold for suggested items. Patrons are asked to keep watching the catalogue and then place a hold once they see the item listed. Reference staff and North Branch staff can assist with placing holds once the item is on order and listed in the catalogue.

Hoopla Flex suggestions are considered once a month. When a decision is made to deny a Hoopla Flex request, the patron is sent an automated email notice giving them the reason why. Once a suggested Hoopla Flex item is purchased, and the patron has the correct setting in their profile, the patron will automatically be placed on hold and notified by email.

Patrons are encouraged to use the Interlibrary Loan Service for books published more than one year ago rather than submit a patron suggestion.

Staff Awards

As an award for 15 years of service, staff members may choose a book for the Library's collection which will have a bookplate inserted, per the Employee Recognition Policy. This continues every five years, increasing to two books after 30 years of service.

Their choices need to be approved by the Collection's Librarian, Manager of Technology and Collections, or the CEO.

Some Collection funds are set aside every year for this purpose. The choices are approved and conveyed to the Acquisitions Clerk in January of the year after the staff member's anniversary.

Service Years	Recognition
15 years	Bookplate in employee's name in book of their choice
20 years	Bookplate in employee's name in book of their choice
25 years	Bookplate in employee's name in book of their choice
30 years	Bookplate in employee's name in two (2) books of their choice
35 years	Bookplate in employee's name in two (2) books of their choice
40 years	Bookplate in employee's name in two (2) books of their choice
45 years	Bookplate in employee's name in two (2) books of their choice

Exclusions

Items that are excluded from the Library collections include low-quality content, poorly written AI materials, disposable materials like crosswords, any illegal materials such as hate speech, and any items that fall outside the scope of this plan.

Adding Donations

While purchasing remains the Library's primary method of collection development, donated materials also play an important role in enhancing and supplementing the collection. They provide opportunities to add high-interest and locally relevant materials, and replacements in a cost-effective manner.

Residents generously donate gently used books, movies and magazines to the Library. Donated items are placed in designated bins and routed to the Sorting Area where the Friends of the Library volunteers complete an initial sort using the criteria outlined in the Physical Donations Guidelines for the Friends of the Library (see Appendix C). Items meeting the criteria for collections are forwarded to the Collections Librarian for review.

The Collections Librarian reviews hardcover and trade paperback donations and determines whether they should be added to the collection, returned to the Friends of the Library bookstore for sale, or recycled. Selection decisions consider factors such as

collection demand, available shelf space, budget cycle, workflow capacity, collection gaps, and item condition. In general, books by popular authors may be accepted even if older, while books by lesser-known authors are expected to be more current. Items more than ten years old typically require a specific reason for inclusion, such as local history significance or enduring popularity.

Technical Services staff use the Physical Donations Guidelines for Technical Services Staff (see Appendix D) to determine whether additional copies are required. For mass market paperbacks, Blu-Rays, DVDs, and Books on CD, trained Technical Services staff determine whether items should be added to the collection, offered to the Friends of the Library bookstore, or recycled.

Items selected for the collection are added to the Online Selections and Acquisitions module, catalogued, processed, and prepared for public use.

Donations are received throughout the year, though the volume will often fluctuate.

Starting New Collections

A new collection begins with staff noticing that there is an unmet need. Once the Collection Librarian is made aware of the need, they will discuss the feasibility, funding, and fiscal timing with Management.

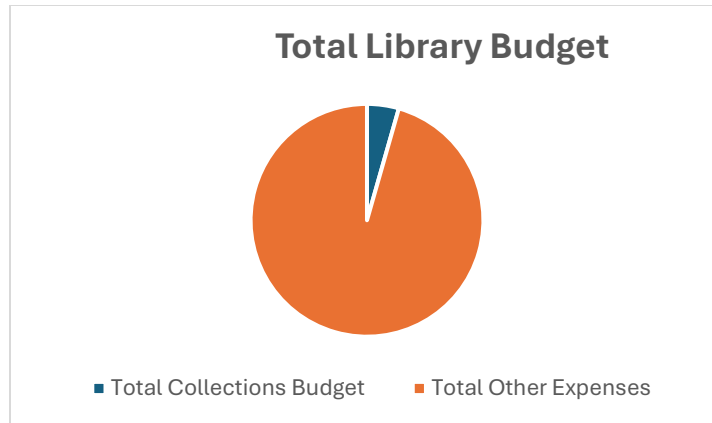
When starting a new collection, the Collections Librarian typically begins with a minimum of 20 items. This ensures a large enough selection to appeal to patrons and to attract attention.

New collections are often developed in response to changes in format and evolving user needs. For example, WonderBooks have largely replaced Books on CD, which previously replaced Books on Cassette. Similarly, the library's video game collection began with PlayStation titles, expanded to PlayStation 2, and has continued to evolve through successive generations to the current PlayStation 5 collection.

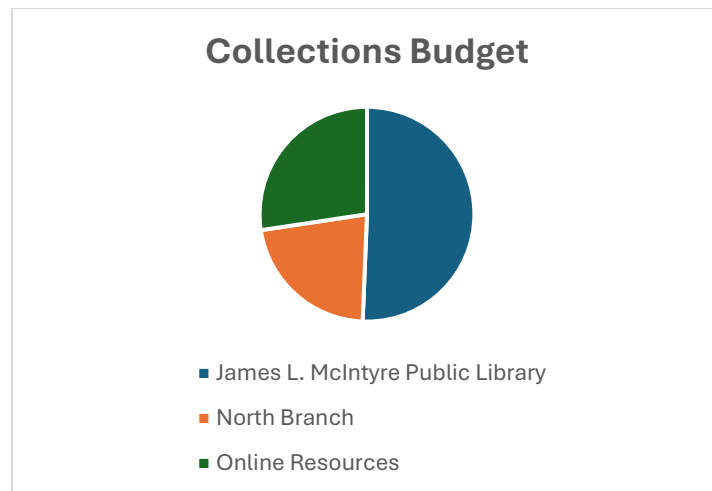
Budgets

The Library's budget is developed by the Business Administrator and CEO as part of the City's budget process and approved by the Library Board. Budgets typically receive annual inflationary increases, while any specific increases or decreases to the Collections budget are determined by the Library Board. The Manager of Technology and Collections and the Collections Librarian establish collection budget subcategories and monthly spending allocations.

Currently, 4.6% of the Library's operating budget is allocated to Collections.



The Collections Budget is distributed as follows: James L. McIntyre Centennial Library 50.6%, North Branch 22%, and online resources 27.4%.



(Refer to the *Appendix B* for fund codes associated with specific collections.)

Funds are set aside annually for Automated Release Plans (ARPs) for Children’s Non-fiction, Adult Express Reads, Adult Fiction by popular authors, and Adult Reference collections. Additional funds are allocated annually for Library Book Clubs, the Forest of Reading program, Saunders book orders, and Staff Awards. Funding is drawn from the appropriate adult, children’s, French, and branch collection funds based on the materials selected. Similarly, funding for the Anishinaabe Nowewin / Indigenous Voices Project comes from various funds depending on material type and audience.

Most collection spending occurs between January and October to allow materials to be received before year-end. Collection funds are generally allocated evenly throughout this period to avoid concentrated spending late in the fiscal cycle.

As needed, spending patterns will be adjusted to support anticipated demand, such as increased Hoopla Flex purchasing before holiday weekends and higher spending on some collections prior to summer.

Restricted Financial Donations

Residents of Sault Ste. Marie are generous in supporting the Library through financial donations. Donations may be undesignated or designated for a specific purpose, most commonly Programming or Collections. Restricted financial donations are received by the Business Administrator, who promptly notifies the Acquisitions Clerk and Collections Librarian of donations designated for Collections.

Some restrictions are general by nature e.g. “Please use this for collections at the North Branch” and some are specific e.g. “Please buy new non-fiction DVDs about WWII for the North Branch.” However, Restricted Donations for Collections must still meet the Collection Development Policy.

Donors who provide funding for specific titles are asked to contact the Collections Librarian to collaborate on a list of titles that will benefit the Library and please the donors.

The Collections Librarian and the Acquisitions Clerk strive to purchase items for the Restricted Donations for collections as soon as possible, however there are some inherent delays. For example, the Library rarely purchases items in November and December, so large financial donations made at that time of year might be deferred until January. Also, some items are only purchased once per year, e.g. magazines, and if that deadline has passed, the next chance to purchase will be in the following year.

The Collections Librarian will select the items to be purchased from Amazon.ca (except Blu-Rays and DVDs). The total cost must be slightly above the donation level and that overage must be payable from a Library Collections account. Once the items have been selected, they are submitted to the Acquisitions Clerk to purchase them and to record them in OSA.

Collection Maintenance

Collection Evaluations

Periodically, the Collections Librarian will conduct an analysis of the collections based on a balance of circulation statistics and shelf space; the information from these reports is used to determine which collections are worth growing, which need to be weeded to fit the given shelf space, and which deserve more shelf space.

All collections are evaluated by the Collections Librarian on an on-going basis annually.

Children's Collection Analysis

Every five years, the Collections Librarian conducts an analysis of the Juvenile print collections at the James L. McIntyre Public Library based on a balance of circulation statistics and shelf space; the information from these reports is used to determine which collections are worth growing, which need to be weeded to fit the given shelf space, and which deserve more shelf space. The Collections Librarian can conduct similar analysis reports for other collections.

Diversity Audits

A diversity audit is the process of evaluating a library collection to measure the representation, balance, and accessibility of materials reflecting diverse cultures, identities, experiences, viewpoints, languages, and authors. The audit identifies strengths, gaps, and potential biases in the collection and informs collection development decisions to ensure equitable, inclusive, and responsive service to the community.

According to the current strategic plan, the Library's first diversity audit will take place soon. The Manager of Technology and Collections is the project manager for diversity audits.

Deselection (Weeding) Responsibilities

The CEO is ultimately responsible for the Library's collections. The Collections Librarian makes deselection decisions, runs weeding reports, and develops and implements the annual weeding plan. The Manager of Technology and Collections serves as backup and is responsible for the Object Library Collection, including weeding.

Managers, staff, and patrons may recommend items or collections for review. Staff who identify damaged materials remove them from circulation and place them on the designated cart for review. The Collections Librarian reviews these items weekly and authorizes cancellations when appropriate.

Deselection (Weeding) Criteria

The Library uses the CREW method to determine which materials should be removed from the collection. Benefits of weeding include saving space and staff time, improving collection appeal, enhancing the Library's reputation, maintaining collection relevance, and identifying strengths and weaknesses within the collection.

Research has shown that well-maintained collections circulate more effectively. Collections are reviewed annually, with Adult Fiction, Blu-Rays/DVDs, and DVDTVs reviewed twice yearly.

The CREW method considers item condition, publication date, last checkout date, total circulation, and circulation relative to years owned. Materials should not be MUSTIE:

- **M**isleading
- **U**gly
- **S**uperseded
- **T**rivial
- **I**rrelevant
- **E**lsewhere

Materials should be accurate, current, in good physical condition, relevant to community interests and needs, and available in the most appropriate format.

Some materials are replaced annually because their usefulness is limited to a single year. High-demand collections with limited shelf space may be weeded more frequently. Most items are protected from routine weeding for their first three years in the collection. French and Other Languages collections are generally protected for five years, while some non-fiction areas may be protected for seven to ten years due to the lasting relevance of their content.

Duplicate copies are reviewed annually. Circulation history is assessed using both total checkouts and circulation relative to years owned to account for normal usage patterns over time.

Exceptions to weeding guidelines may be made for popular authors, series, local authors, local history materials, items receiving media attention, media tie-ins, or other valid reasons.

Deselection (Weeding) Processes

Weeding may be initiated as part of the annual weeding plan, in response to space limitations, or when collection issues are identified by staff.

The Collections Librarian generates and reviews weeding reports to determine which items should be retained or removed. Staff then withdraw approved items and process them for cancellation. Cancelled materials are either offered to the Friends of the Library for resale or recycled.

Damaged audiovisual materials may be cleaned and reassessed before considered for withdrawal. Those that continue to be reported as damaged may be reviewed for cancellation and, if approved, removed from the collection.

Repairing Damaged Materials

Library staff perform routine maintenance and minor repairs to extend the lifespan of library materials and ensure they remain in good condition for public use. Circulation Clerks recover books with new plastic coverings, re-glue book spines, repair small tears in high-circulating items, and clean damaged DVDs using a diluted alcohol solution and soft cloths; DVDs with deep scratches may be withdrawn with approval from the Collections Librarian. Pages routinely clean the plastic coverings of books as part of ongoing collection maintenance. Staff may attempt to remove dirt on a book by scraping with a fingernail or by using a little soap and water if that won't damage the book.

Common types of damage include:

- Offensive odors
- Mold, water damage, colour bleed, or other moisture-related damage
- Dirt, oil, food residue, fingerprints, blood, bodily fluids, or other contamination
- Insects (dead or alive), insect eggs, or droppings
- Rips, tears, scratches, chewed materials, broken spines, bent covers, dog-eared pages, or other structural damage
- Missing pages, pictures, or other parts of the item
- Stains, discolouration, or damaged pages
- Highlighting, writing, doodles, pencil marks, marker, stickers, or other markings that alter or deface the item
- Foreign objects or materials attached to or embedded in the item, including leaves, flowers, or pages stuck together

Damaged items which cannot be repaired are placed on the Cancel Cart in the Circulation workroom. They will later be removed from the system and recycled.

Replacing Materials

Highly popular Library materials and those in a series are more likely to be replaced when they are damaged.

Damaged non-fiction books are usually not considered for replacement when there are more up-to-date books available to purchase on the same topic and at the same reading level.

Patrons are discouraged from purchasing replacement copies of lost or missing items. Replacement fees allow the Library to make collection development decisions based on current community needs and priorities, which may not include replacing the original item.

Discontinuing Collections

Before discontinuing a collection, the Collections Librarian will consider factors such as community need, usage patterns, available alternatives, budget implications, and alignment with the Library's strategic priorities and service goals.

A collection may be considered for discontinuation when:

- The majority of items no longer circulate within established weeding timelines for that collection (e.g., 1, 3, 5, or 7–10 years).
- The collection is no longer being used by the public or staff.
- The cost of maintaining a current, relevant, and accurate collection is no longer sustainable within the collections budget.
- Space limitations prevent the collection from being housed safely or effectively, and continued retention is not practical.
- New formats have replaced older formats, resulting in declining demand and circulation for the collection.
- Advances in technology, changes in information access, or changes in community needs have made the collection obsolete or no longer relevant.
- The collection contains outdated information that is readily available through more current, accessible, or reliable sources.

When a Collection is being considered for deselection, the Collections Librarian meets with the Manager of Technology and Collections to discuss the decision and make a final determination.

Inventories

Doing inventories is important because it helps staff verify that books and materials are correctly accounted for, properly shelved, and available for patrons to borrow. It also identifies missing, damaged, or outdated items so the library can maintain an accurate and useful collection. It keeps the OPAC up-to-date so it is easier for staff and patrons to find the items they desire.

Inventories are the responsibility of the Manager of Technology and Collections. The last Library-wide inventory project took place in 2020 with Technical Services staff and Circulation staff working together.

Typical inventory schedule:

- Year 1 – CENT multimedia / non-print collections
- Year 2 – CENT print collections
- Year 3 – CENT juvenile multimedia / non-print collections
- Year 4 – CENT juvenile print collections
- Year 5 – NORTH branch collections

This allows all collections to be inventoried every five years. In addition, when a noticeable number of items are removed suddenly from a collection, i.e. through theft or damage, then an inventory should take place of that collection.

Complaints and Reconsideration of Materials

As per the Collection Development Policy, “The Sault Ste. Marie Public Library Board recognizes the Canadian Charter of Rights and Freedom and the Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual.”

Individuals requesting that material be withdrawn from, restricted within or located in a different section of the library should fill out the Reconsideration of Library Materials form from the Collection Development Policy and submit it to the library CEO. The reconsideration will be placed on the agenda of the next regularly scheduled library board meeting.

Professional Practices and Emerging Trends

A.I. Use in Collections

The use of A.I. in content creation is increasing. The Sault Ste. Marie Public Library supports identifying A.I.-generated works so patrons can make informed choices. The Library values human-created works and will strive to highlight them, particularly those by local creators. A.I. may also assist with readers’ advisory, search and discovery, and collection analysis.

Digital Collections and Digital Equity

The Library supports digital equity by developing collections in multiple formats to meet diverse needs, abilities, preferences, and levels of access to technology.

Digital collections continue to grow in popularity and can provide experiences and accessibility features not available in print. As not all patrons have access to the required technology, libraries also play a role in supporting equitable access to digital resources.

Floating Collections

A floating collection has no permanent home location; items remain at the library where they were last returned.

Benefits include reduced transportation costs, less staff time spent transferring materials, and greater responsiveness to local demand. Drawbacks include overcrowded shelves, uneven subject coverage, and potential equity concerns between communities.

The Sault Ste. Marie Public Library does not have floating collections.

Diverse and Inclusive Collections

Diverse and inclusive collections reflect the values of equity, accessibility, representation, lifelong learning, community responsiveness, and intellectual freedom.

The Library intentionally develops collections that reflect a wide range of cultures, languages, identities, abilities, and lived experiences. It seeks to ensure all community members can see themselves represented and have meaningful access to information, stories, and perspectives, including those of historically marginalized groups.

Object Library Collections

Many public libraries now offer Object Library collections, reflecting values of equity, lifelong learning, and community support.

Our Library's Object Library Collection includes recreational, health and wellness, technology, and practical-use items such as snowshoes, blood pressure monitors, external DVD drives, thermal imaging cameras, and reusable shopping bags.

Experience Collections

Experience collections allow patrons to borrow passes to museums, parks, galleries, cultural institutions, and local attractions. These programs promote equitable access to educational and cultural experiences and expand the library's role beyond traditional collections.

The Sault Ste. Marie Public Library's Experience Collection, part of the Object Library Collection, includes passes to local museums, heritage sites, recreational facilities, outdoor parks, and activity centres.

Fandom Collections

Some public libraries curate fandom collections such as manga, anime, gaming, role-playing resources, and cosplay materials, often as separate collections to support target audiences and programming.

The Sault Ste. Marie Public Library does not separate these materials from the general collection.

Genre Shelving

Genre shelving organizes materials by genre rather than traditional classification.

Benefits include improved discoverability, enhanced user experience, support for independent selection, increased reading engagement, and alignment with reader behaviour. Drawbacks include additional staff time, challenges with cross-genre materials, increased space requirements, reduced serendipitous discovery, and potential difficulties for research purposes.

Currently, the Library only separates the Harlequin Romance mass market paperback collection. Genre stickers are used for Canadian Fiction and Indigenous Voices.

Leveling of Beginning to Read Books

An older trend was to separate beginning readers into reading levels such as Emergent, Early, and Transitional Reader.

While this may help parents locate materials, it can limit browsing, discourage reading outside assigned levels, and lead children to equate reading level with ability. Current practice increasingly emphasizes decodable texts aligned with phonics progression.

The Sault Ste. Marie Public Library does not separate beginning readers by reading level and continues to expand its collection of decodable texts and phonics resources.

Rotating Collections

A rotating collection is temporarily housed at another library location for a set period.

Benefits include providing fresh browsing opportunities and reducing the need to purchase duplicate materials. Drawbacks include patron confusion, increased staff workload, and reduced ability to tailor collections to local community needs.

Currently, the Sault Ste. Marie Public Library does not rotate collections between locations.

Appendices

Appendix A - Location and Item Types

Description	Symphony Location	Symphony Item Type	Symphony Library
Archives	SMARCH	SMARCH	SMARCHIVES
Historical Photographs	SMHPD	SMARCH	SMARCHIVES
Newspaper Index	SMIND	SMARCH	SMARCHIVES
Archives Books	SMARCH	SMARCH	SMARCHIVES
Electronic Resource	SMERES	SMNON	SMCENT
Cataloguing	SMERR	SMNON	SMCENT
Adult Blu-Ray	SMABLU	SMDVD	SMCENT, SMNORTH
Arts and Culture	SMACP	SMACP	SMCENT, SMNORTH
Atlas	SMAT	SMNON	SMCENT
Build Box	SMBB	SMBB	SMCENT, SMNORTH
Book on CD	SMBCD	SMBCD	SMCENT, SMNORTH
Book Club	SMBCLB	SMBCLB	SMCENT
Board Books	SMBDBK	SMBOOK	SMCENT, SMNORTH
Braille Fiction	SMBFPIC	SMBOOK	SMCENT
Bike Lock	SMBL	SMBL	SMCENT, SMNORTH
Beginning-to-Read	SMFBTR	SMBOOK	SMCENT, SMNORTH
Music CD	SMCD	SMCD	SMCENT
Daisy Books	SMDAISY	SMBCD	SMCENT
Disk Golf	SMDG	SMOBJ1	SMCENT, SMNORTH
Adult DVD	SMADVD	SMDVD	SMCENT, SMNORTH
Adult DVD TV/Mini Series	SMADVDT	SMDVDTV	SMCENT, SMNORTH
Easter Non-Fiction	SMEAS	SMSEA2	SMCENT
Express Read Book	SMEXP	SMEXP	SMCENT, SMNORTH

Fiction	SMF	SMBOOK	SMCENT, SMNORTH
Fast Add Book	SMFABK	SMBOOK	SMCENT, SMNORTH
Frisbee	SMFB	SMOBJ1	SMCENT, SMNORTH
Juvenile French Board Book	SMFRBDBK	SMBOOK	SMCENT, SMNORTH
Juvenile French Beginning-to-Read	SMFRBTR	SMBOOK	SMCENT, SMNORTH
Easter Fiction	SMFEAS	SMSEA2	SMCENT
Federal Government Documents	SMFED	SMNON	SMCENT
Halloween Fiction	SMFHAL	SMSEA5	SMCENT
Finnish Non-Fiction	SMFIN	SMBOOK	SMCENT
Finnish Fiction	SMFINF	SMBOOK	SMCENT
Centennial Large Print Fiction	SMFLP	SMBOOK	SMCENT, SMNORTH
Picturebook Fiction	SMFPIC	SMBOOK	SMCENT, SMNORTH
French Non-Fiction	SMFRE	SMBOOK	SMCENT, SMNORTH
French Fiction	SMFREF	SMBOOK	SMCENT, SMNORTH
French Large Print Fiction	SMFRFLP	SMBOOK	SMCENT, SMNORTH
Juvenile French Picturebook Fiction	SMFRFPIC	SMBOOK	SMCENT, SMNORTH
Juvenile French Graphic Novel	SMFRGRA	SMBOOK	SMCENT, SMNORTH
Juvenile French Music CD	SMFRJCD	SMCD	SMCENT
Juvenile French Read and Listen	SMFRJRL	SMBOOK	SMCENT, SMNORTH
French Literacy	SMFRLIT	SMBOOK	SMCENT
French Large Print Non-Fiction	SMFRLP	SMBOOK	SMCENT, SMNORTH
French Picturebook Non-Fiction	SMFRFPIC	SMBOOK	SMCENT, SMNORTH
Thanksgiving Fiction	SMFTKG	SMSEA2	SMCENT
Valentines Fiction	SMFVAL	SMSEA2	SMCENT
Christmas Fiction	SMFXMAS	SMSEA5	SMCENT
Government Documents	SMGDT	SMNON	SMCENT
Genealogy	SMGEN	SMNON	SMCENT

German Non-Fiction	SMGER	SMBOOK	SMCENT
German Fiction	SMJGERF	SMBOOK	SMCENT
Graphic Novel	SMGRA	SMBOOK	SMCENT, SMNORTH
Juvenile Graphic Novel	SMGRJ	SMBOOK	SMCENT, SMNORTH
Halloween Non-Fiction	SMHAL	SMOBJ5	SMCENT
Local History	SMHIST	SMNON	SMCENT
Inter-Library Loan	SMILLO	SMILLO	SMCENT, SMNORTH
Italian Non-Fiction	SMITA	SMBOOK	SMCENT
Italian Fiction	SMITAF	SMBOOK	SMCENT
Juvenile Book on CD	SMJBCD	SMBCLB	SMCENT, SMNORTH
Juvenile Blu-Ray	SMJBLU	SMDVD	SMCENT, SMNORTH
Juvenile Music CD	SMJCD	SMCD	SMCENT
Juvenile DVD	SMJDVD	SMDVD	SMCENT, SMNORTH
Juvenile Fiction	SMJF	SMBOOK	SMCENT, SMNORTH
Juvenile Finnish Non-Fiction	SMJFIN	SMBOOK	SMCENT
Juvenile Finnish Fiction	SMJFINF	SMBOOK	SMCENT
Juvenile French Non-Fiction	SMJFRE	SMBOOK	SMCENT, SMNORTH
Juvenile French Fiction	SMJFREF	SMBOOK	SMCENT, SMNORTH
Juvenile German Non-Fiction	SMJGER	SMBOOK	SMCENT
Juvenile German Fiction	SMJGERF	SMBOOK	SMCENT
Juvenile Non-Fiction	SMJNF	SMBOOK	SMCENT, SMNORTH
Juvenile Periodical	SMJPER	SMBOOK	SMCENT, SMNORTH
Juvenile Reference	SMJR	SMNON	SMCENT
Juvenile Read and Listen (formally Book and CD Package)	SMJRL	SMBOOK	SMCENT, SMNORTH
Juvenile Spanish Non-Fiction	SMJSPA	SMBOOK	SMCENT
Juvenile Spanish Fiction	SMJSPAF	SMBOOK	SMCENT
Kid's Book Club	SMKCLUB	SMBCLB	SMCENT

Laptop	SMLAP	SMLAP	SMCENT, SMNORTH
Lifejacket	SMLFJT	SMOBJ5	SMCENT
Literacy	SMLIT	SMBOOK	SMCENT
Learning Kit	SMLK	SMKIT	SMCENT, SMNORTH
Large Print Non-Fiction	SMLP	SMBOOK	SMCENT, SMNORTH
Microform	SMMF	SMNON	SMCENT
Municipal Government Documents	SMMUN	SMNON	SMCENT
Mature Video Games	SMMVGM	SMVIDM	SMCENT, SMNORTH
New Book Fiction	SMNBF	SMBOOK	SMCENT, SMNORTH
New Book Non-Fiction	SMNBNF	SMBOOK	SMCENT, SMNORTH
Non-Fiction	SMNF	SMBOOK	SMCENT, SMNORTH
Ontario Genealogical Society Collection	SMOGS	SMNON	SMCENT
On Order	ON-ORDER	SMNON	SMCENT, SMNORTH, SMARCH
Ontario Government Documents	SMONT	SMNON	SMCENT
Parenting Collection	SMPAR	SMBOOK	SMCENT
Paperback	SMPB	SMBOOK	SMCENT, SMNORTH
Portable DVD Drive	SMPDVD	SMOBJ1	SMCENT, SMNORTH
Periodical	SMPER	SMPER	SMCENT, SMNORTH
Picturebook Non-Fiction	SMPIC	SMBOOK	SMCENT, SMNORTH
Projector	SMPRO	SMPRO	SMCENT
Programming	SMPROG	SMNON	SMCENT
Professional Collection	SMPROPER	SMPERN	SMCENT
Quick Reference	SMQR	SMNON	SMCENT
Reference	SMR	SMNON	SMCENT
Reusable Bags	SMRB	SMBAG	SMCENT, SMNORTH
Restricted Blu-Ray	SMRBLU	SMDVDR	SMCENT, SMNORTH
Radon Kit	SMRDK	SMRAD	SMCENT, SMNORTH

Restricted DVD	SMRDVD	SMDVDR	SMCENT, SMNORTH
Restricted DVD TV/Mini-Series	SMRDVDT	SMDVDTVR	SMCENT, SMNORTH
Repair	SMREP	SMNON	SMCENT
Rotating Collection	SMROT	SMROTA	SMCENT
Snowshoes	SMSNS	SMOBJ5	SMCENT, SMNORTH
Spanish Non-Fiction	SMSPA	SMBOOK	SMCENT
Spanish Fiction	SMSPAF	SMBOOK	SMCENT
Storage	SMSTOR	SMNON	SMCENT
Thermal Camera	SMTTC	SMOBJ1	SMCENT, SMNORTH
Thanksgiving Non-Fiction	SMTKG	SMSEA2	SMCENT
Urban Pole	SMUP	SMOBJ5	SMCENT, SMNORTH
Valentines Non-Fiction	SMVAL	SMSEA2	SMCENT
Video Games	SMVGM	SMVID	SMCENT, SMNORTH
Vietnamese Non-Fiction	SMVIE	SMBOOK	SMCENT
Vietnamese Fiction	SMVIEF	SMBOOK	SMCENT
Withdrawn	SMWD	SMNON	SMCENT
Workroom Archives	SMWKRM	SMNON	SMCENT
Workroom Statistics Canada	SMWKST	SMNON	SMCENT
Christmas Non-Fiction	SMXMAS	SMSEA5	SMCENT
Young Adult Fiction	SMYF	SMBOOK	SMCENT, SMNORTH
Young Adult Periodical	SMYPER	SMPER	SMCENT
Unknown	UNKNOWN	SMNON	SMCENT

Appendix B - Fund Codes

Fund Code	Fund Description	Notes
AEBEA	Adult eBooks and eAudiobooks	Hoopla Flex for adults
ERES	Electronic Databases	Databases, Hoopla Instant, OverDrive Libby, Tumblebooks
JEBEA	Juvenile eBooks and eAudiobooks	Hoopla Flex for children and youth
MAAV	MA DVD / Blu-Ray	Holds Ratio, MA Blu-Ray, MA DVD, MA DVDTV, MA R Blu-Ray, MA R DVD, MA R DVDTV (Rated PG and up for youth and/or adults)
MAB	MA Books	Books for adults, Book Clubs / Book Club in a Bag, Collection Projects, Express Reads, Holds Ratio, MA ARPs, Non-fiction books for youth (YA NF), OLS Shared Large Print Pool, Staff Rewards
MABCD	MA Books on CD	Books on CD for adults
MAFR	MAJ French Books	French books for children, youth, and adults, French Forest of Reading
MAGAJ	MAJ Videogames	Video Games for children, youth, and adults; Mature Video Games
MAJAV	MJ DVD/Blu-Ray	DVDs / Blu-Rays for children (Rated G)
MAJB	MJ Books	Books for children, Collection Projects, Fiction books for youth (YA), Forest of Reading, Learning Kits, MJ ARP, Parenting
MAJBCD	MJ Books on CD	Books on CD for children and youth, Listen and Learn, Wonderbooks
MAMISC	MA Miscellaneous	Build Boxes, Object Library
MAPER	MAJ Periodicals	Magazines, Newspapers, Microfilm
MAREF	MA Reference	e.g. Scott's Stamp Catalogues
NOAV	NO DVD / Blu-Ray	Holds Ratio, NO Blu-Ray, NO DVD, NO DVDTV, NO R Blu-Ray, NO R DVD, NO R DVDTV (Rated PG and up for youth and/or adults)
NOB	NO Books	Books for adults, Holds Ratio, Staff Rewards, YA Non-Fiction
NOBCD	NO Books on CD	Books on CD for adults

NOFR	NOJ French Books	French books for children, youth, and adults, French-language Forest of Reading
NOJAV	NJ DVD / Blu-Ray	DVDs / Blu-Rays for children (Rated G)
NOJB	NJ Books	Books for children, Collection Projects, Fiction books for youth (YA), Forest of Reading, Learning Kits and Parenting
NOJBCD	NJ Books on CD	Books on CD for children, Listen and Learn, Wonderbooks
NOJSOF	NOJ Videogames	Video Games for children, youth, and adults; Mature Video Games
NOMISC	NO Miscellaneous	Build Boxes, Object Library
NOPER	NOJ Periodicals	Magazines and Newspaper
PROC	Materials Processing	Materials Processing
PROF	Professional Collection	Administration Office

Appendix C - Physical Donations Procedures for Friends of the Library

Title: Procedure for Donated Materials

Approval Date: December 05, 2024

PURPOSE

This procedure describes the criteria by which physical materials donated to the Sault Ste. Marie Public Library are handled, which items will be accepted, which items will be included in the Sault Public Library collection, and which items will be given to the Friends of the Library Bookstore to be sold.

SCOPE

These procedures apply to all physical materials donated to either Sault Ste. Marie Public Library location, as it pertains to the actions of the volunteers of the Friends of the Sault Ste. Marie Public Library, and all other activities related to physical donated materials. These procedures do not apply to donations from local authors.

Those procedures can be found in the Local Author Collection Guidelines.

DEFINITIONS

Classic Non-fiction - Any non-fiction material that is award-winning, highly esteemed, used in education, generally popular, or otherwise offering long-lasting appeal.

In-kind Donations – any donation (excluding books or cash) that could potentially be used by the Sault Ste. Marie Public library, either as part of library collections, or for use in Library programs.

Good Condition - An item is considered to be in good condition if it does not have offensive odors, rips/tears, scratches, stains, broken spines, discoloured pages, mold, water damage, fingerprints, insects, missing pages / pictures, highlighting, pen doodles, or any other markings that significantly alters or disfigures the item in any way.

Receiving Area - A shelving unit at the James L. McIntyre Centennial library, located inside the staff north entrance.

PROCEDURE

A Reference Page will check the donation bins near the front of the Friends of the Library bookstore daily, and move any donations to the Receiving Area. All donated materials are to be placed in the Receiving Area of the James L. McIntyre Centennial library prior to sorting. Only library staff, volunteer sorters from the Friends of the Library, or persons delegated by the Collections Librarian are permitted to sort donated materials.

Sorting Criteria:

The following materials will be considered:

1. All materials in good condition
2. Non-fiction printed less than 5 years ago, with the exception of:
 - a. **Physical Health / Medical books** printed three or less years ago
 - b. **Encyclopedia sets** printed three or less years ago
 - c. **University / College textbooks** printed three or less years ago
3. Classic Non-Fiction
4. **All** hardcover fiction, trade paperback/softcover fiction, mass market paperback/softcover fiction, children's books, and graphic novels will be considered.
5. **All** Local History material regardless of age or condition (Sault Ste. Marie and Algoma district** in particular).
6. **All** DVDs, Blu-Rays, Books-on-CD, and Video Games.

In-Kind donations should be brought to the administration office.

After materials have been sorted, all materials in good condition are to be placed on the designated shelves in the Technical Services department. These items will be evaluated by the Collections Librarian, and Technical Services Technicians will check the Library catalogue to see if there are duplicate copies. If the Library deems the materials to be suitable for addition to the Library collection, those items will be processed. Any materials not deemed suitable will be placed on the Friends of the Library's carts.

**The Sault Ste. Marie Public Library acknowledges that the District of Algoma is located on the customary and traditional lands of the Anishinaabe and Cree First Nations. We

recognize that local history includes persons and events that pre-date European settlers by thousands of years. The area of Sault Ste. Marie has traditionally been known by Indigenous peoples as **BAWATING**, meaning “the place of the rapids”.

The following materials will NOT be considered:

1. Magazines
2. Software CDs
3. Books-on-cassette
4. Music cassettes
5. Music CDs
6. VHS videos
7. LP music records or other older formats
8. Pirated materials
9. Damaged books or books in poor condition
10. Non-book items such as clothing, broken electronics, etc.

These items can be delivered to the Friends of the Library Bookstore to be processed.

Items withdrawn from the Library’s collection will go to the Friends of the Library’s carts, except:

1. Items that are defined by the Collections Librarian as being severely damaged.
2. Items that are deemed by the Collections Librarian as containing out-of-date information, when the misinformation could be considered as harmful.
3. Items kept for preservation “e.g. local authors or local history removed from circulating collection”.

Any questions should be directed to the Collections Librarian.

Appendix D - Physical Donations Procedure for Technical Services

Staff Guidelines for Processing Donated Materials

All donated materials that are examined by a librarian should only be given to staff if they are intended to be added to the library's collection should they be required for holds ratio (up to the maximum number of copies) or if the titles are missing from our collection and are required to fill a gap in our collection (e.g. missing title in a series, bookclub, etc.). Items not found in the catalogue should be added to the catalogue, while items that are found in the catalogue but don't meet the required criteria will be given to the Friends.

If a donated item is a book club title and the holds ratio has been met, then the donated copy should be added to the book club collection up to the maximum number of copies.

If the maximum number of copies is reached for a title and a donated title is received, bring it to the Collections Librarian's attention, or Manager of Digital Literacy.

If any materials are to be added to the collection regardless of holds ratio, then a note will be left on the material.

Donated Materials Holds Ratio	
Material	Ratio
Books (Adult Circulating Collections)	1:5
Large Print	1:8
DVDs	1:10

Maximum Number of Circulating Copies in the System	
Material/Collection	Max. # of copies
Books	4
Large Print Books	2
DVDs	2
Music CDs	1
Books on CD	1
Bookclub	10
Foreign Language	1

Examples:

- If a book is given to staff and we have a copy in the system and there are 8 holds on the title, the donated copy should be added

- If a book is given to staff and we have 2 copies in the system and there are 13 holds on the title, the donated copy should be added
- If a book is given to staff and we have 3 copy in the system and there are 8 holds, the donated copy should NOT be added to the collection
- If staff find we don't have any copies of the book checked against the catalogue, the title should be added to the system

October 2016

Appendix E – Glossary

Bibliocommons - the library's online discovery platform, providing access to the catalogue, digital resources, and personalized user features. It enables patrons to search, browse, and access collection materials in a user-friendly environment and supports engagement through tools such as recommendations, lists, and reviews.

BingePasses - on-demand digital access to individual platforms and collections for seven days; these include digital magazines, movies, puzzles, comics, podcasts, ebooks, documentaries, video courses, and more.

BIPOC (Black, Indigenous, and People of Colour) – a collective term used to recognize and discuss the experiences, perspectives, and representation of racialized communities

CREW (Continuous Review, Evaluation, and Weeding) method - the standard used in Public Libraries and School Libraries for weeding through collections.

Diversity Audit - the process of evaluating a library collection to measure the representation, balance, and accessibility of materials reflecting diverse cultures, identities, experiences, viewpoints, languages, and authors. The audit identifies strengths, gaps, and potential biases in the collection and informs collection development decisions to ensure equitable, inclusive, and responsive service to the community.

Floating Collection – a collection that has no home library for its items. An item belongs to the library where the item was last returned.

Genre Shelving – a way of organizing library collections on shelves by genre, e.g. all the mystery books together. This is typical of bookstores.

Hoopla - a media service from CVS Midwest Tape that allows adult, teen, and child patrons to borrow audiobooks, BingePasses, comics, ebooks, movies, music, TV shows on their computer, tablet, phone, or TV. There is a separate Kids mode that only shows content for children.

Mass Market Paperback (Pocket Books) - a smaller book printed on inexpensive paper.

OCLC (Online Computer Library Center) – a global library cooperative that provides shared cataloguing, resource sharing, discovery, and library management services to libraries worldwide.

One Copy / One User model - the ebooks and the e-audiobooks whose ownership is not limited by time or by number of checkouts. It is considered to be owned permanently by the Library.

OSA (Online Selections and Acquisitions) – the module used by the Acquisitions Clerk, Technical Services Staff, Collections Librarian, and the Manager of Technical Services and Collections to track orders and expenditures, update the Collections budget, add donated materials, and find additional information for cataloguing.

OPAC (Online Public Access Catalogue) – A publicly accessible online database (i.e. online card catalogue) that allows users to search, locate, and access information about materials held by a library.

Overdrive/Libby - a media service, offered through the OLS consortium, which allows adult, teen, and child patrons to borrow audiobooks, digital magazines, and ebooks. There are separate modes for Kids and Teens that restrict content to those age groups.

Restricted Financial Donation - financial donations by the public designated for the Library's Collections. These can be quite specific or general.

Rotating Collection - a collection that is temporarily housed at another Library location for a period of time before it is returned to its home library.

Trade Paperback (Softcovers) - a softcover book that is larger and more durable than a mass-market paperback. Some Large Print books are available in trade paperback, but not mass-market paperback format.