


LIBRARY BOARD
Regular Meeting
Monday, March 30, 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>

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1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – E. Ferlaino
 2. Declaration of Conflict of Interest
 3. Approval of Agenda
 4. Delegations – NONE
 5. Chair's Report - Verbal
 6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 February 23, 2026, Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 March 2026 Finance Committee Report
 - 6.3.2 February Monthly Expenditure Report
 - 6.3.3 Financial Reports Ending February 28, 2026
 - 6.3.4 Friends Report – February 2026
 - 6.4 Policy Committee
 - 6.4.1 March Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.2.1 200-08 Travel and Expenses Policy
 - 6.4.2.2 300-03 Collection Development Policy
 - 6.4.2.3 300-05 Membership Policy
 - 6.4.2.4 300-06 Social Media Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 NONE
 - 7.6 Summary of Motions
 7. Items Removed from Consent
 - 7.1 NONE
 8. Business Arising from the Minutes
 - 8.1 NONE

9. Information Items
 - 9.1 Bill C-15
 - 9.2 2024 Mid-Sized Library Comparisons
10. Board Development
 - 10.1 Board Recognition
11. New Policies
 - 11.1 NONE
12. Strategic Plan Update
13. Human Resources Review
14. New Business
 - 14.1
15. Board meetings
 - 15.1 Regular Meeting March 30, 2026
 - 15.1 Board Development Meeting April 27, 2026
16. Adjournment

***All matters listed under “Consent Agenda” are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #7.**

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, February 23, 2026 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften

Erin Ferlaino

Wayne Greco

David Nanchin

Lisa Dubrovnik

Mike Olejnik

Kevin Harrison

Absent: Steve Murray, Paolo Bruni

Library: Matthew MacDonald, Abbey Engel

1. Call to Order

L. Dubrovnik called the meeting to order at 5:36 PM

1.1 Excused Absence

Steve Murray, Paolo Bruni

1.2 Land Recognition- Read at AGM

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 February 23, 2026 meeting as amended.

Moved: E. Ferlaino

Seconded: D. Nanchin

CARRIED

4. Delegations

NONE

5. Chair's Report

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

6. Consent Agenda*

6.1 Approval of the Minutes

6.1.1 January 26, 2026, Regular Board Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: NONE

6.2.2 Out-going: NONE

6.3 Financials

- 6.3.1 February 2026 Finance Committee Report
- 6.3.2 January Monthly Expenditure Report
- 6.3.3 Financial Reports Ending January 31, 2026
- 6.3.4 Friends Report – January 2026

6.4 Policy Committee

- 6.4.1 February Policy Committee Report
- 6.4.2 Revised Policies
 - 6.4.2.1 100-01 Governance Processes Policy
 - 6.4.2.2 200-02 Tangible Capital Assets Policy
 - 6.4.2.3 400-01 Hiring Policy
 - 6.4.2.4 400-08 Right to Disconnect 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 February 23, 2026 meeting as presented.

Moved: J. Van Haaften

Seconded: K. Harrison

CARRIED

7. Items Removed from Consent

- 7.1 NONE

8. Business Arising from the Minutes

- 8.1 ILS Switch

9. Information Items

- 9.1 Freedom to Read Week
- 9.2 The Library and TikTok

MOTION

The Sault Ste. Marie Public Library Board will refer to this matter to the Policy Committee for review.

Moved: W. Greco

Seconded: K. Harrison

CARRIED

10. Board Development

- 10.1 NONE

11. New Policies

- 11.1 NONE

12. Strategic Plan Update- Provided at AGM

13. Library Accreditation

- 13.1 Self Evaluation Update

14. New Business

- 14.1

15. Board Meetings

15.1 Regular Meeting March 30, 2026

15.2 Board Development Meeting April 27, 2026

16. Adjournment

MOTION

The Sault Ste. Marie Public Library Board moves to adjourn the February 23, 2026 meeting at 6:07 PM closed.

Moved: K. Harrison

Seconded: J. van Haften

CARRIED

Chairperson, Library Board



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Jami van Haaften, Steve Murray, Mike Olejnik, David Nanchin

Members Absent: Wayne Greco, Kevin Harrison

Meeting Date: March 23, 2026

Review:

The Committee reviewed the February 2026 Expenditures Report.

The Financial Reports up to February 28, 2026, were reviewed.

Capital Projects:

The Committee was informed that the Door Operator for the passenger elevator is no longer supported and will need to be replaced. Quoted cost of replacement is \$16,925. Project to be completed in 2027.

The lower-level south stairs have been a falling hazard for the public. A brighter light and high-visibility safety grip tape has been installed to help reduce accidents.

An accessibility door operator has been installed on a door in the receiving area.

Facility Assessment Spreadsheet:

An up-to-date copy of the JLM Centennial Library Asset Management document was presented to the committee.



The Committee recognizes that a similar document for the North Branch needs to be created in collaboration with ADSB.

Information Items:

Staff have provided KPMG with documentation to begin the 2025 audit.

Q4 HST return has been completed.

New Business:

The Committee discussed its Terms of Reference. A draft version will be brought back to the Committee's next meeting.

Recommendations:

Resolved that the expenditures for the month of February 2026, which include wages, benefits and Visas in the amount of \$333,691.74 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board receive the Financial Reports ending February 28, 2026, be approved.



Sault Ste. Marie Public Library

Monthly Expenditure Report for February 2026

Cheque Register

February 5, 2026	24,643.40	
February 12, 2026	27,822.80	
February 19, 2026	4,648.23	
February 26, 2026	144,143.70	* cheque register attached
Subtotal	<u>\$201,258.13</u>	

EFT from Bank Statements

Wages	125,004.52	
Visas	7,343.84	
Service Fees	85.25	
Subtotal	<u>\$132,433.61</u>	
Total	<u>\$333,691.74</u>	

Recommendation:

The expenditures for the month of February 2026, which include wages, benefits and Visas in the amount of \$333,691.74 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$853,448.15)	(\$3,780,751.00)	23%
User Fees	(829.08)	(\$7,500.00)	11%
Sales	(14,031.96)	(\$36,250.00)	39%
Donations	(6,992.39)	(\$32,750.00)	21%
Other income	(11,631.40)	(\$73,000.00)	16%
Prior Year Surplus		(\$41,500.00)	0%
	0%		0%
	0%		0%
	<u>(886,932.98)</u>	<u>(\$3,971,751.00)</u>	<u>22%</u>
EXPENDITURES			
Salaries and benefits	353,840.82	\$2,947,863.00	12%
Books and periodicals	38,660.91	\$220,425.00	18%
Donation expenditures	231.39		0%
Utilities	22,722.36	\$95,000.00	24%
Office expenditures	34,704.35	\$149,586.00	23%
Operating expenditures	85,169.67	\$503,892.00	17%
Equipment purchases	46,295.95	\$67,343.00	69%
			0%
	<u>581,625.45</u>	<u>\$3,984,109.00</u>	<u>15%</u>
(Surplus)/Deficit	(305,307.53)	\$12,358.00	(2,471%)

SSM LIBRARY
Summary of All Units
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(853,448.15)	(\$3,780,751.00)	23%
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	(853,448.15)	(\$3,780,751.00)	23%
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(834.62)	(\$6,000.00)	14%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	5.54	(\$1,500.00)	0%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
Total User Fees	(829.08)	(\$7,500.00)	11%
Sales:			
LIBRARY ADMINISTRATION - Sales	(5,365.80)	(\$4,500.00)	119%
LIBRARY MAIN BRANCH - Sales	(6,202.53)	(\$20,000.00)	31%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(2,188.72)	(\$10,250.00)	21%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(274.91)	(\$1,500.00)	18%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(14,031.96)	(\$36,250.00)	39%
Donations:			
LIBRARY ADMINISTRATION - Donations	(6,915.75)	(\$32,750.00)	21%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(76.64)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(6,992.39)	(\$32,750.00)	21%
Other income:			
LIBRARY ADMINISTRATION - Other income	(9,930.34)	(\$60,000.00)	17%
LIBRARY MAIN BRANCH - Other income	(731.60)	(\$7,000.00)	10%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(969.46)	(\$6,000.00)	16%
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 Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
Total Other income	(11,631.40)	(\$73,000.00)	16%
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%
	(875,660.04)	(\$3,919,501.00)	22%
	(7,768.75)	(\$33,000.00)	24%
		\$0.00	0%
	(3,229.28)	(\$17,750.00)	18%
		\$0.00	0%
	(274.91)	(\$1,500.00)	18%
		\$0.00	0%
		\$0.00	0%
	(886,932.98)	(\$3,971,751.00)	22%

EXPENDITURES

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	91,676.86	\$884,468.00	10%
LIBRARY MAIN BRANCH - Salaries and benefits	218,938.24	\$1,704,896.00	13%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	43,225.72	\$358,499.00	12%
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	353,840.82	\$2,947,863.00	12%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	36,547.10	\$164,801.00	22%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	2,113.81	\$55,624.00	4%
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	38,660.91	\$220,425.00	18%

Donation expenditures:

SSM LIBRARY
Summary of All Units
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	231.39		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	231.39		0%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	22,722.36	\$95,000.00	24%
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	22,722.36	\$95,000.00	24%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	22,499.23	\$70,286.00	32%
LIBRARY MAIN BRANCH - Office expenditures	10,089.09	\$71,000.00	14%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	2,116.03	\$8,300.00	25%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	34,704.35	\$149,586.00	23%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	604.25	\$33,688.00	2%
LIBRARY MAIN BRANCH - Operating expenditures	48,516.79	\$249,517.00	19%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	35,632.18	\$219,487.00	16%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	416.45	\$1,200.00	35%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	85,169.67	\$503,892.00	17%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	45,370.03	\$59,000.00	77%
LIBRARY MAIN BRANCH - Equipment purchases	925.92	\$6,343.00	15%

SSM LIBRARY
Summary of All Units
For the Two Months Ending Saturday, February 28, 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	46,295.95	\$67,343.00	69%
			0%
	160,381.76	\$1,047,442.00	15%
	337,739.50	\$2,291,557.00	15%
		\$0.00	0%
	83,087.74	\$643,910.00	13%
		\$0.00	0%
	416.45	\$1,200.00	35%
		\$0.00	0%
		\$0.00	0%
	581,625.45	\$3,984,109.00	15%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(715,278.28)	(\$2,872,059.00)	25%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	329,970.75	\$2,258,557.00	15%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	79,858.46	\$626,160.00	13%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	141.54	(\$300.00)	(47%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(305,307.53)	\$12,358.00	(2,471%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$853,448.15)	(\$3,780,751.00)	23%
User Fees			
Sales	(5,365.80)	(\$4,500.00)	119%
Donations	(6,915.75)	(\$32,750.00)	21%
Other income	(9,930.34)	(\$60,000.00)	17%
Prior Year Surplus		(\$41,500.00)	0%
	<u>(875,660.04)</u>	<u>(\$3,919,501.00)</u>	<u>22%</u>
EXPENDITURES			
Salaries and benefits	91,676.86	\$884,468.00	10%
Books and periodicals			
Donation expenditures	231.39		0%
Utilities			
Office expenditures	22,499.23	\$70,286.00	32%
Operating expenditures	604.25	\$33,688.00	2%
Equipment purchases	45,370.03	\$59,000.00	77%
	<u>160,381.76</u>	<u>\$1,047,442.00</u>	<u>15%</u>
(Surplus)/Deficit	(715,278.28)	(\$2,872,059.00)	25%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(8,746.65)	(\$21,687.00)	40%
30-720-7201-5294 GRANTS MUNICIPAL	(844,701.50)	(\$3,378,806.00)	25%
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	(853,448.15)	(\$3,780,751.00)	23%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(5,365.80)	(\$4,500.00)	119%
Total Sales	(5,365.80)	(\$4,500.00)	119%
Donations:			
30-720-7201-5861 DONATIONS	(5,565.75)	(\$10,000.00)	56%
30-720-7201-5866 RESTRICTED DONATIONS	(1,350.00)	(\$22,000.00)	6%
30-720-7201-5869 DONATIONS IN KIND		(\$750.00)	0%
Total Donations	(6,915.75)	(\$32,750.00)	21%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(9,930.34)	(\$60,000.00)	17%
Total Other income	(9,930.34)	(\$60,000.00)	17%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$41,500.00)	0%
Total Prior Year Surplus		(\$41,500.00)	0%
	<u>(875,660.04)</u>	<u>(\$3,919,501.00)</u>	<u>22%</u>

EXPENDITURES

Salaries and benefits:

30-720-7201-6001 SALARIES FULL TIME	68,008.65	\$651,661.00	10%
30-720-7201-6011 SALARIES PART TIME	1,605.86		0%
30-720-7201-6031 CANADA PENSION PLAN	3,915.51	\$31,308.00	13%
30-720-7201-6032 EMPLOYMENT INSURANCE	1,513.51	\$9,905.00	15%
30-720-7201-6033 EMPLOYER HEALTH TAX	1,365.92	\$12,707.00	11%
30-720-7201-6041 OMERS	6,466.35	\$66,625.00	10%
30-720-7201-6042 HEALTH CARE	2,589.12	\$41,330.00	6%
30-720-7201-6043 DENTAL	746.92	\$15,175.00	5%
30-720-7201-6044 GROUP INSURANCE	487.10	\$5,443.00	9%
30-720-7201-6045 LONG TERM DISABILITY	1,101.30	\$16,814.00	7%
30-720-7201-6052 RETIRED HEALTH CARE	3,876.62	\$31,000.00	13%
30-720-7201-6046 WSIB		\$2,500.00	0%
Total Salaries and benefits	91,676.86	\$884,468.00	10%

Books and periodicals

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	231.39		0%
Total Donation expenditures	231.39		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	4,648.73	\$7,500.00	62%
30-720-7201-6185 TRAINING	3,043.63	\$18,300.00	17%
30-720-7201-6474 CARTAGE	1,536.93	\$7,000.00	22%
30-720-7201-6480 TELECOMMUNICATIONS	2,459.28		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	1,645.33	\$8,600.00	19%
30-720-7201-6720 BANK CHARGES	194.82	\$3,000.00	6%
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	22,499.23	\$70,286.00	32%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	604.25	\$1,589.00	38%
30-720-7201-6462 INSURANCE		\$32,099.00	0%
Total Operating expenditures	604.25	\$33,688.00	2%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	6,439.98	\$20,000.00	32%
30-720-7201-8300 SOFTWARE	38,930.05	\$39,000.00	100%
Total Equipment purchases	45,370.03	\$59,000.00	77%
	<u>160,381.76</u>	<u>\$1,047,442.00</u>	<u>15%</u>
(Surplus)/Deficit	(715,278.28)	(\$2,872,059.00)	25%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(834.62)	(\$6,000.00)	14%
Sales	(6,202.53)	(\$20,000.00)	31%
Donations			
Other income	(731.60)	(\$7,000.00)	10%
Prior Year Surplus			
	<u>(7,768.75)</u>	<u>(\$33,000.00)</u>	<u>24%</u>
EXPENDITURES			
Salaries and benefits	218,938.24	\$1,704,896.00	13%
Books and periodicals	36,547.10	\$164,801.00	22%
Donation expenditures			
Utilities	22,722.36	\$95,000.00	24%
Office expenditures	10,089.09	\$71,000.00	14%
Operating expenditures	48,516.79	\$249,517.00	19%
Equipment purchases	925.92	\$6,343.00	15%
	<u>337,739.50</u>	<u>\$2,291,557.00</u>	<u>15%</u>
(Surplus)/Deficit	329,970.75	\$2,258,557.00	15%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(834.62)	(\$6,000.00)	14%
Total User Fees	(834.62)	(\$6,000.00)	14%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(284.69)	(\$1,000.00)	28%
30-720-7202-5892 MEMBERSHIP FEES	(280.00)	(\$1,500.00)	19%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(2,051.48)	(\$9,000.00)	23%
30-720-7202-5894 SALES SERVICES	(11.76)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(2,843.00)	(\$1,500.00)	190%
30-720-7202-5751 RENT PROGRAM ROOM A	(605.00)	(\$5,000.00)	12%
30-720-7202-5752 RENT PROGRAM ROOM B	(126.60)	(\$2,000.00)	6%
Total Sales	(6,202.53)	(\$20,000.00)	31%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(605.00)	(\$5,000.00)	12%
30-720-7202-5752 RENT PROGRAM ROOM B	(126.60)	(\$2,000.00)	6%
Total Other income	(731.60)	(\$7,000.00)	10%
Prior Year Surplus			
	(7,768.75)	(\$33,000.00)	24%

EXPENDITURES

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	127,813.44	\$950,786.00	13%
30-720-7202-6011 SALARIES PART TIME	50,300.82	\$387,983.00	13%
30-720-7202-6031 CANADA PENSION PLAN	9,584.73	\$72,800.00	13%
30-720-7202-6032 EMPLOYMENT INSURANCE	3,811.50	\$25,331.00	15%
30-720-7202-6033 EMPLOYER HEALTH TAX	3,465.43	\$26,106.00	13%
30-720-7202-6041 OMERS	13,858.70	\$120,489.00	12%
30-720-7202-6042 HEALTH CARE	5,932.08	\$71,986.00	8%
30-720-7202-6043 DENTAL	3,017.11	\$37,361.00	8%
30-720-7202-6044 GROUP INSURANCE	370.22	\$3,252.00	11%
30-720-7202-6045 LONG TERM DISABILITY	784.21	\$8,802.00	9%
Total Salaries and benefits	218,938.24	\$1,704,896.00	13%
Books and periodicals:			
30-720-7202-6135 BOOKS REFERENCE ADULT	160.00	\$4,085.00	4%
30-720-7202-6136 BOOKS ADULT	797.11	\$38,542.00	2%
30-720-7202-6137 BOOKS JUVENILE	363.81	\$17,432.00	2%
30-720-7202-6138 BOOKS FRENCH	25.16	\$1,672.00	2%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	468.74	\$5,633.00	8%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	3,790.21	\$9,501.00	40%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	622.30	\$1,028.00	61%
30-720-7202-6155 GAMES ADULT & JUVENILE	96.61	\$854.00	11%
30-720-7202-6158 ELECTRONIC DATABASES	25,937.42	\$50,610.00	51%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	101.29	\$815.00	12%
30-720-7202-6160 AUDIO BOOKS JUVENILE	46.63	\$1,815.00	3%
30-720-7202-6165 MATERIALS PROCESSING	4,137.82	\$20,560.00	20%
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	36,547.10	\$164,801.00	22%
Donation expenditures			
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	15,088.31	\$75,000.00	20%
30-720-7202-6254 NATURAL GAS	7,634.05	\$20,000.00	38%
Total Utilities	22,722.36	\$95,000.00	24%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	5,374.17	\$25,000.00	21%
30-720-7202-6200 MILEAGE	382.24		0%
30-720-7202-6470 POSTAL SERVICE	92.26	\$8,000.00	1%
30-720-7202-6480 TELECOMMUNICATIONS	2,342.47	\$18,000.00	13%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	1,897.95	\$20,000.00	9%
Total Office expenditures	10,089.09	\$71,000.00	14%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	(2.87)		0%
30-720-7202-6395 JANITORIAL SUPPLY	694.93	\$7,500.00	9%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	21,576.70	\$80,000.00	27%
30-720-7202-6496 JANITORIAL SERVICE	4,378.22	\$48,000.00	9%
30-720-7202-6620 SECURITY	20,024.19	\$107,017.00	19%
30-720-7202-6704 MACHINE RENTAL	1,845.62	\$6,000.00	31%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$1,000.00	0%
Total Operating expenditures	48,516.79	\$249,517.00	19%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	925.92	\$3,343.00	28%
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,000.00	0%
Total Equipment purchases	925.92	\$6,343.00	15%
	337,739.50	\$2,291,557.00	15%
(Surplus)/Deficit	329,970.75	\$2,258,557.00	15%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	5.54	(\$1,500.00)	0%
Sales	(2,188.72)	(\$10,250.00)	21%
Donations	(76.64)		0%
Other income	(969.46)	(\$6,000.00)	16%
Prior Year Surplus			
	<u>(3,229.28)</u>	<u>(\$17,750.00)</u>	<u>18%</u>
EXPENDITURES			
Salaries and benefits	43,225.72	\$358,499.00	12%
Books and periodicals	2,113.81	\$55,624.00	4%
Donation expenditures			
Utilities			
Office expenditures	2,116.03	\$8,300.00	25%
Operating expenditures	35,632.18	\$219,487.00	16%
Equipment purchases		\$2,000.00	0%
	<u>83,087.74</u>	<u>\$643,910.00</u>	<u>13%</u>
(Surplus)/Deficit	79,858.46	\$626,160.00	13%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	5.54	(\$1,500.00)	0%
Total User Fees	5.54	(\$1,500.00)	0%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(43.74)	(\$100.00)	44%
30-720-7204-5892 MEMBERSHIP FEES	(224.82)	(\$400.00)	56%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(630.70)	(\$2,500.00)	25%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(320.00)	(\$750.00)	43%
30-720-7204-5751 RENT PROGRAM ROOM A	(734.97)	(\$3,000.00)	24%
30-720-7204-5752 RENT PROGRAM ROOM B	(234.49)	(\$3,000.00)	8%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY		(\$500.00)	0%
Total Sales	(2,188.72)	(\$10,250.00)	21%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(76.64)		0%
Total Donations	(76.64)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(734.97)	(\$3,000.00)	24%
30-720-7204-5752 RENT PROGRAM ROOM B	(234.49)	(\$3,000.00)	8%
Total Other income	(969.46)	(\$6,000.00)	16%
Prior Year Surplus			
	(3,229.28)	(\$17,750.00)	18%

EXPENDITURES

Salaries and benefits:

30-720-7204-6001 SALARIES FULL TIME	23,053.38	\$190,172.00	12%
30-720-7204-6011 SALARIES PART TIME	12,255.91	\$91,767.00	13%
30-720-7204-6031 CANADA PENSION PLAN	1,892.98	\$15,173.00	12%
30-720-7204-6032 EMPLOYMENT INSURANCE	756.79	\$6,236.00	12%
30-720-7204-6033 EMPLOYER HEALTH TAX	688.36	\$5,498.00	13%
30-720-7204-6041 OMERS	2,817.28	\$25,374.00	11%
30-720-7204-6042 HEALTH CARE	1,019.74	\$14,397.00	7%
30-720-7204-6043 DENTAL	529.87	\$7,472.00	7%
30-720-7204-6044 GROUP INSURANCE	67.92	\$650.00	10%
30-720-7204-6045 LONG TERM DISABILITY	143.49	\$1,760.00	8%
Total Salaries and benefits	43,225.72	\$358,499.00	12%

Books and periodicals:

30-720-7204-6132 ARCHIVES	39.20	\$15,000.00	0%
30-720-7204-6136 BOOKS ADULT	734.26	\$18,454.00	4%
30-720-7204-6137 BOOKS JUVENILE	780.80	\$11,517.00	7%
30-720-7204-6138 BOOKS FRENCH	86.49	\$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 Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
30-720-7204-6156 CD MUSIC ADULT	190.81		0%
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%
30-720-7204-6159 AUDIO BOOKS ADULT		\$1,218.00	0%
30-720-7204-6160 AUDIO BOOKS JUVENILE		\$889.00	0%
Total Books and periodicals	2,113.81	\$55,624.00	4%
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	440.51	\$2,500.00	18%
30-720-7204-6200 MILEAGE	19.01		0%
30-720-7204-6480 TELECOMMUNICATIONS	1,656.51	\$5,800.00	29%
Total Office expenditures	2,116.03	\$8,300.00	25%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	183.28		0%
30-720-7204-6700 RENT	35,448.90	\$216,687.00	16%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
30-720-7204-6620 SECURITY		\$300.00	0%
30-720-7204-6704 MACHINE RENTAL		\$1,750.00	0%
Total Operating expenditures	35,632.18	\$219,487.00	16%
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%
	83,087.74	\$643,910.00	13%
(Surplus)/Deficit	79,858.46	\$626,160.00	13%

SSM LIBRARY
LIBRARY CONCESSION
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales	(274.91)	(\$1,500.00)	18%
Donations			
Other income			
Prior Year Surplus			
	<u>(274.91)</u>	<u>(\$1,500.00)</u>	<u>18%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	416.45	\$1,200.00	35%
Equipment purchases			
	<u>416.45</u>	<u>\$1,200.00</u>	<u>35%</u>
(Surplus)/Deficit	141.54	(\$300.00)	(47%)

SSM LIBRARY
LIBRARY CONCESSION
For the Two Months Ending Saturday, February 28, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(274.91)	(\$1,500.00)	18%
Total Sales	(274.91)	(\$1,500.00)	18%
Donations			
Other income			
Prior Year Surplus			
	<u>(274.91)</u>	<u>(\$1,500.00)</u>	<u>18%</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	103.04	\$1,200.00	9%
Total Operating expenditures	416.45	\$1,200.00	35%
Equipment purchases			
	<u>416.45</u>	<u>\$1,200.00</u>	<u>35%</u>
(Surplus)/Deficit	141.54	(\$300.00)	(47%)

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	\$ -	\$ -	-	\$ -	\$ -
1st Quarter Totals	\$ 172.00	\$ 5,053.80	\$ -	\$ 147.00	\$ -
APRIL	\$ -	\$ -	-	\$ -	\$ -
MAY	\$ -	\$ -	-	\$ -	\$ -
JUNE	\$ -	\$ -	-	\$ -	\$ -
2nd Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
JULY	\$ -	\$ -	-	\$ -	\$ -
AUGUST	\$ -	\$ -	-	\$ -	\$ -
SEPTEMBER	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
TOTALS Year To Date	\$ 172.00	\$ 5,053.80	\$ -	\$ 147.00	\$ 5,372.80
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 172.00	\$ 5,053.80	\$ 147.00	\$ -
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 172.00	\$ 5,053.80	\$ 147.00	\$ -
					\$ -
Grand Total		\$ 5,372.80	\$ -	\$ -	\$ 5,372.80



REPORT OF THE SSMPL BOARD

POLICY COMMITTEE

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

Members Absent: Steve Murray

Meeting Date: March 9, 2026

Review:

The Committee reviewed and revised 200-08 Travel and Expenses Policy, 300-02 Collection Development Policy, 300-05 Membership Policy, and 300-06 Social Media Policy.

The Committee deferred further review Procedural By-laws.

The TikTok ban issue was discussed by the committee. Further discussion is needed after the Library receives further information from City Staff.

Recommendations:

That the Board accept the Marc 2026 Policy Committee Report as presented.

That the Board approve the following revised policies as presented:

- 200-08 Travel and Expenses Policy
- 300-02 Collection Development Policy
- 300-05 Membership Policy
- 300-06 Social Media Policy

Title:	Travel and Expenses Policy	
Policy Type:	Business/Financial	Policy Number: 200-08
Approval By:	Resolution Number RB 2013-04-16	
Approval Date:	April 16, 2013	
Revised Date:	February 22, 2021; April 24, 2017; April 16, 2013, May 29, 2023, March 30, 2026	
Review Date:	April 2029	

PURPOSE

The purpose of this policy is to establish clear guidelines for the reimbursement of reasonable and necessary travel and business expenses incurred by employees, Board members, and authorized volunteers while conducting official business on behalf of the Library.

SCOPE

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

DEFINITIONS

Authorized - prior approval from the supervisory personnel or Board.

POLICY STATEMENT

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

AUTHORIZED TRAVEL AND EXPENSES

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

- Personal transportation may be used on the understanding that reimbursement will be based on the most direct and economical method.
- Mileage is calculated from the workplace to the destination.
- The driver must have a valid license issued by the Province of Ontario and must be covered by appropriate liability insurance (not reimbursable by the Library) with coverage amounts of not less than \$1,000,000 for third party liability.

In the event of an accident involving a personal vehicle while traveling on Library business, the Board member, volunteer or employee must submit prompt, written notification to the CEO providing details as to when, where, how and who was in the accident. Any Library liability, in excess of employee coverage does not apply until the Library has received written notice from its insurance company, that the Library insurance will, in fact, cover all the Library's liability arising from the accident reported.



- For shared transportation in personal vehicle only the owner of the vehicle is entitled to reimbursement.
- Parking and tolls are reimbursable with receipts.
- There is no reimbursement for traffic or parking violations.
- Compensation will be based on Canada Revenue Agency's guidelines for expenses. All claims must be made using the Mileage Claim Form which will be updated annually.

A completed Mileage Claim Form accompanied by a Motor Vehicle Log Book must be submitted to the administration office for reimbursement purposes by the last day of each month.

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

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

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

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

- Air Travel

When booking flights the most economical class will be the standard option. Seat upgrades will not be reimbursed unless medically required and pre-approved. Standard baggage fees are reimbursable.

- Ground Transportation

Use of a taxi, limousine, or ride sharing service is permitted and reimbursable.

- Public transportation

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

All travel receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM for reimbursement within 30 days of return.

CONFERENCE AND REGISTRATION FEES

Registration fees are reimbursable when pre-approved.

Early-bird rates should be utilized where possible.



MEAL ALLOWANCES AND ALCOHOL

Meal allowances not exceeding \$90.00 total per day shall be reimbursed with itemized receipts. Allowances include taxes and gratuity.

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

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

ACCOMODATIONS

All hotel accommodations shall be booked through the Administration Office.

- a) Single accommodations in a standard room shall be booked for Board members and employees on authorized library business. Upgrades are permitted if standard rooms are unavailable.
- b) Shared accommodation if requested by attendees, will be accommodated without any upgrade to room style. Upgrades are permitted if standard rooms are unavailable.
- c) Board members and employees may stay with family or friends; however, there is no reimbursement for such stays.
- d) Personal charges (movies, spa services, minibar, etc.) are not reimbursable.

NON-ATTENDANCE

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

COMPLIANCE

Failure to comply with this policy may result in:

- a) Denial of reimbursement
- b) Repayment of ineligible expenses
- c) Disciplinary action
- d) Or some combination of the above.

Related Policies

300-08 Visiting Library Service Policy
300-17 Volunteer Program Policy
400-05 Workplace Code of Conduct

Title:	Collection Development Policy	Policy Number: 300-03
Policy Type:	Operational	
Approval By:	Resolution Number RB 2004-04-19	
Approval Date:	April 19, 2004	
Revised Dates:	May 27, 2013, May 15, 2017, March 2021, June 26, 2023, March 30, 2026	
Review Date:	May 2029	

PURPOSE

This policy describes the criteria by which all library materials, regardless of format, are selected and deaccessioned.

SCOPE

This policy applies to all materials selected, maintained, and de-selected in all library locations including online resources.

This policy does not apply to archival materials and records.

DEFINITIONS

Deaccession – the process of permanently removing items, both physical and electronic, from the library’s collections.

Intellectual Freedom – the right of every individual to both seek and receive information from all points of view and without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Personal enrichment - the means for individuals to enrich themselves through recreational, cultural, informational, and educational material and services which individuals can access at their own choosing.

POLICY STATEMENT

The library supports the fundamental beliefs of universal access, intellectual freedom, personal enrichment, and preservation of the community’s heritage to:

- facilitate access to all expressions of knowledge, creativity, experience, and intellectual activity
- provide a wide range of resources to meet individual and community needs for information, education, recreation and personal development
- select materials which represent all sides of an issue
- develop collections of materials in a variety of formats, accessible for all patrons
- collect materials for all ages and levels of comprehension
- provide materials for specialized collections
- emphasize the inclusion of local authors, and Canadian and Indigenous materials

Library materials will be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community.

Factors that will be considered in adding to or removing materials from the library collection will include, but not necessarily be restricted to:

- A. Collection development goals and objectives
- B. Present collection composition
- C. Interest, demand, timeliness of subjects and titles
- D. Intended audience
- E. Quality of writing, production, and illustrations
- F. Recommendations by critics or reviewers
- G. Caliber of publisher
- H. Significance of subject, authority or significance of author
- I. Diversity of viewpoint
- J. Inclusion, Diversity, Equity, and Accessibility principles
- K. Physical condition
- L. Suitability of format for library use
- M. Canadian and Indigenous content
- N. Limitation of budgets and facilities.
- O. Local authors, and topics of local or regional interest

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.

Items need not meet all of the factors to be included in the library's collection.

Selection and deaccession is vested in the CEO through direction to appropriate staff.

Staff will be responsive to the public's suggestion of titles and subjects to be included in the library collection. These suggestions will be considered in light of the library's collection development policy. Staff will advise the patron of the decision on those recommendations in a timely manner.

The library participates in consortia purchasing and collective efforts with other Ontario libraries to broaden the scope and size of their collections.

The library is not a library of historical record, except in the area of archives and local history. To maintain an active collection of value to the community, materials will be withdrawn from the collection on a regular and systematic basis. Factors taken into consideration in deaccession include, but may not necessarily be restricted to, physical condition, outdated contents, waning interest, use, balance of the collection, representation of minority groups, and space limitations.

Withdrawn material may be discarded, donated, or sold at the library's discretion.

Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, cost, and the extent to which the subject is already covered in the collection.

The library will be organized and maintained to facilitate access. There will be no prejudicial labeling, sequestering or alteration of materials.

GIFTS AND DONATIONS

Donations are accepted as outright gifts at the discretion of library staff, following the same selection and deaccession standards applied to purchases. The library reserves the right to dispose of donations not added to the collection. The library does not evaluate materials for or provide tax receipts for book donations.

INTELLECTUAL FREEDOM

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.

The Board believes that using library materials is an individual private matter. One is free to select or to reject materials for oneself, but one cannot restrict the freedom of others to do the same. The Board, management and staff do not stand in the place of the parent/guardian in guidance or direction of the reading or viewing by minor children, which is the sole responsibility of the parent/guardian. It is the responsibility of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

The Board recognizes that some materials may be regarded as controversial, whether because of bias, frankness of language, political or religious expression, or moral implication. Selection will be made on the evaluation of the publication's literary merit, authenticity, presentation, topical interest, and use by the intended audience. The primary aim of materials selection is to establish a balanced collection that adequately represents various points of view on many subjects.

No library materials shall be included nor excluded simply because of the race, sex, gender identity, gender expression, sexual orientation, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, political, religious, social, or moral views of the author.

The presence of an item in the library's collection is an affirmation of the principle of intellectual freedom. It does not indicate an endorsement of its contents by the Sault Ste. Marie library staff or Board.

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 and submit it to the library CEO. The reconsideration will be placed on the agenda of the next regularly scheduled library board meeting.

RELATED POLICIES

CS - 01 Statement on Intellectual Freedom
CS - 02 Statement on Inclusivity, Diversity, Equity and Accessibility
200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
300-01 Archives Acquisition Policy
300-05 Membership Policy
300-08 Visiting Library Service Policy
300-11 Teen/YA Services Policy
300-14 Children's Services Policy
300-20 Information Services Policy
300-23 Accessible Customer Service policy

Appendix 1: Reconsideration of Library Materials Form

Book DVD Periodical
 CD Audiobook Other _____

Title: _____

Author: _____

Publisher: _____ Year Published: _____

Requestor's Name: _____

Address: _____

Telephone #: _____

Are you representing yourself?

Or

Are you representing an organization?

To what do you object? Please be specific. Cite pages.

Did you read the entire work? Yes No

If not, what parts did you read?

What do you feel might be the result of reading this work?

For what age group would you recommend this work?

What do you believe is the theme of this work?

Are you aware of judgments of this work by literary critics?

What would you like the library to do about this work?

- Return it to the department for reevaluation
- Other (explain below)

What would you recommend in its place?

Signature: _____ Date: _____

Title:	Membership Policy	Policy Number: 300-05
Policy Type:	Operational	
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017	
Reviewed Dates:	February 24 2020, November 29, 2021, March 2023, March 30, 2026	
Review Date:	March 2029	

PURPOSE

This policy explains the registration requirements; the membership types, the duties, responsibilities, privileges, and restrictions.

SCOPE

This policy applies to all individuals using library services. This policy does not apply to Visiting Library Services.

DEFINITIONS

Good standing - a member whose library account does not have any “blocks” imposed on it.

Institutional membership - both free and fee-based memberships are available to any organization, institution or local board in Sault Ste. Marie. This excludes any organization, institute or board that receives municipal, provincial or federal funds to operate its own library.

Materials - includes all Library collections and items acquired through Interlibrary Loans.

Non-resident membership - fee-based membership available to persons not eligible for a Regular Membership.

Regular membership - a free membership available to persons residing or paying property taxes in the City of Sault Ste. Marie, contracting communities, Garden River or Batchawana reserves, or is an Indigenous Person or a student residing outside these communities.

Student - a resident of Canada who is attending school (primary, secondary, post-secondary) in the Algoma region or is a resident of Sault Ste. Marie attending school outside of the Algoma region.

POLICY STATEMENT

The Library offers five types of memberships:

- Regular Membership
- Non-Resident Membership
- Institutional Membership
- Digital Memberships
- Other Memberships

Fee-based memberships are determined annually by the Board.

Refer to Appendix A for procedure for obtaining Library memberships.

A valid Library membership is required to borrow Library materials and to access some Library services.

All patrons may borrow circulating items regardless of the patron's age with the exception of 'R' rated materials which are restricted to persons 18 years of age and over.

Materials have borrowing periods and limits based on material type, demand or special circumstances, such as accessibility needs.

Library materials are circulated free of charge in accordance with the Ontario Public Libraries Act and Regulation 976.

The Library may impose replacement costs for damage to or loss of materials.

The parent(s) or guardian(s) of a child are responsible for the choice of all materials borrowed by the child. The Library and its employees will not assume parental responsibility for monitoring or restricting the child's use of library materials, nor accept request by parents to restrict their child's borrowing privileges in any way.

A parent(s) or guardian(s) may cancel a child's library membership at any time.

Any Library member may have their membership suspended, revoked or restricted for failure to observe or comply with library rules and policies. Members may have their privileges reinstated by the CEO or designate.

Accountability for membership and lending services is vested in the office of the CEO.

Individuals who have a concern regarding application of this policy may request the matter to be reviewed by the CEO.

Confidentiality of all personal information held by the Library is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Access to Information and Protection of Privacy Act.

Related Policies

CS - 02 Statement on Inclusivity, Diversity, Equity and Accessibility

200-06 Fees Policy

300-02 Records Management and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

300-08 Visiting Library Service Policy

300-09 Rules of Conduct

300-11 Teens/YA Services Policy

300-13 Children's Services Policy

Appendix A

Procedures for obtaining Library memberships

Regular Membership	
Annual Membership	Reside in or pay property taxes in the City of Sault Ste. Marie
	Reside in a township, municipality or unorganized area that is a contracting community
	Reside in Garden River or Batchawana reserves or is an Indigenous Person
	Students
	A permanent address is required for all Regular Memberships.
	Must provide one piece of photo I.D. or two pieces of identification if photo I.D. is not available
	All identification must be original documents, photocopies or reproductions are not acceptable
Non-Resident	
Annual Membership	Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves.
	A permanent address is required for all Annual Non-Resident Memberships.
	Fees are set annually by the Library Board and are not refundable.
	Annual Non-Resident Memberships will provide all the benefits and privileges afforded with a Regular Membership.
Monthly Membership	Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves.
	Persons without a permanent address, temporarily residing a group home, recovery home, hotel or any such institution/residence are eligible.
	Fees are set annually by the Library Board and are not refundable.
	Limit of five (5) items per loan at any one time.
Online Membership	
	Reside in or pay property taxes in the City of Sault Ste. Marie
	Reside in a township, municipality or unorganized area that is a contracting community
	Reside in Garden River or Batchawana reserves or is an Indigenous Person
	Registered online through the Library's website
	Limited to accessing eResources and online collections.
Institutional Membership	
Free	The organization, institution or local board must be within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves.
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO

	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.
Fee-Based	The organization, institution or local board is not within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves.
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO
	Fees are set annually by the Library Board and are not refundable.
	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.
Other Membership Types	
Support	Residing in Sault Ste. Marie without a permanent address
	Requires a letter of support from a Social Agency or proof of enrollment in Sault Ste. Marie post-secondary institution.
	Valid for 365 days
	Limited to 2 check outs
	Unlimited Online Access
Computer Card	No proof of residence required
	Valid for 365 days
	Item checkouts not available
	Unlimited Online Access

Title:	Social Media Policy	Policy Number: 300 - 06
Policy Type:	Operational	
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017	
Reviewed Dates:	February 20, 2020, March 2023, March 30, 2026	
Review Date:	March 2029	

PURPOSE

This policy defines how the Library will utilize online social media sites in a manner that is consistent with the Library's goals, values, and mission.

SCOPE

Library staff, volunteers, and followers of the Library's online and social media platforms and accounts.

DEFINITIONS

Social media - is defined as any website, application, or online account created and maintained by the Library which facilitates interaction between Library staff and the public.

POLICY STATEMENT

Social media, as an extension of the Library's traditional service channels, is subject to the same ethical, professional, and customer service policies and standards.

The Library's social media will be used to educate, discuss, promote, and market information about trends, issues, events, activities or other relevant information related to libraries, literacy and community engagement.

All content contributed by, or on behalf of, the Library to its online and social media channels, remains the property of the Library. In order to reproduce this content, permission is required from the Library, except when that content is being shared and the Library is recognized as the contributor.

ACCOUNTABILITY

The Library does not accept responsibility for any content that appears on its social media sites that is not created or published by library staff. All Library social media channels will be regularly monitored. Any posts, comments, or messages, or are deemed inappropriate by the Library will be immediately removed and the individual responsible for the violation will be blocked from posting any other messages, comments, or posts to the Library's social media sites.

By posting content, staff agrees to indemnify the Library, its administration, and staff from and against all liabilities; judgments, damages and costs (including legal fees)

incurred which arise out of or are related to the posted content. Forums, posts, or messaging may not be used for commercial purposes or for organized political activity.

The Library is not responsible for enforcing any restrictions that a parent or guardian may have for a minor's use of social media.

It is prohibited to use social media for any purpose which would contravene any statute or government regulation or Library policy.

Messages, comments, and posts are welcome on Library's social media channels, provided that they do not contain any of the following:

- Obscene, racist or discriminatory content
- Personal attacks, insults, threatening language or harassment
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to materials that do not directly relate to the discussion
- Commercial activity or spam
- Organized political activity

Any deemed threats, harassment or discriminatory posts, comments or messages shall be reported to the Police.

If any user does not agree to the terms set out in this policy, the user will have no access to the Library's social media sites.

New social media accounts must be authorized by the CEO.

EMPLOYEE RESPONSIBILITIES

Any employee who becomes aware of an online incident or content that contravenes this policy must report it to a Manager in a timely manner.

Staff and volunteers are encouraged to promote the Library on personal social media accounts as appropriate. However, staff are not required to use personal social media accounts for work-related purposes and activities.

All posts and content posted by employees to the Library's social media platforms must be copyright compliant (images, music, etc.).

When using social media for personal use, a Library employee or volunteer must be aware of their role in the organization and the potential impact of their communications on the brand, reputation and service values of the Library and act appropriately and with good judgment. Employees and volunteers are expected to comply with the Library's Workplace Code of Conduct and all applicable policies when engaging online. Posting content that is inconsistent with the Library's mission, values, or standards of professional conduct, or that otherwise violates Library policy, may result in corrective action up to and including disciplinary measures, termination of employment or volunteer privileges, and/or other appropriate administrative action.



When using social media platforms, other than those belonging to the Library, for work-related purposes, employees are expected to comply with the applicable terms and conditions of use.

RELATED POLICIES

CS - 01 Statement on Intellectual Freedom
100-10 Library and Political Elections Policy
300-07 Exclusion, Reinstatement and Appeals Policy
300-09 Rules of Conduct Policy
300-17 Volunteer Program Policy
300-20 Information Services Policy
300-21 Programming Policy
300-22 Website Policy
300-26 Computer & Internet Use Policy
400-04 Internal Internet Usage Policy
400-05 Workplace Code of Conduct
400-10 Electronic Monitoring Policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: MARCH 30, 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 February 23, 2026, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the March 23, 2026, meeting as presented.
3. The expenditures for the month of February 2026, which include wages, benefits and Visas in the amount of \$333,691.74 be confirmed paid.
4. The Sault Ste. Marie Public Library Board approves the Financial Reports ending February 28, 2026, as presented.
5. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 9, 2026, meeting as presented.
6. The following revised policies be approved as presented:
 - 200-08 Travel and Expenses Policy
 - 300-02 Collection Development Policy
 - 300-05 Membership Policy
 - 300-06 Social Media Policy

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the March 30, 2026, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

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AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: MARCH 30, 2026

9.1 BILL C-15

Tabled in the House of Commons on November 4, 2025, Bill C-15 proposed many amendments to legislation including an amendment to the Canada Post Corporation Act, which would directly impact libraries and library services. The amendment would have removed protections for free literature for the blind and reduced postage rates for library materials across Canada. This would have an immediate impact on all libraries in Canada participating in some sort of Interlibrary loan exchange program that involves mailing books to other libraries. It would have increased the cost of ILL service and likely would have made it unaffordable for some libraries, thus reducing the pool of available materials for their users.

On February 24, 2026, the House of Commons Finance Committee approved amendments to Bill C-15 that reinstated these protections.

New wording

Exceptions — rates

- (3.1) The Corporation must provide for*
- (a) the transmission by post, free of postage, of letters, books, tapes, records and other similar material for the use of the blind; and*
 - (b) a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan.*

The Bill is now expected to proceed to legislation with no negative impacts on libraries or participants of CNIB services.

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/>

MID-SIZED LIBRARY COMPARATORS

2024



Population Served

	75,581	79,247	91,670	94,415	83,651	86,595
--	--------	--------	--------	---------------	--------	--------



Total

19,784	15,214	22,234	22,884	19,319	26,974
--------	--------	--------	--------	--------	---------------

Active Card Holders

%

26.2%	19.2%	24.3%	24.2%	23.1%	31.1%
-------	-------	-------	-------	-------	--------------



of locations

7

14

1

3

1

2

sq. ft

40,964 sq. ft.

39,855 sq. ft.

35,000 sq. ft.

57,416 sq. ft.

28,792 sq. ft.

44,600 sq. ft.

Library Locations

Visits

383,200

200,350

184,000

302,600

286,850

200,300

Mun. funding per capita

\$90.57

\$29.03

\$41.25

\$58.85

\$48.49

\$40.56

PLOG

0.82%

7.09%

1.65%

2.5%

2.5%

9.67%

Self-generated

\$33,983

\$34,359

\$39,164

\$78,155

\$71,730

\$76,609

Funding

Donations

\$4,013

\$8,000

\$5,694

\$37,701

\$52,237

\$93,155

Total revenue

\$7,051,842

\$2,521,804

\$3,898,770

\$6,276,813

\$5,314,764

\$3,804,986



Staff FTE

57.94

11.46

18.34

53.09

31.80

31.00

Salaries % of Expenditures

56.01%

62.99%

57.79%

57.82%

63.60%

60.57%

Workers

Volunteers

0

0

80

31

56

56

MID-SIZED LIBRARY COMPARATORS

2024



 Collections	Print Titles Held	66,288	66,300	180,704	67,294	101,966	164,236
	Multimedia Titles Held	11,208	14,451	12,323	18,449	13,840	15,268
	eBook downloads	49,168	76,466	74,222	65,134	89,197	61,979
	eAudio downloads	40,182	0	57,662	38,878	62,541	35,232
	Circ. per capita	3.82	3.74	4.95	4.00	3.87	2.68
	% of Expenditure	8.78%	16.88%	10.75%	7.42%	21.34%	4.18%
 Reference	Reader's Advisory Transactions	8,400	6,600	300	7,200	3,350	3,400
	Reference questions	9,400	14,000	5,000	22,150	9,750	26,400
	Online queries	500	1,000	500	150	350	1,800
 Programs	# of Programs	1,516	4,743	923	2,277	917	815
	Program attendance	19,708	47,464	9,521	40,019	14,581	31,522



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD DEVELOPMENT – BOARD RECOGNITION
DATE: MARCH 30, 2026

PURPOSE

To update the Board on progress towards Board recognition as outlined in 100-02 Board Recognition Policy.

STRATEGIC PRIORITY

None

BOARD RECOGNITION

The Board is supposed to have official photos taken to be displayed in each library location. The Administrative Clerk will be making the arrangements to have each Board member's photo taken.

After much research, J. van Haften completed a list of past Library trustees and their terms. The list has been made available on the Library's website under About Us/Our Library Board <https://ssmpl.ca/UploadedFiles/files/Historical%20Listing%20of%20SSMPL%20Board%20of%20Trustees.pdf>

Staff have been investigating ways of creating a Board Legacy wall as described in 100-02 Board Recognition Policy. Unfortunately, a single plaque would not be large enough for all the past names and would leave no room for future names. Creative alternatives are currently being sought.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

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AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: MARCH 30, 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:

Completed - 35
Ongoing - 109
In progress - 35
Incomplete - 2
Not Started - 87

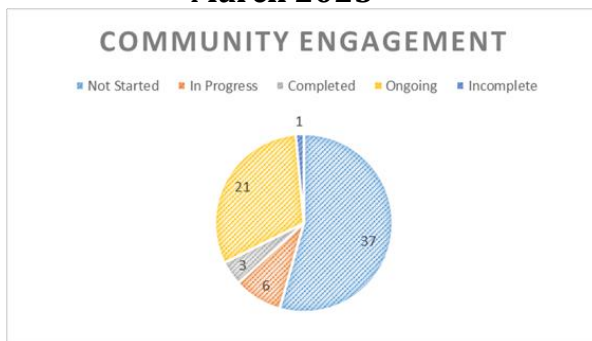
The Strategic Plan is 13.1% complete. Progress has been made on 66.8% of the Strategic Plan action items (inclusive of completed actions).



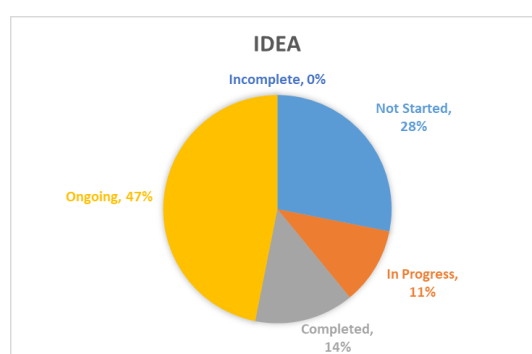
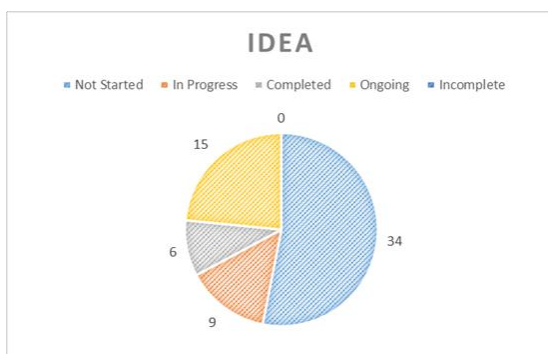
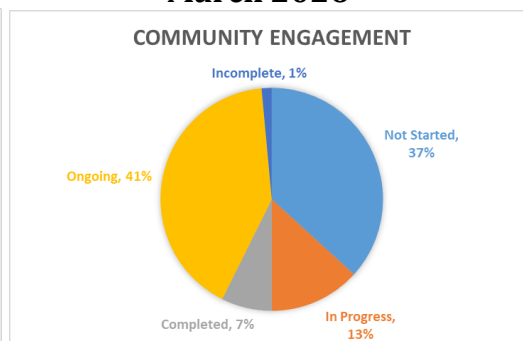
The following Charts are organized by the Strategic Plan’s strategic priorities and demonstrate the progress made on action items for each priority over a 1 year period.

Progress Reports

March 2025

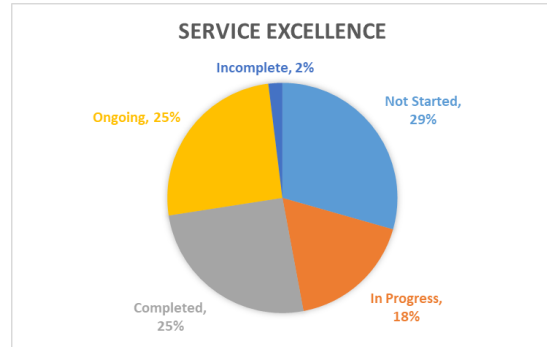
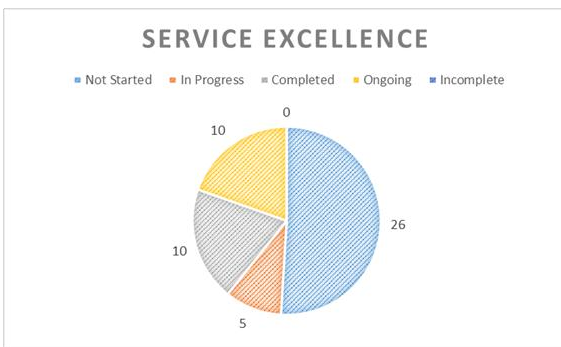
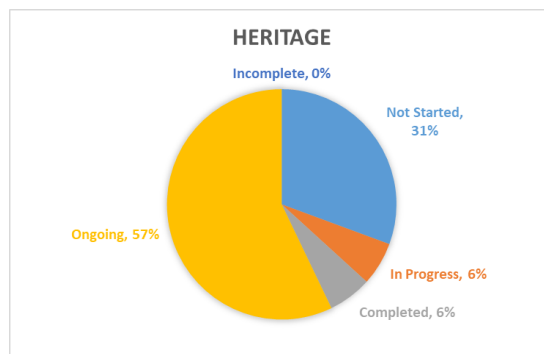
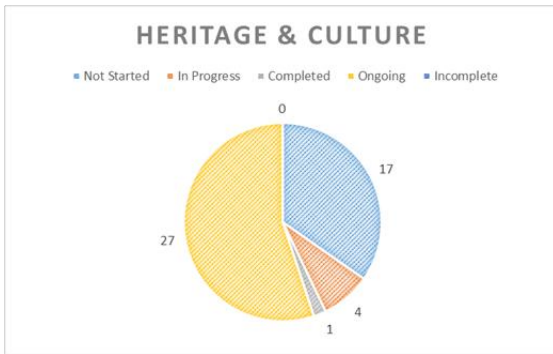
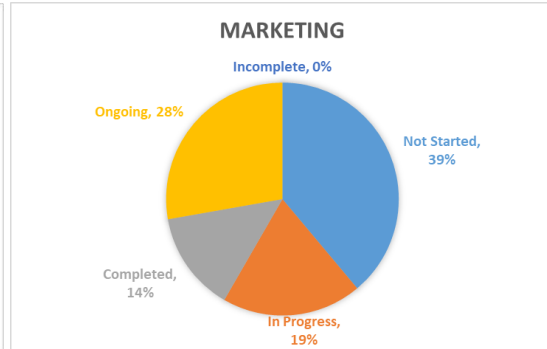


March 2026



March 2025

March 2026



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



HUMAN RESOURCES DASHBOARD 2025

2025 WORKFORCE OVERVIEW & METRICS

The Library staff currently consists of:

Part-time Staff	29
Full-time Staff	24
Temporary/Contract Employees	1
Vacant Positions	0
Total Employees	54

Library FTE	31
Average years of service	12

In 2025, turnover rates included:

Resignations	3
Retirements	0
Terminations	0
Total Vacancies	3

Internal Promotions	3
External Hires	5
Unfilled Positions	0
Total Hires	8

In 2025, the Library had 1 unpaid Intern who contributed 24 hours of work.

The following are the attendance and wellness metrics for 2025:

Incidents of Sick Leave	371
Paid Sick Leave Hours	1952.50
Unpaid Sick Leave Hours	316.25
Medical Appointment Requests	279

Medical Appointment Hours	444.70
WSIB Claims	3
LOA Requests	5
Total LOA Days	31
Long Term Disability Cases	0
New Workplace Accommodation Requests	3
Ongoing Workplace Accommodations	3

WORKPLACE HEALTH AND SAFETY

Accident Reports	3
Critical Incidents	0
Harassment and/Violence Investigations	2
JHSC Meeting Held	4
Patron Bans	3

TRAINING

Mandatory Training for all Staff includes:

- Access Forward Accessibility Training
- Incident Reporting
- WHMIS Training
- Worker Health and Safety in 4 Steps
- Working Together: The Code and the AODA
- Workplace Health and Safety tour
- Workplace Violence and Harassment Prevention



	Published Tutorials	2025 Tutorial Views
Niche Academy Training Tutorials (Staff)	227	2,817
Niche Academy Training Tutorials (Management)	65	234
Niche Academy Training Tutorials (Board)	18	109

POLICY & COMPLIANCE REVIEW

Workplace Harassment & Violence Policies	Compliant
Accessibility Compliance	Compliant
Health and Safety Policies	Compliant
ESA Required Policies	Compliant

LABOUR RELATIONS 2025

Collective Agreement between the Sault Ste. Marie Public Library Board and Local No. 67 – Canadian Union of Public Employees – Full-time Library Group
Collective Agreement Expiry: February 1, 2028

Grievances Filed: 0 (Resolved: 0 / Outstanding: 0)

Collective Agreement between the Sault Ste. Marie Public Library Board and Local No. 67 – Canadian Union of Public Employees – Part-time Library Group
Collective Agreement Expiry: February 1, 2028

Grievances Filed: 0 (Resolved: 0 / Outstanding: 0)

Overall Labour Climate: Stable

HR AND H&S DOCUMENTS LISTING

The following is a list of HR Documents:

- Business Continuity Plan (2024)
- Collective Agreements (*see Labour Relations*)
- Documented Individualized Accommodation Plan template (2025)
- Employment Letters - various
- Individualized Emergency Response Plan template (2025)
- James L. McIntyre Centennial Library Fire Safety Plan (2025)
- Job Descriptions - various
- Job Postings - various
- Meeting Code of Conduct (2024)
- Organizational Chart (2022)
- Relocation and Moving Expense Agreements (2021)
- Staff Manual (2025)
- Training Checklists - various
- Work from Home Accommodation Agreement (2026)
- Workplace Risk Assessment (2026)

HR PROCEDURES LISTING

The following is a list of HR related operational policies:

- Closing Procedures for the James L. McIntyre Centennial Library (2024)
- Critical Incident Procedures (2025)
- Library Closing Procedures for Vulnerable Staff (2016)
- Library Dress Code Guidelines (2025)
- Management On-Call Procedures (2025)
- Personal Radio Procedures (2025)
- Reporting Illness Procedure (2022)
- Working Alone Procedure for the North Branch (2023)

HR AND H&S FORMS LISTING

The following is a list of HR and H&S related forms:

- Acclaim Accommodation Request – Employee Form (2021)
- Acclaim Referral Form (2025)
- Accident Investigation Report (2018)
- Attestation of Expenses (2022)
- Benefit enrollment forms - various
- Confidentiality Agreement (2023)
- Critical Injury Telephone Report (2025)



- Critical Injury Witness Statement 2025)
- Emergency Contact Information Sheet (2023)
- Enrollment Form (2023)
- Exit Checklist (2025)
- Home Workspace Safety and Ergonomic Checklist (2026)
- HR Payroll Change Form (2025)
- Incident Report (2026)
- Independent Medical examination Consent Report (2025)
- Leave Request (2024)
- Overtime/Lieu Form (2024)
- Personnel Change Form (2025)
- Relieving Pay Form (2024)
- Union Release for Representation (2023)
- Violence and/or Harassment Report Form (2023)
- Work Refusal Stage 1 (2025)
- Workplace Investigation: Joint Health and Safety Committee Participation Form (2025)

OVERALL HR RISK ASSESSMENT

Recruitment and Retention	Low
Labour Relations	Low
Workplace Safety	Low
Policy Compliance	Low

