


**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, May 25, 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 – D. Nachin
  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 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 & Facility Planning Committee Report
      - 6.3.3 March Monthly Expenditure Report
      - 6.3.4 April Monthly Expenditure Report
      - 6.3.5 Financial 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      - 6.4.3 Policies to be Rescinded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

- 6.6 Summary of Motions
- 7. Items Removed from Consent
  - 7.1 Letter of Intent: Art Project from Community Development and Enterprise Services Department (City)
  - 7.2 April 2026 Finance & Facility Planning Committee Report
- 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
- 10. Board Development
  - 10.1 Board Recognition
- 11. New Policies
  - 11.1 NONE
- 12. Strategic Plan Update
  - 12.1 Updated Tracking Document
  - 12.2 Priorities Survey
- 13. New Business
  - 13.1
- 14. Board meetings
  - 14.1 Regular Meeting June 22, 2026
- 15. 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, March 30, 2026 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**

Board Members Present:

Jami van Haaften	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**

W Greco called the meeting to order at 4:30 PM

**1.1 Excused Absence**

Mike Olejnik

**1.2 Land Recognition**

E. Ferlaino 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 March 30, 2026 meeting as amended.

Moved: L. Dubrovnik

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 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 Facility Planning 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**

**MOTION**

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

Moved: K. Harrison

Seconded: E. Ferlaino

**CARRIED**

**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

15.2 Board Development Meeting April 27, 2026

**16. Adjournment**

W. Greco declares the March 30, 2026 meeting closed at 5:35 pm.

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Chairperson, Library Board



## SAULT STE. MARIE

2026 05 04

Matthew MacDonald  
Chief Executive Officer  
Sault Ste. Marie Public Library  
70 East Street  
Sault Ste. Marie ON

Dear Mr. MacDonald and Members of the Sault Ste. Marie Library Board of Directors:


I am writing to formally express the Community Development and Enterprise Services department's intent to work collaboratively with the Sault Ste. Marie Public Library to commission and install a 2SLGBTQIA+ mural on the North facing (Bay Street) exterior of the James L. McIntyre Centennial Library, with proposed completion by mid-July 2027.

This project is envisioned as a meaningful and visible celebration of the 2SLGBTQIA+ community, reflecting values of inclusion, diversity, and belonging. The mural would serve not only as a work of public art, but also as a lasting symbol of the Library's role as a welcoming and affirming space for all members of the community.

The proposed process is grounded in collaboration, transparency, and community engagement. It would involve active participation from members of the Library Board of Directors, library staff, city staff, Cultural Vitality Committee members, and key community stakeholders, particularly individuals and organizations within the 2SLGBTQIA+ community. Engagement activities may include surveys, consultations, workshops, and opportunities for input throughout the artist selection, design development, and installation phases.

Pending your approval, the project would follow a structured timeline that includes:

- Initial project planning and partnership development
- Community engagement and consultation
- Artist call and selection process
- Design development and approvals

- 
- Installation
  - Presentation to the community

Care will be taken to ensure that all aspects of the project align with the Library's policies, site considerations, and any long-term maintenance requirements that arise with respect to the artwork.

I would welcome the opportunity to review this proposal in more detail and discuss how this project can align with the Library's strategic priorities and ongoing community role.

Thank you for considering this request, and I look forward to the possibility of working together on this important initiative.

Sincerely,



**Aliesha Moore**

Arts and Culture Lead  
Recreation and Culture Division  
Community Development and Enterprise Services  
705.989.8240  
[a.moore@cityssm.on.ca](mailto:a.moore@cityssm.on.ca)

**Where you belong.**

## Library - 2SLGBTQIA+ Focused Mural Project 2027

Anticipated Date	Activity	Notes/Timing
<b>May 2026</b>	New Contact and Beginning Consultation with Relevant Stakeholders	2Spirit Organizing Committee, Haus of Gore, Sault Pride, Additional 2SLGBTQIA+ Stakeholders as relevant, SSM Public Library Board, etc.
<b>May 2026</b>	Letter of Intent to Library Board for Official Approval of Tentative Plan, Activities, Timeline	Dependent on Library Board Meeting Schedule
<b>May-June 2026</b>	Stakeholder Survey Development & Deployment to Identified Stakeholders	8 weeks Survey deployment and additional consultation intended to take place during any 2026 June-July Pride activities in SSM
<b>July 2026</b>	Secondary Consultation Meetings with Groups/Boards  Review of Collected Information  Request Funds for Project at Council	Intended to coincide during additional annual Pride activities (2 <sup>nd</sup> week of July 2026), public consultation/involvement   Report to Council by August 12 to request for funds
<b>August 2026</b>	Development of Mural Advisory Panel for this Project	Includes relevant stakeholders from 2SLGBTQIA+ Community, Library Board, City Staff, etc.

<p align="center"><b>August 2026 – September 2026</b></p>	<p>Development of Call for Artists – design brief, timeline, requests for technical expertise, certifications, insurance, etc. using consultation information, matrix for assessment of applications Phase I &amp; Phase II</p> <p>Development of Artist Contract (City Legal Department)</p>	<p>Work with Legal to determine new contract, requirements for ‘contractor’/artist work on city property, intellectual property rights etc.</p> <p>Time commitment to this step dependent upon Legal’s Capacity</p>
<p align="center"><b>September-October 2026</b></p>	<p>Call for Artists/Expression of Interest Posted and Circulated, Promoted with Communications Plan</p>	<p>6 Weeks for proper length of intake/process/circulation and promotion</p>
<p align="center"><b>Late October 2026</b></p>	<p>First Review of Artist Applications, Expression of Interest</p>	<p>Initial City Staff Review for technical requirements, secondary review with Advisory Panel Members</p>
<p align="center"><b>Early November 2026</b></p>	<p>Advisory Panel Members to Review and Determine Official Artist Shortlist</p>	<p>2 weeks 4 intended shortlisted artist applicants</p>
<p align="center"><b>Early November 2026 - January 2027</b></p>	<p>Shortlisted Artists contacted to begin proposal process. Design/concept development proposal to be provided for review</p>	<p>8 weeks (shortlisted artists are paid for their proposals at this stage)</p>
<p align="center"><b>Early February 2027</b></p>	<p>Shortlisted Artist proposals reviewed by Advisory Panel, input acquired</p>	<p>2 – 3 weeks for meeting coordination</p>

	session/meeting/scoring via Phase II	
<b>Mid-February 2027</b>	Final Artist/design proposal selected (full rendering required for review by Library Board/City Staff prior to installation)  Circulation of Successful Artist chose	Artist will require up to 8 weeks for finalization and development of design, dependent upon individual selected artist process and any revisions if required (typical 2 rounds of revisions/adjustments)
<b>Mid-April 2027</b>	Final Approval of Design/Artwork	Final approval of design by Library Board, Stakeholder Groups, Advisory Panel for this Project
<b>May-June 2027</b>	Wall Prep and Artist arrangements, supplies, etc. made for installation	Installation cannot happen until mid-June earliest due  *This element of the process does not require 30 days however the season/weather dictates timeline for installation
<b>Late June 2027- Early July</b>	Mural Installation/Anti-Graffiti Coating Protectant Installed	<b>Dependent upon Selected Artist Availability</b> and Seasonality of Installation – mid-June to late-September
<b>July 2027</b>	Public Unveiling Ceremony/Event	Unveiling during Pride Week Activities in SSM July 2027

**2SLGBTQIA+ Mural Advisory Panel will be composed of the following stakeholders:**

- City Staff – Director of Community Services, Manager of Recreation & Culture, Arts and Culture Lead (3)
- Library Board – President & Member of Board of Directors (2)
- Library CEO – Matthew MacDonald or alternate (1)
- Cultural Vitality Committee Members (2)
- 2Spirit Organizing Committee – Members of Board or alternate stakeholders identified (1)
- Sault Pride – Members of Group/Collective/Board or alternate stakeholders identified (1)
- The Klub – Board Members or alternate stakeholders (1)
- Bawating Babes – Members of the Group/Collective or alternate stakeholders (1)
- Café 4 Good – Queer Coffee Club Organizers – Members of the Group/Collective or alternate stakeholders (1)
- Identified stakeholders in the community without specific ties to organizing groups (up to 4)

Total Members: 13 (or up to 17)

**Draft Budget:**

- Artist Fees: \$7,000
- Shortlisted Artist Fees: \$2,000 = \$500/each, 4 total shortlisted artists
- Paint/Materials/Supplies: \$3,000 (tbc dependent on artist selected paint, spray or bucket)
- Prep Work/Materials: \$2,000
- Lift Rentals: \$2,500
- Accommodations: \$1,500 (tbc dependent on dates of stay/installation and number of nights, \$150/night x 10 nights, if not a local artist)
- Travel Honoraria: \$500 (Ontario-based artist if not a local artist)
- Per Diem: \$500 (\$50/day x 10, if not a local artist)
- Miscellaneous Costs: \$500

Total for Ontario Based Artist = \$19,500 or \$17,000 for a Local Artist



## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

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**Committee Members in Attendance:** Lisa Dobrovnik, Jami van Haaften, Steve Murray, David Nanchin, Kevin Harrison

**Members Absent:** Wayne Greco, Mike Olejnik

**Meeting Date:** April 20, 2026

### **Review:**

The Committee reviewed the March 2026 Expenditures Report.

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

### **Capital Projects:**

New leaks in roof at the JLM Centennial Library had water dripping on computers on the circulation desk, and other areas as well. Maverick and Son proposed a patch around a drain.

Some flashing had to be removed by city carpenters as pieces were hanging off. Maverick and Son will provide a quote to repair. M. MacDonald will explore cost recovery from the Toronto company who installed the original cladding.

The Pneumatic Controls replacement project is starting and the Engineer in consultation with City purchasing is preparing a tender document. It is expected to go before Council in June for approval.



### **Facility Assessment Spreadsheet:**

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

The Committee is recommending that staff investigate completing a Building Condition Assessment (BCA) of the JLM Centennial Library to identify facility issues to proactively mitigate potential emergencies and do require preventative maintenance to avoid more expensive fixes later.

Funding for a BCA can come from the Library's Capital Reserve Fund however this will require City Council Approval.

### **Information Items:**

The auditors have been provided with information requested for completing the 2025 audit.

### **Other Business:**

The Committee discussed its Terms of Reference. Further edits were suggested. The document will be revised and brought forward to the May meeting.

The committee was informed that the Buy Ontario Act will come into effect May 14<sup>th</sup> and will impact the way municipalities and Boards handle procurement.

### **Recommendations:**

Be it resolved that the expenditures for the month of March 2026, which include wages, benefits and Visas in the amount of \$170,022.77 be confirmed paid.

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

Be it resolved that library staff investigate the cost, benefits, timeline, and service vendors for a Building Condition Assessment, engage libraries who have completed the process, as well as engage with the city on the use of expansion reserve for this purpose, and report to the board.



## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

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

**Members Absent:** Wayne Greco, Kevin Harrison

**Meeting Date:** May 19, 2026

### **Review:**

The Committee reviewed the April 2026 Expenditures Report.

The Financial Reports up to April 30, 2026, were reviewed.

### **Capital Projects:**

Staff have started exploratory, scope of project examination of the ceiling in the Program Room to remove asbestos and to install updated lighting.

The Roof continues to leak at the JLM Centennial Library above the circulation desk despite a patch installed by Maverick and Son. Staff have expressed health and safety concerns regarding the leaking water due to its brown colour. Tulloch has been engaged to test the water and to provide an alternate solution which will likely involve redirection of water.

New, heavier flashing has been installed on the roof of the JLM Centennial Library by Maverick & Son to replace the damaged flashing and to prevent further issues.



Red Falcon Solutions Inc. has been engaged to assist to repairs to the front entrances' floors and to make the entrances more accessible at the JLM Centennial Library.

**Information Items:**

The library has entered into a group purchase agreement in order to receive a non-profit discount rate on some materials and supplies through Red Falcon Solutions Inc. & Kinetic GPO.

**Other Business:**

Buy Ontario Act is now in affect and will impact procurement and building projects.

**Recommendations:**

Be it resolved that the expenditures for the month of April 2026, which include wages, benefits and Visas in the amount of \$277,680.61 be confirmed paid.

Be it resolved that that the Financial Results as of April 30, 2026, be approved.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for March 2026

### Cheque Register

March 12, 2026	22,330.88
March 19, 2026	19,542.41

Subtotal \$19,542.41

### EFT from Bank Statements

Wages	123,340.03
Visas	4,658.95
Service Fees	150.50

Subtotal \$128,149.48

Total **\$147,691.89**

### Recommendation:

The expenditures for the month of March 2026, which include wages, benefits and Visas in the amount of \$147,691.89 be confirmed paid.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for April 2026

### Cheque Register

April 1, 2026	15,852.41
April 9, 2026	15,626.02
April 16, 2026	107,568.78
April 23, 2026	5,543.47
April 30, 2026	5,301.94
Subtotal	<u>\$149,892.62</u>

### EFT from Bank Statements

Wages	123,038.90
Visas	4,650.09
Service Fees	99.00
Subtotal	<u>\$127,787.99</u>
Total	<u><b>\$277,680.61</b></u>

### Recommendation:

The expenditures for the month of April 2026, which include wages, benefits and Visas in the amount of \$277,680.61 be confirmed paid.

SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$1,698,149.65)	(\$3,780,751.00)	45%
User Fees	(1,842.22)	(\$7,500.00)	25%
Sales	(21,512.08)	(\$36,250.00)	59%
Donations	(8,437.03)	(\$32,750.00)	26%
Other income	(21,848.22)	(\$73,000.00)	30%
Prior Year Surplus		(\$41,500.00)	0%
	0%		0%
	0%		0%
	<u>(1,751,789.20)</u>	<u>(\$3,971,751.00)</u>	<u>44%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	905,632.96	\$2,947,863.00	31%
Books and periodicals	48,546.64	\$220,425.00	22%
Donation expenditures	1,258.95		0%
Utilities	40,189.49	\$95,000.00	42%
Office expenditures	54,823.98	\$149,586.00	37%
Operating expenditures	147,226.03	\$503,892.00	29%
Equipment purchases	46,591.17	\$67,343.00	69%
			0%
	<u>1,244,269.22</u>	<u>\$3,984,109.00</u>	<u>31%</u>
(Surplus)/Deficit	(507,519.98)	\$12,358.00	(4,107%)

SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants:			
LIBRARY ADMINISTRATION - Grants	(1,698,149.65)	(\$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%
<b>Total Grants</b>	<b>(1,698,149.65)</b>	<b>(\$3,780,751.00)</b>	<b>45%</b>
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(1,789.04)	(\$6,000.00)	30%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	(53.18)	(\$1,500.00)	4%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
<b>Total User Fees</b>	<b>(1,842.22)</b>	<b>(\$7,500.00)</b>	<b>25%</b>
Sales:			
LIBRARY ADMINISTRATION - Sales	(11,725.09)	(\$4,500.00)	261%
LIBRARY MAIN BRANCH - Sales	(5,830.68)	(\$20,000.00)	29%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(3,443.30)	(\$10,250.00)	34%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(513.01)	(\$1,500.00)	34%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
<b>Total Sales</b>	<b>(21,512.08)</b>	<b>(\$36,250.00)</b>	<b>59%</b>
Donations:			
LIBRARY ADMINISTRATION - Donations	(8,345.40)	(\$32,750.00)	25%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(91.63)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
<b>Total Donations</b>	<b>(8,437.03)</b>	<b>(\$32,750.00)</b>	<b>26%</b>
Other income:			
LIBRARY ADMINISTRATION - Other income	(19,386.04)	(\$60,000.00)	32%
LIBRARY MAIN BRANCH - Other income	(1,298.03)	(\$7,000.00)	19%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(1,164.15)	(\$6,000.00)	19%
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 Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
Total Other income	(21,848.22)	(\$73,000.00)	30%
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%
	(1,737,606.18)	(\$3,919,501.00)	44%
	(8,917.75)	(\$33,000.00)	27%
		\$0.00	0%
	(4,752.26)	(\$17,750.00)	27%
		\$0.00	0%
	(513.01)	(\$1,500.00)	34%
		\$0.00	0%
		\$0.00	0%
	(1,751,789.20)	(\$3,971,751.00)	44%

**EXPENDITURES**

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	261,438.46	\$884,468.00	30%
LIBRARY MAIN BRANCH - Salaries and benefits	534,275.73	\$1,704,896.00	31%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	109,918.77	\$358,499.00	31%
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	905,632.96	\$2,947,863.00	31%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	46,170.84	\$164,801.00	28%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	2,375.80	\$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	48,546.64	\$220,425.00	22%

Donation expenditures:

SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	1,258.95		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%
<b>Total Donation expenditures</b>	<b>1,258.95</b>		<b>0%</b>
<b>Utilities:</b>			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	40,189.49	\$95,000.00	42%
LIBRARY KORAH BRANCH - Utilities			
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CHALLENGE ADULT - Utilities			
LIBRARY CONCESSION - Utilities			
DEPRECIATION/FIXED ASSETS - Utilities			
POSTING DEFAULT - Utilities			0%
<b>Total Utilities</b>	<b>40,189.49</b>	<b>\$95,000.00</b>	<b>42%</b>
<b>Office expenditures:</b>			
LIBRARY ADMINISTRATION - Office expenditures	33,472.15	\$70,286.00	48%
LIBRARY MAIN BRANCH - Office expenditures	18,211.62	\$71,000.00	26%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	3,140.21	\$8,300.00	38%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
<b>Total Office expenditures</b>	<b>54,823.98</b>	<b>\$149,586.00</b>	<b>37%</b>
<b>Operating expenditures:</b>			
LIBRARY ADMINISTRATION - Operating expenditures	766.94	\$33,688.00	2%
LIBRARY MAIN BRANCH - Operating expenditures	91,313.16	\$249,517.00	37%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	54,627.72	\$219,487.00	25%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	518.21	\$1,200.00	43%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
<b>Total Operating expenditures</b>	<b>147,226.03</b>	<b>\$503,892.00</b>	<b>29%</b>
<b>Equipment purchases:</b>			
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 Four Months Ending Thursday, April 30, 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%
<b>Total Equipment purchases</b>	<b>46,591.17</b>	<b>\$67,343.00</b>	<b>69%</b>
			0%
	342,386.14	\$1,047,442.00	33%
	731,302.37	\$2,291,557.00	32%
		\$0.00	0%
	170,062.50	\$643,910.00	26%
		\$0.00	0%
	518.21	\$1,200.00	43%
		\$0.00	0%
		\$0.00	0%
	<b>1,244,269.22</b>	<b>\$3,984,109.00</b>	<b>31%</b>
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,395,220.04)	(\$2,872,059.00)	49%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	722,384.62	\$2,258,557.00	32%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	165,310.24	\$626,160.00	26%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	5.20	(\$300.00)	(2%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
<b>Total (Surplus)/Deficit</b>	<b>(507,519.98)</b>	<b>\$12,358.00</b>	<b>(4,107%)</b>

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$1,698,149.65)	(\$3,780,751.00)	45%
User Fees			
Sales	(11,725.09)	(\$4,500.00)	261%
Donations	(8,345.40)	(\$32,750.00)	25%
Other income	(19,386.04)	(\$60,000.00)	32%
Prior Year Surplus		(\$41,500.00)	0%
	<u>(1,737,606.18)</u>	<u>(\$3,919,501.00)</u>	<u>44%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	261,438.46	\$884,468.00	30%
Books and periodicals			
Donation expenditures	1,258.95		0%
Utilities			
Office expenditures	33,472.15	\$70,286.00	48%
Operating expenditures	766.94	\$33,688.00	2%
Equipment purchases	45,449.64	\$59,000.00	77%
	<u>342,386.14</u>	<u>\$1,047,442.00</u>	<u>33%</u>
(Surplus)/Deficit	(1,395,220.04)	(\$2,872,059.00)	49%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(8,746.65)	(\$21,687.00)	40%
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	(1,698,149.65)	(\$3,780,751.00)	45%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(11,725.09)	(\$4,500.00)	261%
Total Sales	(11,725.09)	(\$4,500.00)	261%
Donations:			
30-720-7201-5861 DONATIONS	(6,875.40)	(\$10,000.00)	69%
30-720-7201-5866 RESTRICTED DONATIONS	(1,470.00)	(\$22,000.00)	7%
30-720-7201-5869 DONATIONS IN KIND		(\$750.00)	0%
Total Donations	(8,345.40)	(\$32,750.00)	25%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(19,386.04)	(\$60,000.00)	32%
Total Other income	(19,386.04)	(\$60,000.00)	32%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$41,500.00)	0%
Total Prior Year Surplus		(\$41,500.00)	0%
	<u>(1,737,606.18)</u>	<u>(\$3,919,501.00)</u>	<u>44%</u>

**EXPENDITURES**

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	192,503.57	\$651,661.00	30%
30-720-7201-6011 SALARIES PART TIME	5,918.91		0%
30-720-7201-6031 CANADA PENSION PLAN	11,179.66	\$31,308.00	36%
30-720-7201-6032 EMPLOYMENT INSURANCE	4,317.99	\$9,905.00	44%
30-720-7201-6033 EMPLOYER HEALTH TAX	3,898.04	\$12,707.00	31%
30-720-7201-6041 OMERS	18,588.87	\$66,625.00	28%
30-720-7201-6042 HEALTH CARE	7,791.18	\$41,330.00	19%
30-720-7201-6043 DENTAL	2,295.96	\$15,175.00	15%
30-720-7201-6044 GROUP INSURANCE	1,452.32	\$5,443.00	27%
30-720-7201-6045 LONG TERM DISABILITY	3,207.72	\$16,814.00	19%
30-720-7201-6052 RETIRED HEALTH CARE	10,284.24	\$31,000.00	33%
30-720-7201-6046 WSIB		\$2,500.00	0%
Total Salaries and benefits	261,438.46	\$884,468.00	30%
Books and periodicals			

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	1,258.95		0%
Total Donation expenditures	1,258.95		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	9,111.82	\$7,500.00	121%
30-720-7201-6185 TRAINING	7,752.10	\$18,300.00	42%
30-720-7201-6474 CARTAGE	1,813.33	\$7,000.00	26%
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	1,760.41	\$8,600.00	20%
30-720-7201-6720 BANK CHARGES	302.18	\$3,000.00	10%
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	33,472.15	\$70,286.00	48%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	766.94	\$1,589.00	48%
30-720-7201-6462 INSURANCE		\$32,099.00	0%
Total Operating expenditures	766.94	\$33,688.00	2%
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>342,386.14</u>	<u>\$1,047,442.00</u>	<u>33%</u>
(Surplus)/Deficit	(1,395,220.04)	(\$2,872,059.00)	49%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees	(1,789.04)	(\$6,000.00)	30%
Sales	(5,830.68)	(\$20,000.00)	29%
Donations			
Other income	(1,298.03)	(\$7,000.00)	19%
Prior Year Surplus			
	<u>(8,917.75)</u>	<u>(\$33,000.00)</u>	<u>27%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	534,275.73	\$1,704,896.00	31%
Books and periodicals	46,170.84	\$164,801.00	28%
Donation expenditures			
Utilities	40,189.49	\$95,000.00	42%
Office expenditures	18,211.62	\$71,000.00	26%
Operating expenditures	91,313.16	\$249,517.00	37%
Equipment purchases	1,141.53	\$6,343.00	18%
	<u>731,302.37</u>	<u>\$2,291,557.00</u>	<u>32%</u>
(Surplus)/Deficit	722,384.62	\$2,258,557.00	32%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(1,789.04)	(\$6,000.00)	30%
Total User Fees	(1,789.04)	(\$6,000.00)	30%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(329.34)	(\$1,000.00)	33%
30-720-7202-5892 MEMBERSHIP FEES	(405.65)	(\$1,500.00)	27%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(3,672.51)	(\$9,000.00)	41%
30-720-7202-5894 SALES SERVICES	(98.51)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(26.64)	(\$1,500.00)	2%
30-720-7202-5751 RENT PROGRAM ROOM A	(1,003.25)	(\$5,000.00)	20%
30-720-7202-5752 RENT PROGRAM ROOM B	(294.78)	(\$2,000.00)	15%
Total Sales	(5,830.68)	(\$20,000.00)	29%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(1,003.25)	(\$5,000.00)	20%
30-720-7202-5752 RENT PROGRAM ROOM B	(294.78)	(\$2,000.00)	15%
Total Other income	(1,298.03)	(\$7,000.00)	19%
Prior Year Surplus			
	<u>(8,917.75)</u>	<u>(\$33,000.00)</u>	<u>27%</u>

**EXPENDITURES**

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	313,680.21	\$950,786.00	33%
30-720-7202-6011 SALARIES PART TIME	120,916.71	\$387,983.00	31%
30-720-7202-6031 CANADA PENSION PLAN	23,413.51	\$72,800.00	32%
30-720-7202-6032 EMPLOYMENT INSURANCE	9,293.61	\$25,331.00	37%
30-720-7202-6033 EMPLOYER HEALTH TAX	8,461.47	\$26,106.00	32%
30-720-7202-6041 OMERS	33,125.00	\$120,489.00	27%
30-720-7202-6042 HEALTH CARE	14,955.00	\$71,986.00	21%
30-720-7202-6043 DENTAL	7,726.77	\$37,361.00	21%
30-720-7202-6044 GROUP INSURANCE	872.48	\$3,252.00	27%
30-720-7202-6045 LONG TERM DISABILITY	1,830.97	\$8,802.00	21%
Total Salaries and benefits	534,275.73	\$1,704,896.00	31%
Books and periodicals:			
30-720-7202-6135 BOOKS REFERENCE ADULT	160.00	\$4,085.00	4%
30-720-7202-6136 BOOKS ADULT	967.31	\$38,542.00	3%
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	4,058.33	\$9,501.00	43%
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	30,368.97	\$50,610.00	60%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Thursday, April 30, 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	8,891.69	\$20,560.00	43%
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%
<b>Total Books and periodicals Donation expenditures</b>	<b>46,170.84</b>	<b>\$164,801.00</b>	<b>28%</b>
<b>Utilities:</b>			
30-720-7202-6252 WATER & ELECTRIC	28,673.69	\$75,000.00	38%
30-720-7202-6254 NATURAL GAS	11,515.80	\$20,000.00	58%
<b>Total Utilities</b>	<b>40,189.49</b>	<b>\$95,000.00</b>	<b>42%</b>
<b>Office expenditures:</b>			
30-720-7202-6111 OFFICE EXPENSES	8,766.80	\$25,000.00	35%
30-720-7202-6200 MILEAGE	523.64		0%
30-720-7202-6470 POSTAL SERVICE	299.25	\$8,000.00	4%
30-720-7202-6480 TELECOMMUNICATIONS	4,688.87	\$18,000.00	26%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	3,933.06	\$20,000.00	20%
<b>Total Office expenditures</b>	<b>18,211.62</b>	<b>\$71,000.00</b>	<b>26%</b>
<b>Operating expenditures:</b>			
30-720-7202-6316 MAIN CASH OVER/UNDER	(151.39)		0%
30-720-7202-6395 JANITORIAL SUPPLY	3,317.61	\$7,500.00	44%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	32,203.94	\$80,000.00	40%
30-720-7202-6496 JANITORIAL SERVICE	15,669.76	\$48,000.00	33%
30-720-7202-6620 SECURITY	35,534.11	\$107,017.00	33%
30-720-7202-6704 MACHINE RENTAL	4,739.13	\$6,000.00	79%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$1,000.00	0%
<b>Total Operating expenditures</b>	<b>91,313.16</b>	<b>\$249,517.00</b>	<b>37%</b>
<b>Equipment purchases:</b>			
30-720-7202-8201 FURNITURE & FIXTURES	976.68	\$3,343.00	29%
30-720-7202-8271 LIBRARY EQUIPMENT	164.85	\$3,000.00	5%
<b>Total Equipment purchases</b>	<b>1,141.53</b>	<b>\$6,343.00</b>	<b>18%</b>
	<b>731,302.37</b>	<b>\$2,291,557.00</b>	<b>32%</b>
<b>(Surplus)/Deficit</b>	<b>722,384.62</b>	<b>\$2,258,557.00</b>	<b>32%</b>

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees	(53.18)	(\$1,500.00)	4%
Sales	(3,443.30)	(\$10,250.00)	34%
Donations	(91.63)		0%
Other income	(1,164.15)	(\$6,000.00)	19%
Prior Year Surplus			
	<u>(4,752.26)</u>	<u>(\$17,750.00)</u>	<u>27%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	109,918.77	\$358,499.00	31%
Books and periodicals	2,375.80	\$55,624.00	4%
Donation expenditures			
Utilities			
Office expenditures	3,140.21	\$8,300.00	38%
Operating expenditures	54,627.72	\$219,487.00	25%
Equipment purchases		\$2,000.00	0%
	<u>170,062.50</u>	<u>\$643,910.00</u>	<u>26%</u>
(Surplus)/Deficit	165,310.24	\$626,160.00	26%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(53.18)	(\$1,500.00)	4%
Total User Fees	(53.18)	(\$1,500.00)	4%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(49.24)	(\$100.00)	49%
30-720-7204-5892 MEMBERSHIP FEES	(335.82)	(\$400.00)	84%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,574.09)	(\$2,500.00)	63%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(320.00)	(\$750.00)	43%
30-720-7204-5751 RENT PROGRAM ROOM A	(814.62)	(\$3,000.00)	27%
30-720-7204-5752 RENT PROGRAM ROOM B	(349.53)	(\$3,000.00)	12%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY		(\$500.00)	0%
Total Sales	(3,443.30)	(\$10,250.00)	34%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(91.63)		0%
Total Donations	(91.63)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(814.62)	(\$3,000.00)	27%
30-720-7204-5752 RENT PROGRAM ROOM B	(349.53)	(\$3,000.00)	12%
Total Other income	(1,164.15)	(\$6,000.00)	19%
Prior Year Surplus			
	(4,752.26)	(\$17,750.00)	27%

**EXPENDITURES**

Salaries and benefits:

30-720-7204-6001 SALARIES FULL TIME	59,969.71	\$190,172.00	32%
30-720-7204-6011 SALARIES PART TIME	29,552.75	\$91,767.00	32%
30-720-7204-6031 CANADA PENSION PLAN	4,793.96	\$15,173.00	32%
30-720-7204-6032 EMPLOYMENT INSURANCE	1,914.22	\$6,236.00	31%
30-720-7204-6033 EMPLOYER HEALTH TAX	1,744.07	\$5,498.00	32%
30-720-7204-6041 OMERS	7,211.50	\$25,374.00	28%
30-720-7204-6042 HEALTH CARE	2,740.68	\$14,397.00	19%
30-720-7204-6043 DENTAL	1,424.25	\$7,472.00	19%
30-720-7204-6044 GROUP INSURANCE	182.58	\$650.00	28%
30-720-7204-6045 LONG TERM DISABILITY	385.05	\$1,760.00	22%
Total Salaries and benefits	109,918.77	\$358,499.00	31%

Books and periodicals:

30-720-7204-6132 ARCHIVES	271.09	\$15,000.00	2%
30-720-7204-6136 BOOKS ADULT	764.36	\$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 Four Months Ending Thursday, April 30, 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%
<b>Total Books and periodicals</b>	<b>2,375.80</b>	<b>\$55,624.00</b>	<b>4%</b>
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	575.81	\$2,500.00	23%
30-720-7204-6200 MILEAGE	19.01		0%
30-720-7204-6480 TELECOMMUNICATIONS	2,545.39	\$5,800.00	44%
<b>Total Office expenditures</b>	<b>3,140.21</b>	<b>\$8,300.00</b>	<b>38%</b>
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	181.73		0%
30-720-7204-6620 SECURITY	133.71	\$300.00	45%
30-720-7204-6700 RENT	53,398.60	\$216,687.00	25%
30-720-7204-6704 MACHINE RENTAL	913.68	\$1,750.00	52%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
<b>Total Operating expenditures</b>	<b>54,627.72</b>	<b>\$219,487.00</b>	<b>25%</b>
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,000.00	0%
<b>Total Equipment purchases</b>		<b>\$2,000.00</b>	<b>0%</b>
	<b>170,062.50</b>	<b>\$643,910.00</b>	<b>26%</b>
(Surplus)/Deficit	165,310.24	\$626,160.00	26%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees			
Sales	(513.01)	(\$1,500.00)	34%
Donations			
Other income			
Prior Year Surplus			
	<u>(513.01)</u>	<u>(\$1,500.00)</u>	<u>34%</u>
<b>EXPENDITURES</b>			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	518.21	\$1,200.00	43%
Equipment purchases			
	<u>518.21</u>	<u>\$1,200.00</u>	<u>43%</u>
(Surplus)/Deficit	5.20	(\$300.00)	(2%)

SSM LIBRARY  
LIBRARY CONCESSION  
For the Four Months Ending Thursday, April 30, 2026

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(513.01)	(\$1,500.00)	34%
Total Sales	(513.01)	(\$1,500.00)	34%
Donations			
Other income			
Prior Year Surplus			
	<u>(513.01)</u>	<u>(\$1,500.00)</u>	<u>34%</u>
<b>EXPENDITURES</b>			
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	204.80	\$1,200.00	17%
Total Operating expenditures	518.21	\$1,200.00	43%
Equipment purchases			
	<u>518.21</u>	<u>\$1,200.00</u>	<u>43%</u>
(Surplus)/Deficit	5.20	(\$300.00)	(2%)

## 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
<b>1st Quarter Totals</b>	<b>\$ 261.00</b>	<b>\$ 8,113.35</b>	<b>\$ -</b>	<b>\$ 206.00</b>	<b>\$ 8,580.35</b>
APRIL	\$ 92.00	\$ 3,380.14	-	\$ 72.00	\$ 3,544.14
MAY	\$ -	\$ -	-	\$ -	\$ -
JUNE	\$ -	\$ -	-	\$ -	\$ -
<b>2nd Quarter Totals</b>	<b>\$ 92.00</b>	<b>\$ 3,380.14</b>	<b>-</b>	<b>\$ 72.00</b>	<b>\$ 3,544.14</b>
JULY	\$ -	\$ -	-	\$ -	\$ -
AUGUST	\$ -	\$ -	-	\$ -	\$ -
SEPTEMBER	\$ -	\$ -	\$ -	\$ -	\$ -
<b>3rd Quarter Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
<b>4th Quarter Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTALS Year To Date</b>	<b>\$ 353.00</b>	<b>\$ 11,493.49</b>	<b>\$ -</b>	<b>\$ 278.00</b>	<b>\$ 12,124.49</b>
	<b>DATE</b>	<b>LIBRARY</b>	<b>FRIENDS</b>		<b>TOTAL</b>
<b>1st Quarter Totals</b>	<b>JAN-MAR</b>	<b>\$ 261.00</b>	<b>\$ 8,113.35</b>	<b>\$ 206.00</b>	<b>\$ 8,580.35</b>
<b>2nd Quarter Totals</b>	<b>APR-JUN</b>	<b>\$ 92.00</b>	<b>\$ 3,380.14</b>	<b>\$ 72.00</b>	<b>\$ 3,544.14</b>
<b>3rd Quarter Totals</b>	<b>JUL-SEP</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4th Quarter Totals</b>	<b>OCT-DEC</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Annual Total</b>	<b>JAN-DEC</b>	<b>\$ 353.00</b>	<b>\$ 11,493.49</b>	<b>\$ 278.00</b>	<b>\$ 12,124.49</b>
					\$ -
<b>Grand Total</b>		<b>\$ 12,124.49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,124.49</b>



## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

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**Committee Members in Attendance:** Lisa Dobrovnik, Jami van Haaften, Paolo Bruni, Wayne Greco, Steve Murray

**Members Absent:** Erin Ferlaino

**Meeting Date:** April 13, 2026

### **Review:**

The Committee reviewed and revised 100-07 Board Contact Policy, 100-08 Signing Authority Policy, 100-10 Library and Political Elections Policy, and 400-04 Internal Internet Usage 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 updates from City Staff.

### **Recommendations:**

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

That the Board approve the following revised policies as presented:

- 100-07 Board Contact Policy
- 100-08 Signing Authority Policy
- 100-10 Library and Political Elections Policy
- 400-04 Internal Internet Usage Policy



## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

---

**Committee Members in Attendance:** Jami van Haaften, Paolo Bruni, Wayne Greco, Steve Murray, Erin Ferlaino

**Members Absent:** Lisa Dobrovnik

**Meeting Date:** May 11, 2026

### **Review:**

The Committee reviewed and revised 100-04 Executive Limitations Policy, 100-12 Board Recognition Policy, 300-08 Visiting Library Service Policy, 300-10 Business Continuity Policy, and 300-11 Teen/YA Services Policy.

The Committee reviewed correspondence from OLS regarding absenteeism and Library Board By-laws. There are no recommended changes to the by-laws at this time.

### **Recommendations:**

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

That the Board approve the following revised policies as presented:

- 100-04 Executive Limitations Policy
- 100-12 Board Recognition Policy
- 300-08 Visiting Library Service Policy
- 300-10 Business Continuity Policy
- 300-11 Teen/YA Services Policy

<b>Title:</b>	Executive Limitations Policy	<b>Policy Number:</b> 100-04
<b>Policy Type:</b>	Governance	
<b>Approval by:</b>	Resolution Number RB 2012-04-16	
<b>Approval Date:</b>	April 16, 2012	
<b>Revised Dates:</b>	June 19, 2017; November 24, 2020, June 26, 2023, May 25, 2026	
<b>Review Date:</b>	June 2029	

## PURPOSE

This policy defines the limits of the CEO contributing to the overall accountability of the Library.

## SCOPE

This policy applies to the position of CEO.

## DEFINITIONS

**CEO** - Chief Executive Officer

**Board** - Sault Ste. Marie Public Library Board

**Assets** - assets that include property (buildings, furniture, equipment, land, print and electronic resources) and financial

## POLICY STATEMENT

The CEO shall maintain a high standard of stewardship over the Library, its resources, its facilities, and its staff. The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or unlawful, or in violation of commonly accepted business ethics, the Public Libraries Act, RSO 1990, Ch. 44, other relevant statutes, contractual agreements with bargaining units or any other contractual agreements and shall observe at all times the Board's policies.

## ASSET MANAGEMENT AND PROTECTION

The CEO shall ensure the assets of the organization are protected, adequately maintained and not unnecessarily risked.

### Property Assets

The CEO shall secure all Board assets, including facilities, furniture, equipment, technology, print and electronic assets, from risk of theft, damage or neglect. Accordingly the CEO shall ensure that:

- facilities are properly maintained;
- procedures are in place to protect intellectual property, historical assets including archive material, information and files from loss or significant damage;
- appropriate action is taken in response to theft or damage to Board assets;
- the insurable assets of the organization are insured against losses for replacement value, and
- surplus furniture, technology and equipment are disposed of in a practical and advantageous method.

### **Financial Assets**

The CEO shall ensure that:

- the organization, its employees, and the Board are not unnecessarily exposed to claims of liability and that adequate third party liability insurance is in place for protection;
- effective internal control systems to protect the organization are in place with regard to access by personnel to material amounts of the organization's funds, and
- adequate internal financial controls that meet the standards of the organization's auditors are in place, and these controls are tested at periodic intervals.

### **Purchases**

The CEO shall not permit any purchases that are inconsistent with the Board's governing procurement policies and procedures.

## **BUDGETING AND FORECASTING**

Budgeting in any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board priorities, the requirements of the Public Libraries Act, 1990, C.P. 44 and other relevant legislation, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight. Budgeting shall take into account the long-term financial health of the organization.

The CEO shall ensure that:

- all budgets disclose planning assumptions, cash flow projections, capital requirements including justification and a reasonable projection of costs and revenues, and
- operating and budget requirements for the ensuing year are prepared and presented according to prescribed timelines to meet the requirements of the Municipal budget cycle.

The CEO shall ensure that the operating budget:

- enables accurate projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
- provides adequate information to support a budget presentation that meets municipal budget presentation requirements;
- plans the expenditures in a fiscal year of funds that are conservatively projected to be received in that period, and
- provides resources for Board governance, such as costs of fiscal audit, Board development, Board meetings and special Board events.

The CEO shall ensure that the capital budget:

- presents capital budget estimates with sufficient detail to describe the nature, scale and scope of the proposal, including full disclosure of all the costs;
- presents comprehensive capital estimates to the Board following established City of Sault Ste. Marie requirements, and



- is based on realistic operating or capital budget estimates based on reasonable and/or expected funding and financial considerations.

## **COMMUNICATION AND COUNSEL TO THE BOARD**

The CEO shall ensure that the Board is always informed about all significant matters. The CEO shall:

- advise the Board in a timely, complete and accurate manner of relevant trends, anticipated adverse controversial media coverage, material external and internal changes, customer complaints, which in the judgment of the CEO are of pressing concern, and particularly changes in the assumptions upon which any governance policy has been previously established;
- submit the required monitoring data as scheduled and in an accurate and understandable fashion;
- never knowingly withhold or distort information that is needed for fully informed Board decisions;
- provide a mechanism to provide for all Board internal and external communications, including the appropriate distribution of media releases to the Board;
- deal with the Board as a whole except when responding to individual requests for information relevant to Board motions and processes or responding to officers or committees duly charged by the Board;
- report in a reasonable timely manner on actual or anticipated non-compliance with any policy of the Board, and
- advise the Board if, in the CEO's opinion, the Board is not in compliance with legislation or its own Governance Policies.

## **EMERGENCY EXECUTIVE SUCCESSION**

In order to protect the Board from sudden loss of the CEO-services, the CEO may not have fewer than one other management staff familiar with Board and CEO policies, issues and processes and understand all aspects of the organization and be able to carry on the responsibilities of CEO as set out in the policies. The CEO shall:

- ensure that the Board knows and understands the competencies of these individuals;
- designate a senior manager in charge and inform the Board when they are absent for a period of more than two (2) days; and
- ensure the continuance of such key positions within the organization.

## **FINANCIAL CONDITION**

With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall be responsible for continuously monitoring the finances of the organization to ensure that the financial condition remains sound and in accordance with the established requirements under the Public Libraries Act, RSO 1990, Ch 44, or any other relevant legislation and municipal requirements. The CEO shall not:

- borrow money or pledge the assets of the Library;

- invest funds of the organization in instruments contrary to Board direction;
- allow liquid assets to drop below the amount deemed necessary to meet Library contractual obligations and settle debts in a timely manner;
- allow tax or other government mandated payments or filings to be overdue or inaccurately filed;
- acquire, encumber or dispose of real property without Board approval, and
- settle a claim in excess of \$12,500 without Board approval.

## **COMPENSATION AND BENEFITS**

The CEO shall have in mind fairness and the fiscal integrity and public image of the organization in all matters relating to employment, compensation and benefits to employees, consultants, and casual workers. The CEO shall:

- oversee the compensation practices of the Library;
- oversee the administration of the Library's compensation and benefits programs for employees;
- review the performance and development of Library management in achieving corporate goals and objectives and assure that senior managers are compensated effectively in a manner consistent with the strategy of the Library and competitive practice;
- review and approve any employment agreements or severance arrangements, and
- never change their own compensation and benefits.

## **STAFF AND VOLUNTEER RELATIONS**

With respect to the treatment of paid staff and volunteers, the CEO will not cause or allow conditions that are unfair, undignified or unsafe or in violation of any legislation affecting labour or human rights. The CEO shall ensure all human resources policies and practices:

- comply with applicable legislation and such policies will be communicated and available to each employee;
- are updated as legislation or circumstances dictate and that employees are made aware of any changes to these policies and practices in a reasonable timely manner;
- are aligned with conditions in the collective agreements between the Board and the bargaining units, and
- adhere to the Library Board's Value Statements.

## **PUBLIC RELATIONS**

The CEO is the representative of the Library and will maintain positive relationships with community agencies, all levels of government, outside organizations, and the media. The CEO shall ensure:

- Library participation in community events, projects, and activities where appropriate;
- Inform the Board of developments at all levels of government which may impact the Board's mandate;



- Inform the media of all major impacts, positive or negative, to Library services, and participate in discourse about Library services;
- Represent the Library on various local committees and professional committees as appropriate.

## **RELATED POLICIES**

100-03 Board – Board - CEO Linkage Policy  
100-08 Signing Authority Policy  
100-11 Board Code of Ethics  
200-01 Purchasing and Procurement Policy  
200-02 Tangible Capital Assets Policy  
300-10 Business Continuity Plan Policy  
400-02 Management and Non-Union Human Resources Policy  
400-05 Workplace Code of Conduct  
400-06 Health Care and Sick Leave Policy  
400-09 Human Rights Policy, Anti-Harassment/Discrimination/Violence  
400-14 Performance Appraisal Policy  
400-16 Relieving Pay Policy

<b>Title:</b>	Board Contact Policy	<b>Policy Number:</b> 100-07
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>		
<b>Approval Date:</b>	May 27, 2019	
<b>Reviewed Dates:</b>	May 27, 2019, November 24, 2020, May 29, 2023, May 25, 2026	
<b>Review Date:</b>	May 2029	

## PURPOSE

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

## SCOPE

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

This policy does not apply to Library staff, whose communications are governed by internal procedures and are expected to follow established administrative channels rather than direct contact with the Library Board.

## DEFINITIONS

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

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

## POLICY STATEMENT

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

## BOARD PERSONAL CONTACT INFORMATION

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

## BOARD CORRESPONDENCE

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

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

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



The Board may respond to correspondence at its own discretion.

### **EXCLUSION OF CORRESPONDENCE**

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

### **POSTING CONTACT INFORMATION**

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

### **RELATED POLICIES**

100-05 Delegations and Public Participation Policy  
100-11 Board Code of Ethics

<b>Title:</b>	Signing Authority Policy	<b>Policy Number:</b> 100-08
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>	Resolution Number RB 2012-06-18	
<b>Approval Date:</b>	June 18, 2012	
<b>Revised Dates:</b>	June 19, 2017; November 24, 2020, June 26, 2023, May 25, 2025	
<b>Review Date:</b>	June 2029	

## PURPOSE

The purpose of this policy is to establish signing authority as part of the overall financial control and oversight of the Library Board.

## SCOPE

Individuals who are authorized to sign or approve financial and legal documents on behalf of the Library.

## DEFINITIONS

**Accounts** – bank accounts or other financial instruments held on the Board’s behalf at a recognized legal financial institution.

**Board** – the Sault Ste. Marie Public Library Board

**Secretary/Treasurer of the Board** – the Chief Executive Officer (CEO)

**Signing Officer** – an individual authorized to sign official documents and make payments and purchases.

## POLICY STATEMENT

Accounts shall be kept with a recognized legal financial institution and the signing authority described in this policy applies to the set up and use of these accounts.

The Secretary/Treasurer of the Board shall be the primary signing officer of the Board. In the event where additional signatures are required, signing officers for the Library shall be:

- Board Chair
- Business Administrator
- Any other Senior Manager authorized by the Board

The primary signing officer shall:

- Enter into vendor and licensing agreements and contracts for the supply of goods and/or services on behalf of the Board, subject to the expenditure limits specified in Library policy;
- Authorize the Library’s payroll;
- Enter into contracts and partnership agreements on behalf of the Board;
- Enter into lease or rental agreements with approval of the Board;
- Enter into grant applications, funding agreements, and contribution contracts when appropriate;
- Authorize any other transaction on behalf of the Board which could reasonably be expected to be in the realm of a signing officer.



Other signing officers shall sign documents when a second authorizing signature is required and when a signature is required during the primary signing authority's absence.

#### **INDEPENDENT APPROVAL REQUIREMENT**

Signing officers shall not approve payment of their own business credit cards or business expenses.

The Board Chair shall sign the approval for the CEO's business credit card and business expenses.

#### **RELATED POLICIES:**

- 100-04 Executive Limitations Policy
- 200-01 Purchasing and Procurement Policy
- 200-04 Strategic Alliances Policy
- 200-08 Travel and Expenses Policy
- 400-05 Workplace Code of Conduct

<b>Title:</b>	Library and Political Elections Policy	
<b>Policy Type:</b>	Governance	<b>Policy Number:</b> 100-10
<b>Approval By:</b>		
<b>Approval Date:</b>	May 25, 2022	
<b>Revised Dates:</b>	May 29, 2023, May 25, 2026	
<b>Review Date:</b>	May 2029	

## **PURPOSE**

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

## **SCOPE**

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

## **DEFINITIONS**

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

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

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

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

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

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

## **POLICY STATEMENT**

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

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

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

## USE OF LIBRARY RESOURCES AND PROPERTY

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

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

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

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

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

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

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

### **CAMPAIGN CONTRIBUTIONS**

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

### **REQUESTS FOR LIBRARY INFORMATION**

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

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

### **RELATED POLICIES:**

- CS - 01 Statement on Intellectual Freedom
- 100-01 Governance Processes Policy
- 100-11 Board Code of Ethics
- 300-13 Sales and Soliciting on Library Property Policy
- 300-15 Meeting Room Use and Rental Policy
- 300-21 Programming Policy

<b>Title:</b>	Board Member Recognition Policy	<b>Policy Number:</b> 100-12
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 1987-06-15	
<b>Approval Date:</b>	June 15, 1987	
<b>Revised Dates:</b>	May 25, 1998, March 20, 2002; June 15, 2007; May 27, 2013; June 19, 2017; February 22, 2021; September 25, 2023, May 25, 2026	
<b>Review Date:</b>	June 2029	

## **PURPOSE**

This policy provides for the suitable thanks and recognition to Library Board members.

## **SCOPE**

This policy applies to Sault Ste. Marie Public Library Board members.

## **POLICY**

The Library recognizes the hard work, dedication and achievements of its volunteer Board Members using various methods. Their contributions and governance help the Library to excel as an organization.

## **FORMS OF RECOGNITION**

### **Photographs**

A print of a collection of the current Library Board members with their names and term listed will be hung at each Library location.

### **Website**

A list of current Board Members will be listed prominently on the Library's website. In addition, a list of former Board members will also be made accessible via the Library's website.

### **Publications**

All significant Library publications including the Library's annual report, as well as any documents that the Board is directly involved in the creation of, such as a strategic plan, will include a list of current Board Members.

### **Legacy Wall**

A wall will be dedicated to recognizing past Library Boards. The wall will be organized by Board term, and will include a list of Board members for each term.

### **Gifts**

When a Board member leaves the Board after completing a term, they shall be presented with a gift (up to \$100).



## **RELATED POLICIES**

400-13 Expression of Sympathy Policy

<b>Title:</b>	Visiting Library Service Policy	<b>Policy Number:</b> 300-08
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2007-03-19	
<b>Approval Date:</b>	March 19, 2007	
<b>Revised Dates:</b>	May 27, 2013; June 19, 2017; March 2021; February 28, 2022, September 25, 2023, May 25, 2026	
<b>Review Date:</b>	June 2029	

## PURPOSE

This policy details the Library's Visiting Library Service.

## DEFINITIONS

**Visiting library service** – the selection and delivery of Library materials to eligible residents of the City of Sault Ste. Marie who, for reasons of restricted vision or mobility, or long-term injury or illness, are unable to use regular Library facilities.

**Contactless** - delivery to the door not requiring touching or interaction between people.

## POLICY STATEMENT

The Visiting Library Service is administered by staff under the supervision of the Manager of Public Services.

Patrons wishing to enroll in the Visiting Library Service must complete an application form and selection form. Library staff will contact the patron to verify application information and initiate the service.

Upon registration, a special Library account will be created for the patron and their library card will be kept on file at the Library.

Visiting Library patrons are responsible for materials that are not returned. Fees for lost materials will be refunded upon return of the items.

Materials are selected by Library staff based on the patron's personal reading profile.

Patrons are able to borrow circulating library materials with some exceptions.

The Visiting Library Service will deliver material to the patron's residence on a regular basis. Materials are to be returned on the date of the next delivery. Visiting library loans will have extended loan periods to accommodate the service's delivery schedule.

To suspend the Visiting Library Service for any reason, patrons must inform the Visiting Library Service.

To renew Library materials patrons must notify the Visiting Library Service one week in advance of the next delivery. Renewals may not always be possible because of



requests from other patrons. If this is the case, the material must be returned on the original due date.

The Library reserves the right to cancel Visiting Library Service.

### **VOLUNTEERS**

Two volunteers or a staff and volunteer will deliver materials within a residence. When offering contactless services, only one staff member or volunteer will be required.

Visiting Library Service volunteers are guided by the Volunteer Program Policy and are subject to background checks and training requirements.

### **RELATED POLICIES**

200-08 Travel and Expense Policy

300-17 Volunteer Program Policy

300-23 Accessible Customer Service Policy

<b>Title:</b>	Business Continuity Plan Policy	<b>Policy Number:</b> 300-10
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2013-4-15	
<b>Approval Date:</b>	April 15, 2013	
<b>Revised Dates:</b>	April 15, 2013; June 19, 2017; February 22, 2021; June 26, 2023; May 25, 2026	
<b>Review Date:</b>	June 2029	

## PURPOSE

This policy ensures that all library personnel, patrons, assets and facilities are safeguarded during an emergency or disruption to library operations and guidelines are in place to direct continuity of critical business processes and crucial data systems.

## SCOPE

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

## 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.

**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 and evaluation** - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels. Evaluation includes actions taken to debrief the response and identify improvements that could be made to processes or systems.

## POLICY STATEMENT

The Library shall have a Business Continuity Plan which contains appropriate operational policies, guidelines, measures and procedures to safeguard the health, safety and welfare of staff, volunteers and patrons and to protect property within the Library facilities when an emergency occurs which threatens continuity in business operations.



The BCP shall address:

- risk mitigation;
- preparedness;
- response;
- recovery, and
- evaluation.

### **CRITICAL FUNCTIONS AND PRIORITIES**

The BCP will prioritize the maintenance and quick restoration of critical library services during business disruption. Critical functions are those services and operations that are essential to the Library's ability to serve the public and protect its staff, collections, and assets.

### **RESPONSIBILITIES**

The CEO shall ensure that the BCP is developed, maintained and annually reviewed.

The CEO shall act to ensure the continuity of business operations and the response to emergencies.

The CEO shall advise the Board on major business interruptions and will engage the Board where governance action is required.

The BCP will be reviewed and updated annually by the Board.

### **RELATED POLICIES**

- 100-04 Executive Limitations Policy
- 300-12 Emergency Closing Procedure
- 300-20 Information Services Policy
- 300-21 Programming Policy
- 400-03 Health and Safety Commitment Policy

<b>Title:</b>	Teen Services Policy	<b>Policy Number:</b> 300-11
<b>Policy Type:</b>	Operational	
<b>Approved By:</b>		
<b>Approval Date:</b>	May 26, 2025	
<b>Revised Dates:</b>	May 25, 2026	
<b>Review Date:</b>	May 2029	

## PURPOSE

To provide high-quality library services to teens, fostering their intellectual and personal growth, and enhancing their engagement with the library and the community.

## SCOPE

This policy applies to all library services, programs, spaces, and staff interactions involving individuals aged 13 to 19.

## DEFINITIONS

**Teen** - an individual between the ages of 13 and 19.

**Teen Advisory Group (TAG)** - a committee or organization composed of teenagers who are passionate about reading, libraries, and community engagement that provide feedback, suggestions, and input on library services, programs, and collections, particularly those aimed at teenagers.

**Truancy** - the act of deliberately and repeatedly skipping or being absent from school without a valid excuse or permission from parents, guardians, or school authorities.

## POLICY STATEMENT

This policy sets out the services to be offered for teens in the library, and also sets out the responsibilities for the safety and supervision of teens in the library.

## COLLECTIONS

The Library will maintain a comprehensive teen/young adult collection based on 300-03 Collection Development Policy. The collections for teens/young adults will meet best practice standards of quality and reflect their changing educational needs and personal interests.

Access to adult materials (with the exception of R rated DVDS/BluRays) will not be restricted by library staff. It is the responsibility of parents and caregivers to determine suitability for their teen(s).

## PROGRAMS AND SERVICES

The library will provide programming for teens/young adults, both in and out of the library, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and lifelong use of the library.

The library will provide educational, entertaining, and literacy related programs and support for teens, such as programs for summer, school breaks and professional development days that will be primarily literacy based and will highlight various aspects of the collection while encouraging reading for pleasure or leisure activities.

Library staff will actively involve teens in planning and implementing programs for this age group.

### **SAFETY OF TEENS/YOUNG ADULTS IN THE LIBRARY**

The Library recognizes that people of all ages have a right to a welcoming, respectful, supportive, and safe environment when they visit the library. As a public facility, the library does not monitor the activities of its patrons unless there is a problem with conduct.

There are specific situations which require specific guidance:

**Truancy** – If a young person (up to the age of 16) is noticed to be spending considerable time in the library during the school day, staff may check with the individual and ask that a caregiver confirm with the library that they are aware of the young person's whereabouts.

**Missing Persons** - Library staff will not give information to any person over the telephone as to whether a person is currently in the library or has been in the library recently. Library staff may offer to take a message and ask the teen to call the person back. In the case of a missing person, library staff will share information with the law enforcement agency requesting specific personal information.

#### **Duty to Report**

a) The Child, Youth and Family Services Act (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have a legislated obligation to report promptly to the Children's Aid Society (CAS) if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase "child in need of protection" as including physical, sexual, and emotional abuse, neglect, and risk of harm.

b) Library staff who are concerned that a 16-or 17-year old is, or may be, in need of protection may make a report to Children's Aid Society (CAS) and the CAS is required to assess the reported information.

c) When library staff members have reasonable grounds to suspect that a child or youth is, or may be, in need of protection, they will advise the Library CEO and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in CYFSA s.136 (1).

### **SPACES**



The library will provide a well-planned area for teens/young adults that is distinct from the adult area. This area will have furniture, shelves and equipment that are designed for teens, and which are fully accessible.

The library will ensure that signage is clear and age appropriate.

The area for teens is an interactive learning environment where controlled noise levels are tolerated and where young people are invited to explore the library materials and services in their own way.

## **CONFIDENTIALITY AND PRIVACY**

The Library is committed to protecting the confidentiality and privacy of teens and young adults, particularly regarding their use of library materials and resources.

## **RELATED POLICIES**

300-03 Collection Development Policy  
300-05 Membership Policy  
300-09 Rules of Conduct Policy  
300-17 Volunteer Program Policy  
300-21 Programming Policy  
300-22 Website Policy  
300-23 Accessible Customer Service Policy  
400-09 Human Rights Policy; Anti-Harassment/Discrimination and Violence Policy

## Teen's rights in the Public Library

### Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs.

Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population.

(Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

<b>7 Developmental Needs of Teens</b>	<b>5 Core Values of service to teens</b>
<ul style="list-style-type: none"> <li>• Physical activity,</li> <li>• Competence and achievement,</li> <li>• Self definition,</li> <li>• Creative expression,</li> <li>• Positive social Interaction with Peers and Adults,</li> <li>• Structure and Clear Limits,</li> <li>• Meaningful Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Respecting and responding to unique YA needs,</li> <li>• Providing equal access,</li> <li>• Empowering Youth through participation,</li> <li>• Engaging Teens in active collaboration,</li> <li>• Supporting healthy youth development.</li> </ul>
<small>Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: User's Manual. Carrboro, NC: Center for Early Adolescence.</small>	<small>Core Values excerpted from Jones, P. (2002). <i>New directions for library service to young adults</i>. Chicago: American Library Association.</small>

### Teens in Ontario Public Libraries have the right to:

#### 1. Intellectual freedom

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship, The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

**2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.**

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

**3. Adequate funding for collections and services related to population, use and local community needs.**

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

**4. Collections that specifically meet the needs of teens**

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

**5. A library environment that complements their physical and developmental stages.**

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

**6. Welcoming, respectful, supportive service at every service point.**

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

**7. Library Programs and Services appropriate for Teens**

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

**8. Trained and knowledgeable staff specializing in teen services.**

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

**9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.**

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

**10. Library policies are written to include the needs of the youth.**

Adopted at the Ontario Library Association Annual General Meeting June 2010.

<b>Title:</b>	Internal Internet Usage Policy	<b>Policy Number:</b> 400-04
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2017-05-15	
<b>Approval Date:</b>	May 15, 2017	
<b>Revised Dates:</b>	April 26, 2021; June 26, 2023, May 25, 2026	
<b>Review Date:</b>	May 2029	

## PURPOSE

This policy sets out the guidelines for the acceptable use of computers, online systems and other electronic devices issued by the Library.

## SCOPE

This policy covers staff, volunteers and contractors (referred to as users) on library issued computers and mobile devices, library email and network; and participation in online forums where staff are identified as representing the library.

Individuals accessing library email, networks, staff Wi-Fi, social media, and online forums using personal devices are subject to this policy.

## DEFINITIONS

**Prohibited Materials** - materials counter to the Library's policies and values, and any content that is illegal.

**Unacceptable use** – usage that is not consistent with this policy or with the Online Code of Conduct (Appendix 1). Prohibited activities include accessing, storing or forwarding harassing, obscene or other materials that are not conducive to a positive work environment.

## POLICY STATEMENT

The library provides staff and other specified users with technology to support their work on behalf of the library.

Use of library equipment for personal or business use not related to the library is prohibited. Access to the library in-house equipment outside of work hours is not permitted without authorization. Personal files shall not be stored on library computers or on the city network and will be subject to deletion.

Users of library-provided hardware, software and network systems assume personal responsibility for appropriate use and compliance with this policy and other applicable policies, as well as, provincial and federal laws and regulations. Users may not modify the library's computer equipment, software, or network without authorization.

Users are responsible for employing cyber security best practices while using library equipment, software, email, and online accounts. They shall not share individual or organizational passwords. Any breach or attempted breach of online security by outside parties shall be reported immediately to the Manager of Technology and Collections. City IT must be informed of any breach or attempted breach of the City network through

Library equipment.

Content and work done on library systems by library employees or contract personnel is owned by the library.

### **COMPLIANCE**

Users are responsible to read, understand and comply with applicable terms of use, licenses, contracts and agreements for the systems and software used.

Inadvertent access of prohibited material will not be considered a violation; however, storing, forwarding or printing of such material (except where reporting a potential violation to management) shall be considered a violation of this policy and be subject to disciplinary measures.

Violations may result in disciplinary action against the user involved, up to and including dismissal (if an employee).

The CEO or designate may request an audit of a user's operation of the system if abuse or contravention of this policy is suspected.

### **RELATED POLICIES**

300-02 Access to Information and Protection of Privacy Policy

300-06 Social Media Policy

300-02 Records Management and Protection of Privacy Policy

300-26 Computers and Internet Usage Policy

400-05 Workplace Code of Conduct

400-08 Right to Disconnect Policy

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

400-10 Electronic Monitoring Policy

400-15 Using Artificial Intelligence Policy

## **Appendix 1: Online Code of Conduct**

Employees using email, ~~or~~ online video conferencing, online forums and social media need to ensure their use complies with library policies and professional standards.

### **Appropriate Use of a Library Email Account**

The following activities are generally authorized uses of Library email and online accounts:

- communicating with staff, official bodies and vendors as required by the position;
- responding to public inquiries;
- participating in professional, job-related research;
- distributing work related correspondence and updates;
- accessing approved job-related distance learning opportunities, and
- participating in job-related listservs, mailing services, blogs, etc.

### **Appropriate Use of Internet**

The following activities are generally authorized uses of the Internet:

- research related to patron information inquiries;
- research related to developing resources for the library website and catalogue;
- accessing other sites as required to perform job duties, and
- using instant messaging, online video conferencing and other technologies as part of the job function.

### **Rules of Online Participation**

When engaging online in a professional capacity, staff are expected to uphold the reputation and values of the Library.

- **Represent the Library Professionally**  
Be mindful of your tone and content. Your communications should reflect the mission, vision, and values of the Sault Ste. Marie Public Library.
- **Respect Privacy**  
Protect your own privacy and that of others. Do not share personal or confidential information about patrons, staff, or partners.
- **Be Honest and Transparent**  
Communicate truthfully. The use of false identities or pseudonyms is discouraged. Where appropriate, staff may use their first name and last initial.
- **Exercise Good Judgment**  
Think before posting. Ensure your online activity aligns with your role and authorized responsibilities. When in doubt, seek guidance from a supervisor.
- **Be Consistent and Engaged**  
Building trust and maintaining a positive online presence requires ongoing, thoughtful participation.
- **Understand Your Role**  
Online engagement should primarily support the promotion of Library services and resources. Political discussions or sensitive issues should be referred to management.
- **Report Concerns**  
Report inappropriate behaviour or interactions to your supervisor. While the Library cannot control external platforms, it is committed to maintaining a workplace free from discrimination and harassment.



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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**AGENDA ITEM: 7.6**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** MAY 25, 2026

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

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board approves the minutes of the March 30, 2026, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance & Facility Planning Committee report of the April 23, 2026, meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance & Facility Planning Committee report of the May 19, 2026, meeting as presented.
4. The expenditures for the month of March 2026, which include wages, benefits and Visas in the amount of \$147,691.89 be confirmed paid.
5. The expenditures for the month of April 2026, which include wages, benefits and Visas in the amount of \$277,680.61 be confirmed paid.
6. The Sault Ste. Marie Public Library Board approves the Financial Reports ending April 30, 2026, as presented.
7. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the April 13, 2026, meeting as presented.
8. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the May 11, 2026, meeting as presented.

9. The following revised policies be approved as presented:
- 100-04 Executive Limitations Policy
  - 100-07 Board Contact Policy
  - 100-08 Signing Authority Policy
  - 100-10 Library and Political Elections Policy
  - 100-12 Board Contact Policies
  - 300-08 Visiting Library Service Policy
  - 300-10 Business Continuity Policy
  - 300-11 Teen/YA Services Policy
  - 400-04 Internal Internet Usage Policy

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the May 25, 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"*

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**AGENDA ITEM: 9**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** MAY 25, 2026

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## **9.1 OLS STRATEGIC PLAN 2026-2030**

The Ontario Library Service has released its latest strategic plan focusing on keeping their programs and services people centric, building upon communication, offering learning opportunities, and increasing public library value.

Provided:

- *OLS Strategic Plan 2026/2027-2029/2030*

## **9.2 MINISTRY OF LABOUR, IMMIGRATION, TRAINING AND SKILLS DEVELOPMENT FIELD VISIT MAY 6, 2026**

The Ministry of Labour, Immigration, Training and Skills Development conducted a field visit they received a complaint from a staff member following an incident involving a potentially intoxicated patron. The Ministry did not find that the incident met the definition of workplace violence as there was no exercise or attempt to exercise force by a person against a worker or threat to do so.

Management shared with the Ministry a recently created Risk Assessment document which is in its final stages of approval following a final review from the Joint Health and Safety Committee. The Ministry noted that the library has assessed the risk of workplace violence, and has outlined measures and procedures to reduce risk, including onsite security, safe zones, and panic buttons among a number of other administrative and environmental safety controls.

Provided:

- *Field Visit Report May 6, 2026*

### **9.3 ALBERTA'S BILL 28**

The Albertan Provincial Government introduced Bill 28 on April 2, 2026, which proposes legislation that will have major changes to the province's Libraries Act that will directly affect public libraries across Alberta. Bill 28 passed its third reading in the Alberta Legislature on May 14, 2026, despite there being no consultation with public libraries or their association, the Coalition of Alberta Public Libraries.

Bill 28 gives the provincial government expanded authority to regulate access to library materials, including the ability to impose age restrictions, parental consent requirements, and physical separation of materials considered to contain "explicit visual content." It also creates broader inspection and enforcement powers for the Minister of Municipal Affairs, including access to library records and operations.

Supporters argue the bill is intended to protect children and modernize legislation, while many library organizations, municipalities, and advocacy groups, both in Alberta and across the rest of Canada, contend that it undermines intellectual freedom, patron privacy, and local governance and sets dangerous precedent.

Provided:

- *CFLA-FCAB Statement Bill-28*
- *FOPL Letter in Opposition to Bill 28 and Defense of Local Library Governance*
- *Coalition of Alberta Public Libraries Media Release May 14, 2026*

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/>

# ONTARIO | LIBRARY SERVICE

## Strategic Plan 2026/2027–2029/2030

Stronger libraries. Stronger communities.





## Our Mandate

The Ontario Library Service was established in 2021 and is mandated to deliver programs and services on behalf of the Ontario Minister of Tourism, Culture and Gaming by:

- **Increase cooperation and coordination among Public Library boards and other information providers in order to promote the provision of library services to the public.**
- **Assist Public Library boards and First Nation public libraries by providing them with services and programs that meet their needs including consulting, training and development services.**

## **Mission Statement**

**Ontario Library  
Service is trusted and  
empowers public  
library leaders to  
serve their unique  
communities.**



## **Vision Statement**

**Every community  
in Ontario proudly  
invests in public  
libraries.**



# We keep people at the centre of our programs and services.

## This looks like:

- Approachable and knowledgeable staff
- Listen. Act. Care.
- Valuing diversity and respecting differences



# We communicate clearly.

## **This looks like:**

- Building a shared understanding of our purpose
- Connecting library leaders to resources and support
- Effective marketing of services and programs



# We make learning possible.



## This looks like:

- Engage meaningfully with learners
- Investing in a culture of growth and continuous learning
- Reflecting library needs in service development



# We increase public library value.

## **This looks like:**

- Library leaders engaging confidently with local government
- Prioritizing collaboration for cost savings
- Tools to showcase library impact



The support of the Government of Ontario  
through the Ministry of Tourism, Culture and  
Gaming is gratefully acknowledged.

# ONTARIO | LIBRARY SERVICE

334 Regent Street, Sudbury, ON P3C 4E2

 @OntarioLibraryService  olibrary.ca

OHS Case ID: **4782FJJQZSG**  
Field Visit no: **4782FJJQZSG-4782-FV001** Visit Date: **2026-MAY-06** Field Visit Type: **INITIAL**

Workplace Identification: **SAULT STE MARIE PUBLIC LIBRARY** Notice ID:  
**50 EAST STREET, SAULT STE. MARIE, ON CA P6A 3C3**

Telephone: **(705) 759-5230** JHSC Status: **Active** Work Force #: **53** Completed %:  
Persons Contacted: **Matthew MacDonald - CEO, Amanda Turco - JHSC Worker Co-Chair, Michael Lysyj - JHSC Management Co-Chair**

Visit Purpose: **Investigation**  
Visit Location: **Meeting Room**  
Visit Summary: **See detailed narrative. No orders issued.**

**Detailed Narrative:**

This visit was to investigate a complaint received by the ministry. The complaint alleges that a patron was potentially intoxicated and causing a disturbance. The employer designated representative did not initially respond. The workers have concerns with how these situations are dealt with. The complaint also cited concerns with potential discipline for making health and safety concerns known in the workplace.

**Findings:**

The event was described. It was not clear if the scenario met the definition of workplace violence as defined.

"workplace violence" means,

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**1) Risk Assessment**

Assessment of risks of violence

32.0.3 (1) An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. 2009, c. 23, s. 3.

Considerations

- (2) The assessment shall take into account,
  - (a) circumstances that would be common to similar workplaces;
  - (b) circumstances specific to the workplace; and
  - (c) any other prescribed elements. 2009, c. 23, s. 3.

Results

- (3) An employer shall,
  - (a) advise the committee or a health and safety representative, if any, of the results of the assessment, and provide a copy if the assessment is in writing; and
  - (b) if there is no committee or health and safety representative, advise the workers of the results of the assessment and, if the assessment is in writing, provide copies on request or advise the workers how to obtain copies.

The employer has prepared a risk assessment dated 2025. It is in the final review stage with the JHSC. The risk assessment encompasses most of the tasks within the workplace. They have also included items related to workplace violence. There is a section entitled "Patron

Recipient	Inspector Data	Worker Representative
Name <u>Matthew MacDonald</u>	<b>Kirk Dillabough</b> O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER	Name <u>Amanda Turco</u>
Title <u>CEO</u>	480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4 SSMMOLReporting@Ontario.ca Tel: (705) 255-0623 Fax: (705) 949-9796	Title <u>Senior Technical Services Technician</u>
Signature 	Signature 	Signature 

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place at the workplace and provide a copy to the health and safety representative or the joint health and safety committee if any. Failure to comply with an order, decision or requirement of an inspector is an offence under Section 66 of the Occupational Health and Safety Act. You have the right to appeal any order or decision within 30 days of the date of the order issued and to request suspension of the order or decision by filing your appeal and request in writing on the appropriate forms with the Ontario Labour Relations Board, 505 University Ave., 2nd Floor, Toronto, Ontario M5G 2P1. You may also contact the Board by phone at (416) 326-7500 or 1-877-339-3335 (toll free), mail or by website at <http://www.orb.gov.on.ca/> for more information.

The Government of Ontario wants to hear from you. You can provide feedback on this visit at 1-888-745-8888

OHS Case ID: **4782FJJQZSG**  
Field Visit no: **4782FJJQZSG-4782-FV001**

Visit Date: **2026-MAY-06**

Field Visit Type: **INITIAL**

Workplace Identification: **SAULT STE MARIE PUBLIC LIBRARY**  
**50 EAST STREET, SAULT STE. MARIE, ON CA P6A 3C3**

Notice ID:

Interactions". They have assigned a risk level to that item.

**2) Violence Program**

Contents

(2) Without limiting the generality of subsection (1), the program shall,

(a) include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;

In the employer risk assessment it is identified that a risk for workplace violence may exist when interacting with patrons. The employer outlined some of the measures and procedures they have in place to reduce this risk. This includes having a security person onsite during operating hours, providing training in conflict resolution and familiarization with the workplace policies. The employer still has areas available the workers they can retreat to if required. The employer does not expect workers to engage with patrons who are demonstrating violent behaviour. The employer stated that workers can disengage from those scenarios. The employer intends to send a reminder communication to workers about this item.

(b) include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;

The workers have access to panic buttons. Those buttons are connected to Northern Communications. They can summon aid via 911. Telephones are located throughout the building. Most of the time multiple staff are present in the building and can provide assistance to each other. Management when onsite can also provide assistance and direction to workers.

During this visit a discussion also occurred about worker discipline related to Section 50 of the *Occupation Health and Safety Act*. The section was reviewed with the workplace parties during the visit.

No discipline, dismissal, etc., by employer

50 (1) No employer or person acting on behalf of an employer shall,

(a) dismiss or threaten to dismiss a worker;

(b) discipline or suspend or threaten to discipline or suspend a worker;

(c) impose any penalty upon a worker; or

(d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations or has given evidence in a proceeding in respect of the enforcement of this Act or the regulations or in an inquest under the Coroners Act. R.S.O. 1990, c. O.1, s. 50 (1).

Arbitration

(2) Where a worker complains that an employer or person acting on behalf of an employer has contravened subsection (1), the worker may either have the matter dealt with by final and binding settlement by arbitration under a collective agreement, if any, or file a complaint with the Board in which case any rules governing the practice and procedure of the Board apply with all necessary modifications to the complaint

A copy of this report must be posted in the workplace.

Recipient	Inspector Data	Worker Representative
Name <u>Matthew MacDonald</u>	<b>Kirk Dillabough</b> O.H.S.A. & B.O.S.T.A. INSPECTOR PROVINCIAL OFFENCES OFFICER	Name <u>Amanda Turco</u>
Title <u>CEO</u>	480-70 Foster Dr, Sault Ste Marie, ON P6A 6V4 SSMMOLReporting@Ontario.ca Tel: (705) 255-0623 Fax: (705) 949-9796	Title <u>Senior Technical Services Technician.</u>
Signature 	Signature 	Signature 

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place at the workplace and provide a copy to the health and safety representative or the joint health and safety committee if any. Failure to comply with an order, decision or requirement of an inspector is an offence under Section 66 of the Occupational Health and Safety Act. You have the right to appeal any order or decision within 30 days of the date of the order issued and to request suspension of the order or decision by filing your appeal and request in writing on the appropriate forms with the Ontario Labour Relations Board, 505 University Ave., 2nd Floor, Toronto, Ontario M5G 2P1. You may also contact the Board by phone at (416) 326-7500 or 1-877-339-3335 (toll free), mail or by website at <http://www.olrb.gov.on.ca/> for more information.

The Government of Ontario wants to hear from you. You can provide feedback on this visit at 1-888-745-8888

# CFLA-FCAB Statement Bill-28

## Statement of the Canadian Federation of Library Associations- Fédération canadienne des associations de bibliothèques (CFLA-FCAB) on Alberta's Bill 28

**May 1, 2026**

**Whereas** the Government of Alberta has justified Bill 28 by claiming the need to restrict "visual depictions of sex" from youth aged 15 and under, a claim that mischaracterizes the role and practices of public libraries and asserts a systemic problem where none has been demonstrated.

**Whereas** Alberta's public libraries have served their communities effectively and accountably for decades, with a recent poll confirming that 82% of Albertans trust their local libraries to make appropriate collection decisions.

**Whereas** Bill 28 would strip decision-making autonomy from local library boards despite municipalities providing the majority of library funding and hand unprecedented control to the Minister of Municipal Affairs.

**Whereas** concentrating this authority threatens the privacy of library users by allowing minister-appointed inspectors to potentially examine private borrowing records, risks discouraging free access to information, and introduces political interference.

**Whereas** there is no evidence of systemic failure in Alberta's public libraries to justify this level of government overreach.

**CFLA affirms** that local governance, trained library professionals, and community accountability are what make Alberta's public libraries work. Trust is earned through consistency and transparency, not government overreach.

**Therefore, CFLA calls on** the Government of Alberta to withdraw all sections of Bill 28 that apply to the Libraries Act.

**CFLA calls on** municipal leaders and library boards to defend local governance and speak up for the communities they fund and serve.

**CFLA calls on** library users across Canada to exercise and defend their fundamental right to privacy, and their right to seek information freely.

**CFLA calls on** all parties to ground dialogue in evidence, accountability, and respect for the communities that public libraries exist to serve.

May 8, 2026

The Honourable Dan Williams  
Minister of Municipal Affairs  
320 Legislature Building,  
10800 - 97 Avenue,  
Edmonton, AB T5K 2B6

**Subject: Opposition to Bill 28 and Defense of Local Library Governance**

Dear Premier Smith and Minister Williams,

On behalf of the Federation of Ontario Public Libraries, I am writing to urge you to stand in defense of intellectual freedom and democratic local governance in the face of unprecedented provincial overreach occurring in Alberta. The Federation of Ontario Public Libraries (FOPL) represents over 350 library systems in Ontario, with over 1100 branches in nearly every community in the province. We write to express our unwavering support for the position statements of the Coalition of Alberta Public Libraries (CAP Libraries) and the Canadian Federation of Library Associations-Federation canadienne des associations de bibliothèques (CFLA-FCAB) regarding Alberta's Bill 28.

As FOPL has strongly affirmed, local governance, trained library professionals, and community accountability are what make public libraries successful, and trust must be earned through consistency and transparency, not government overreach. This provincial legislation fundamentally undermines freedom of expression, local decision-making, and the privacy of citizens.

Granting a single provincial minister sweeping, discretionary authority, with insufficient safeguards, to bypass local library boards and deploy inspectors to examine library records is a direct threat to the democratic institutions that Canadians rely on.

From beyond Alberta's borders, we stand in solidarity with the Coalition of Alberta Public Libraries (CAP Libraries) in affirming that public trust is built through consistency and transparency — never through government overreach. We urge the Government of Alberta to

withdraw all provisions of Bill 28 that pertain to the Libraries Act. Public libraries must remain free from partisan interference and continue to serve as spaces where every person can freely access information and ideas without fear or restriction.

Sincerely,



Dine Stevens, Executive Director  
Federation of Ontario Public Libraries  
Toronto, Ontario  
[dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)

Distribution:           The Honourable Danielle Smith, Premier of Alberta  
                                  Megan Ginther, President, Library Association of Alberta  
                                  Pilar Martinez, CEO, Edmonton Public Library  
                                  Sarah Meilleur, CEO, Calgary Public Library



## Statement of the Federation of Ontario Public Libraries (FOPL) on the Continued Protection of Canadian Public Libraries in response to Alberta's Bill 28

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**May 11, 2026**

WHEREAS public libraries across Canada are founded on the principles of free and open access to information as a cornerstone of a democratic society, respecting the rights of individuals to privacy, intellectual freedom, and choice;

WHEREAS public libraries are locally governed institutions, supported by municipalities and guided by trained professionals who apply evidence-based policies and practices to collection development and access;

WHEREAS the Federation of Ontario Public Libraries has taken a strong stand in support of Intellectual Freedom, as reflected in FOPL's [Intellectual Freedom Position Statement](#); and,

WHEREAS the proposed amendments to the Alberta Libraries Act through Bill 28 represent a significant departure from long-standing Canadian public library principles, including independent local governance and professional, community-responsive decision-making;

WHEREAS national library organizations have raised serious concerns that legislated restrictions on access to library materials constitute censorship, erode intellectual freedom, weaken personal privacy protections, and diminish public trust in libraries;

FOPL affirms that decisions regarding library collections and access must remain at the local level, guided by professional expertise, community needs, and accountable governance structures - not political direction or legislative overreach;

FOPL further affirms that protecting the privacy of library users is essential to maintaining public trust and ensuring that libraries remain safe and inclusive spaces for all;

THEREFORE BE IT RESOLVED that FOPL expresses its strong support for the positions advanced by the [Canadian Federation of Library Associations \(CFLA-FCAB\)](#), the [Canadian Urban Libraries Council \(CULC\)](#), and the [Coalition of Alberta Public Libraries](#).

BE IT FURTHER RESOLVED that FOPL calls on governments across Canada, library boards and library professionals to uphold the principles of intellectual freedom, local governance, and user privacy, to advocate for the autonomy and integrity of the public library in their communities, and to reject legislative approaches that enable censorship or political interference in public libraries.



May 13, 2026

Dear colleagues,

This is to advise that the Ottawa Public Library (OPL) Board, at its meeting of May 12, 2026, considered and carried a motion in support of recent advocacy related to the proposed amendments to the *Alberta Libraries Act* in Bill 28.

The motion, entitled “OPL Board Commitment to Intellectual Freedom and Support for National Association Advocacy,” was moved and passed unanimously. The text is appended to this letter on page 2 and is available on the [OPL Board web page](#).

This motion speaks to the role of public libraries as essential pillars of a democratic society and supports the advocacy of library sector national organizations of which OPL is a member. It supports a unified and principled voice within the library sector in Canada, recognizing that challenges to intellectual freedom in one jurisdiction have broader implications for all public libraries.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Luloff'.

Matthew Luloff  
Chair of the Ottawa Public Library Board  
Président du conseil administration de la BPO

A handwritten signature in black ink, appearing to read 'Sonia Bebbington'.

Sonia Bebbington  
Chief Executive Officer and Chief Librarian  
Directrice générale et bibliothécaire en chef

Cc: Lita Barrie, Chair, and Christina de Castell, Executive Director,  
Canadian Federation of Library Associations (CFLA)  
Sarah Meilleur, Chair, and Mary Chevreau, Executive Director,  
Canadian Urban Libraries Council (CULC)  
Wayne Greco, Chair, and Dina Stevens, Executive Director,  
Federation of Ontario Public Libraries (FOPL)  
Steering Committee of the Coalition of Alberta Public Libraries (CAP Libraries)



**OPL Board Commitment to Intellectual Freedom  
and Support for National Association Advocacy**

**MOTION OPL 20260512/7**

***WHEREAS the Ottawa Public Library (OPL) Board has taken a strong stand in support of free and open access to information as a cornerstone to a democratic society, respecting individual rights to both privacy and choice, as reflected in OPL's [Intellectual Freedom Position Statement](#); and,***

***WHEREAS the proposed amendments to the Alberta Libraries Act in Bill 28 represent a significant departure from long-standing Canadian public library principles, including independent, locally governed library boards and professional, evidence-based collection management, and set a concerning precedent with potential implications for public libraries across Canada; and,***

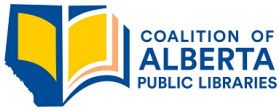
***WHEREAS national library associations have raised concerns that legislated restrictions on access to library materials risk undermining intellectual freedom, eroding personal privacy, and weakening public trust in libraries;***

***THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board reaffirm its commitment to intellectual freedom as described in the Board's position statement; and,***

***BE IT FURTHER RESOLVED that the OPL Board express its support for the statement made by the [Canadian Urban Libraries Council \(CULC\)](#), in turn supporting the [April 2, 2026 statement](#) by the Coalition of Alberta Public Libraries (CAP Libraries); and,***

***BE IT FURTHER RESOLVED THAT the OPL Board direct the CEO and Chief Librarian to communicate this resolution to the Canadian Federation of Library Associations (CFLA), the Federation of Ontario Public Libraries (FOPL), CAP Libraries, and CULC.***

*Results: Carried*



# Media Releases

May 14, 2026

## Alberta public libraries disappointed with passing of Bill 28

Unnecessary changes to the Libraries Act may force some libraries to close

EDMONTON, AB – Alberta libraries, joined by thousands of Albertans, are deeply disappointed with the passing of Bill 28 and its unnecessary changes to the Libraries Act.

The Coalition of Alberta Public Libraries (CAP Libraries) is raising new concerns regarding anticipated regulatory changes that could drastically impact public libraries and is asking to be consulted before regulations are set.

“

Despite our repeated and proactive outreach to the government, Alberta libraries were not consulted prior to introducing this legislation,” said Pilar Martinez, CEO, Edmonton Public Library, speaking on behalf of CAP Libraries. “Now that Bill 28 has passed third reading, CAP Libraries is urging the Government to meet with libraries to develop regulations that minimize disruption to public libraries, patrons and communities.

Since Bill 28 was introduced, CAP Libraries has sent two letters to the Premier and Minister of Municipal Affairs requesting meetings to discuss the proposed legislation.

Public libraries already have policies in place to organize collections in age-appropriate ways and rely on parents and guardians to guide children's use of library spaces and collections.

### **Bill 28 implementation costs threaten continued library service**

In April, CAP member libraries across Alberta expressed concerns about being unable to meet potential new requirements, as shared initially by ministerial staff.

Libraries identified significant cost pressures, including the construction of physically separate spaces, other infrastructure changes, additional staffing to mediate access and verify age, and uncertainty related to an inspection regime that has not yet been fully defined.

The Minister has indicated these costs will not be funded by the province, leaving municipalities to absorb them; an expectation many may not be able to meet.

“

**Libraries are already struggling to maintain operations without other additional burdens being placed on them related to new legislative compliance,” said Ron Sheppard, Director of Parkland Regional Library System. “Without additional funding to implement Bill 28, libraries may be forced to reduce, or potentially eliminate, library services.**

Libraries across Alberta already demonstrate effective local governance through established policies that support parents, promote age-appropriate access and maintain confidence in public institutions. Libraries remain prepared to demonstrate this commitment to the provincial government.

“

**Prior to Bill 28, local library boards set policies and guidelines that reflect community needs and values,” said Sheppard. “We are very concerned that Bill 28 allows local governance to be**

**overridden by the Ministry of the day. This is a significant shift, and it's very troubling.**

### **Widespread support for libraries**

Since the introduction of Bill 28, strong community support has been demonstrated for Alberta's public libraries. Between April 2 and May 12:

- More than 8,250 digital postcards opposing Bill 28 were sent, generating over 24,000 emails to the Premier, Minister and MLAs.
- More than 100 news stories have been generated in Alberta on this issue
- Dozens of library boards and municipal councils have passed motions opposing Bill 28
- Nine organizations have sent letters of support for Alberta libraries

CAP Libraries remains eager to collaborate with the Province on practical, operational steps that address the Government's concerns, while respecting parental responsibility and the rights of individuals to choose what is best for themselves and their families.

“

**We await the opportunity to be heard on this issue," said Martinez. "Alberta's libraries are critical to the quality of life in this province, and we are concerned for their ongoing viability.**

### **How Albertans can help**

- Visit [CAPLibraries.ca](https://www.caplibraries.ca) and follow @CAPLibraries on social media
- Sign-up for future updates on this important issue at [caplibraries.ca/stay-informed](https://www.caplibraries.ca/stay-informed)
- Visit your local library to show your support
- Write to your local MLA and share your concerns about new regulations that could impact the operation and viability of public libraries

## About CAP Libraries

The Coalition of Alberta Public Libraries (CAP Libraries) represents 324 public library service points across Alberta, serving 99 per cent of Albertans. Its membership includes libraries of all sizes and from every region of the province, including Alberta’s seven regional systems. With a mission to work together to promote core library principles, demonstrate value, and share the stories of how libraries enrich the lives of Albertans, CAP Libraries has a powerful and shared voice to advocate for the needs of the communities it serves. For more information on , visit [CAPLibraries.ca](https://caplibraries.ca) or contact [media@caplibraries.com](mailto:media@caplibraries.com).

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**Alberta’s Public Libraries Raise Serious Concerns About Bill 28: Privacy, Local Control, and the Future of Library Services**



## Sign Up For Updates

Stay up to date on CAP Libraries’ efforts to protect Alberta’s public libraries and learn about opportunities to take action.

**Sign up**



# Sault Ste. Marie Public Library

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

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**AGENDA ITEM: 10.1**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BOARD DEVELOPMENT – BOARD RECOGNITION  
**DATE:** MAY 25, 2026

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## **PURPOSE**

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

## **STRATEGIC PRIORITY**

None

## **OFFICAL PHOTOS**

Thank you to each Board member for coming in and having their official Board photo taken. The photos have been collected and provided for approval. They will then be framed and hung at each library location.

## **LEGACY WALL**

A recent change to 100-02 Board Recognition Policy now permits a Board Legacy wall to be installed anywhere in the library, and not just in the Board room.

The Administrative Clerk has provided several options for where a legacy wall could be established. The Board is asked to choose the one they prefer.

## Option A – Lower Lobby

The display could take up from above the door edge to the natural seam near the payphone.

### *Pros*

- Best public visibility
- Large space which would increase the scale/size of text for readability
- Best option for growth
- Low vandalism risk
- Uses untouched space

### *Cons*

- Not in the boardroom as originally intended
- Requires minor construction (removal of coat rack)
- Moderate lighting conditions (but there are accessible pot lights if this is a major issue- it will not likely be an issue)



## Option B – Board Room Left

The display would take up the space from the hand towel dispenser to the wall's edge.

### *Pros*

- Located in board room
- Low vandalism risk
- No alterations to the wall needed

### *Cons*

- Extremely low public visibility
- Reduced scale may be needed to accommodate the display
- Cramped space with very limited space for growth
- Throws off the balance of the existing décor



### Option C – Board Room Right

The display could take up the location from the space heater to the mirror.

#### *Pros*

- Located in board room
- Low vandalism risk
- No alterations to the wall needed
- Largest available space in the Board room

#### *Cons*

- Extremely low public visibility
- Cramped space with limited space for growth
- Throws off the balance of the existing décor



### Option D – Outside the Program Room

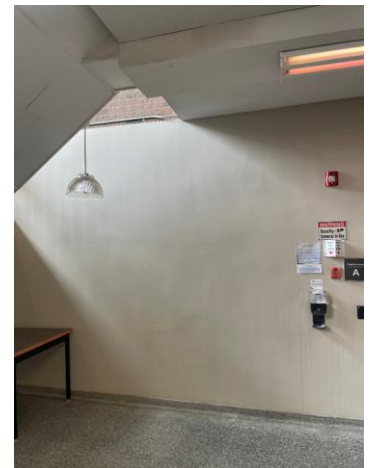
The display would be a vertical bookshelf starting from the bottom of the wall to the top of the dry wall. It could extend from around the area of the table to the hand sanitizer unit.

#### *Pros*

- Moderate public visibility
- Uses untouched space
- Would add to the visual flow of the library

#### *Cons*

- Limited space for display to grow in the future
- High potential for vandalism (easy to pick at the signage, especially with high toddler foot traffic)
- Low lighting
- Poor sight lines/concealed by the staircase and hanging lights
- Not in the boardroom as originally intended



### **CONSIDERATIONS AND RECOMMENDATIONS**

The historical Board of Directors has around 174 names. There would also need to be signs signifying the years the members served. Overall, the display scale will need to be large so that the text is still readable. It is recommended by Dan Dugas from DOI that **Option 1** is the far superior choice.

While it is not in the Board Room as originally planned, it has much better visibility and provides better recognition for those who have served and are currently serving on the governance team. The location takes advantage of an unused space and will beautify a service-facing area of the

library. Additionally, the size of the space will ensure that the text is readable, while also leaving a lot of room for more names to be added to the future. Overall, **Option 1** is the best location of the areas considered.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer &  
Abbey Engel, Administrative Clerk



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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AGENDA ITEM: 12

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** UPDATED TRACKING DOCUMENT  
**DATE:** MAY 25, 2026

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## PURPOSE

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

## STRATEGIC PRIORITY

All

## UPDATED TRACKING

Following the Board Development Session on April 27, 2026, the Action Item tracking document for the Board's strategic plan has been updated to include a new tracking category **Not Pursued** as an alternative to **Incomplete**.

The categories, and their definitions, are now as follows:

**Not Started** – No action has been taken on this item.

**In Progress** – Some action has been taken but it is not complete.

**Completed** – This item has been completed and no further action is required.

**Ongoing** – Action has been taken however this is a repeatable action item and may be acted on again.

**Incomplete** – The Library was unable to complete this action item and no further action is being taken.

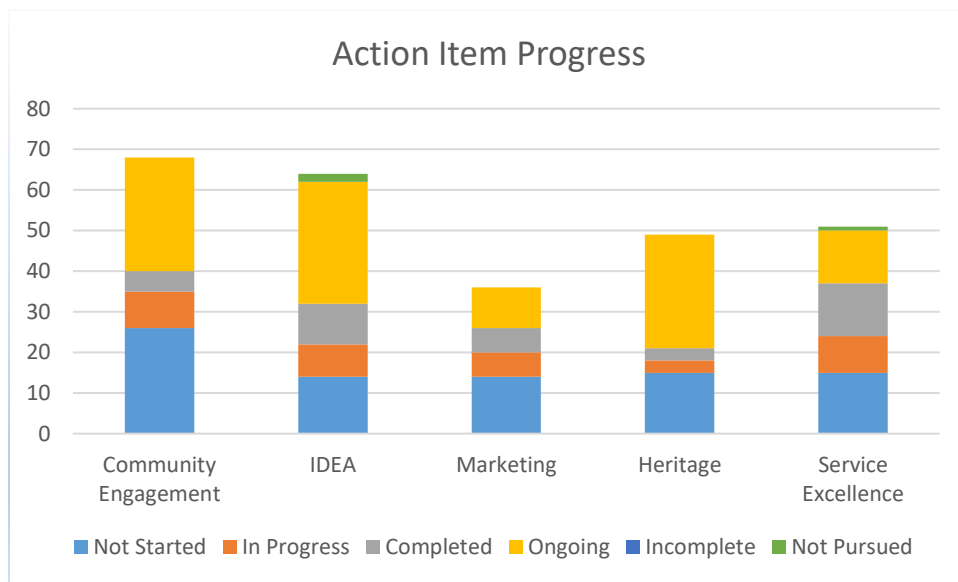
**Not Pursued** – The Library has not attempted this action item and does not intend to do so for various reasons including lack of resources, lack of funding, lack of interest from partners, etc.

## **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 reclassified:

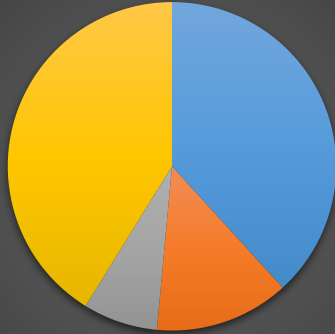
Completed - 37  
Ongoing - 109  
In progress - 35  
Incomplete - 0  
Not Pursued - 3  
Not Started - 84

The Strategic Plan is 14.0% complete. Progress has been made on 69.1% of the Strategic Plan action items (inclusive of completed actions). 1.1% 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 one made up until May 2026.

## Community Engagement



■ Not Started ■ In Progress ■ Completed  
■ Ongoing ■ Incomplete ■ Not Pursued

## IDEA

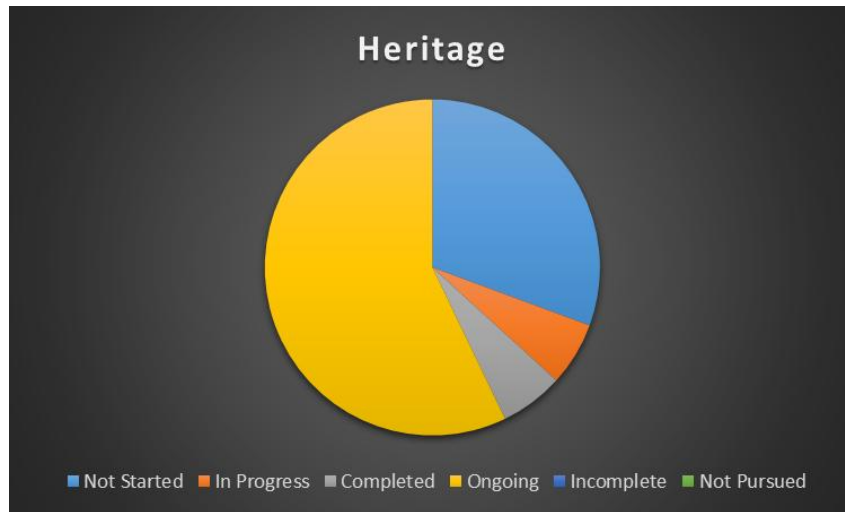


■ Not Started ■ In Progress ■ Completed ■ Ongoing ■ Incomplete ■ Not Pursued

## Marketing



■ Not Started ■ In Progress ■ Completed ■ Ongoing ■ Incomplete ■ Not Pursued



Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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AGENDA ITEM: 12

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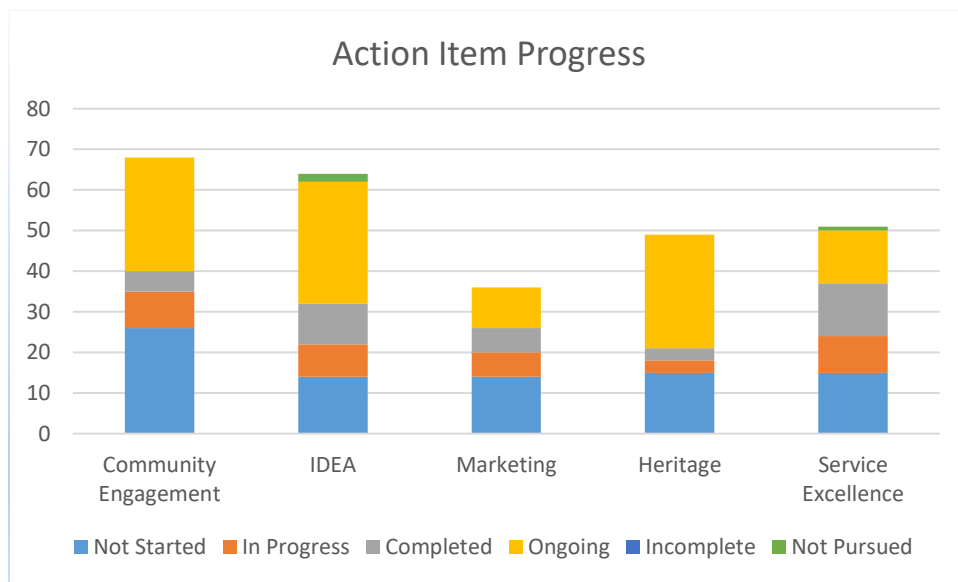
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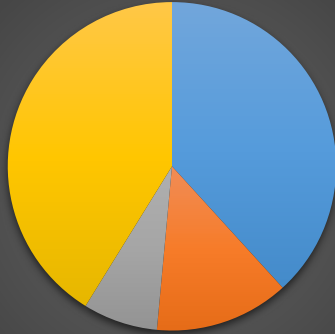
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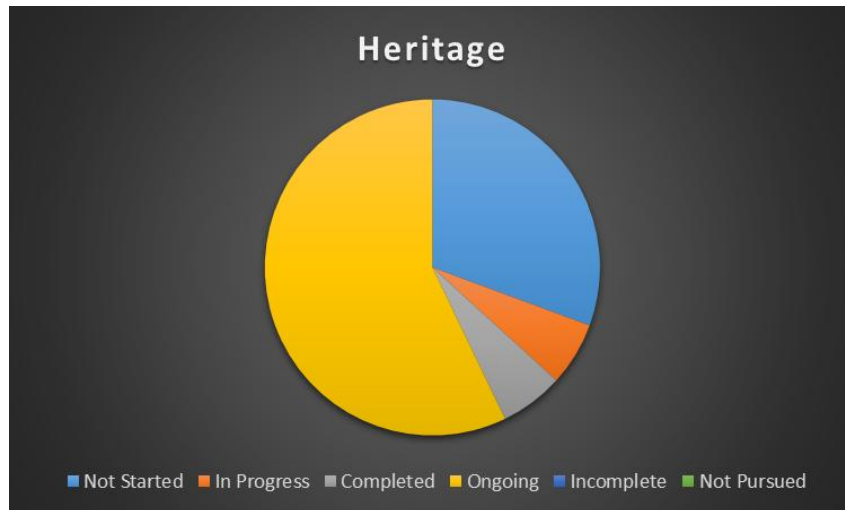


■ Not Started ■ In Progress ■ Completed ■ Ongoing ■ Incomplete ■ Not Pursued

## Marketing



■ Not Started ■ In Progress ■ Completed ■ Ongoing ■ Incomplete ■ Not Pursued



Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer