

LIBRARY BOARD
Regular Meeting
Monday, September 28, 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 – S. Murray
 - 2.Declaration of Conflict of Interest
 - 3.Approval of Agenda
 - 4.Delegations – NONE
 - 5.Chair's Report
 - 6.Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 June 29, 2026, Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: Response to Community Development and Enterprise Services regarding Mural
 - 6.3 Financials
 - 6.3.1 September 2026 Finance & Facility Planning Committee Report
 - 6.3.2 June Monthly Expenditure Report
 - 6.3.3 July Monthly Expenditure Report
 - 6.3.4 August Monthly Expenditure Report
 - 6.3.5 Financial Reports Ending August 31, 2026
 - 6.3.6 Friends Report – August 2026
 - 6.3.7 ~~2027 Operations Budget~~
 - 6.4 Policy Committee
 - 6.4.1 September Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.2.1 300-16 Public Art Policy
 - 6.4.2.2 300-17 Volunteer Program Policy
 - 6.4.2.3 400-09 Human Rights Policy
 - 6.4.2.4 Using Artificial Intelligence Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 NONE
 - 6.5 ~~GEO Evaluation Committee~~
 - 6.6 Approval of 2027 Library Closures
 - 6.7 HR Dashboard
 - 6.8 Summary of Motions

7.Items Removed from Consent

- 7.1 CEO Evaluation Committee – discussion and scheduling
- 7.2 2027 Operations Budget

8.Business Arising from the Minutes

- 8.1 NONE

9.Information Items

- 9.1 Municipal Meet and Greet
- 9.2 Ontario Public Library Week – Loud for Libraries

10.Board Development

- 10.1 Board Evaluation (Dalhousie Tool)
- 10.2 Board Recruitment Matrix

11.New Policies

- 11.1 CS-03 Indigenous Awareness and Reconciliation

12.Strategic Plan Update

- 13.Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual, and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, A. Engel

14.Report of the Closed Session

15.New Business

- 15.1

16.Board meetings

- 16.1 Board Development Session October 26, 2026
- 16.2 Regular Meeting November 30, 2026

17.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.**

LOCAL LIBRARIES. LOCAL DECISIONS.

YOUR COMMUNITY DESERVES A STRONG PUBLIC LIBRARY

As a municipal leader, you help ensure every resident has equitable access to literacy, knowledge, and lifelong learning.



Libraries help municipalities:

- ✓ Improve literacy & lifelong learning
- ✓ Support workforce development
- ✓ Welcome newcomers
- ✓ Bridge the digital divide
- ✓ Support children, youth & families
- ✓ Strengthen community well-being
- ✓ Connect residents to community services
- ✓ Preserve local history
- ✓ Strengthen local democracy

Local library boards and municipal leaders understand their communities best. Decisions about library services should remain **local, transparent, and accountable**.

Your support protects every resident's right to explore ideas freely.

STRONG LIBRARY BOARDS PROTECT STRONG LOCAL DEMOCRACY.

YOUR LIBRARY. YOUR CHOICE.

FREEDOM TO READ



COMMUNITIES ARE UNIQUE

The people who know your community best are the people who live and work in it.

LOCAL BOARDS KNOW LOCAL NEEDS

Governed by the Public Libraries Act (PLA), public library boards ensure services reflect community needs—not changing political priorities.

RESIDENTS BENEFIT FROM TRUSTED LIBRARIES

Collections are guided by policies that respond to the community and are developed by qualified library professionals.

ACCESS FOR ALL

Professional, policy-based library governance helps ensure that everyone in your community can access information, ideas, and diverse perspectives.

**PROTECT LOCAL DECISION-MAKING. PROTECT PUBLIC LIBRARIES.
PROTECT INTELLECTUAL FREEDOM.**

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, June 29, 2026 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**

Board Members Present:

Mike Olejnik	Jami van Haaften	Wayne Greco
David Nanchin	Lisa Dubrovnik	
Kevin Harrison	Paolo Bruni	Steve Murray

Absent: Erin Ferlaino
Library: Matthew MacDonald, Abbey Engel, & Rebekah Verdone
Other: Chris Pomery, Aliesha Moore

1. Call to Order

W. Greco called the meeting to order at 4:30 pm

1.1 Excused Absence

MOTION

The Sault Ste. Marie Public Library Board approves the excused absence of: Erin Ferlaino

Moved: L. Dubrovnik	Seconded: J. van Haaften	CARRIED
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1.2 Land Recognition

K. Harrison 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: J. Van Haaften	Seconded: K. Harrison	CARRIED
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4. Delegations

Aliesha Moore, Arts and Culture Lead, City of SSM
Chris Pomeroy, Lead Audit Engagement Senior Manager, KPMG

5. Chair’s Report

The Board Chair did a verbal report on his duties as Chair over the previous month.

6. 2025 Audited Statements

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the December 31, 2025 Audit Findings Report as presented/amended

Moved: S. Murray

Seconded: M. Olejnik

CARRIED

7. Closed Session

RESOLVED THAT:

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is:

- ☐ Personal matters about an identifiable individual;
- ☐ The security of the property of the board;

Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

BE IT FURTHER RESOLVED THAT the following person(s) be permitted to attend: M. MacDonald, R. Verdone, A. Engel, C. Pomeroy

Moved: D. Nanchin

Seconded: K. Harrison

CARRIED

8. Consent Agenda*

8.1 Approval of the Minutes

8.1.1 May 25, 2026 Regular Board Meeting Minutes

8.2 Correspondence

8.2.1 In-coming: NONE

8.2.2 Out-going: NONE

8.3 Financials

8.3.1 ~~June 2026 Finance & Facility Planning Committee Report~~

8.3.2 May Monthly Expenditure Report

8.3.3 Finance Reports Ending May 31, 2026

8.3.4 Friends Report – May 2026

8.4 Policy Committee

8.4.1 April Policy Committee Report- NONE

8.4.2 Revised Policies

8.4.2.1 NONE

8.4.3 Policies to be Rescinded

6.4.3.1 NONE

MOTION

1. The Sault Ste. Marie Public Library Board approves the minutes of the May 25, 2026, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance & Facility Planning Committee report of the June 15, 2026, meeting as presented.
3. The expenditures for the month of May 2026, which include wages, benefits and Visas in the amount of \$287,773.36 be confirmed paid.

4. The Sault Ste. Marie Public Library Board approves the Financial Reports ending May 31, 2026, as presented.
5. Be it resolved that the City be requested to cover the cost of the flashing repair and front entrances from the Library's Capital Reserve Fund.
6. The Sault Ste. Marie Public Library Board approves the revised Business Continuity Plan as presented.

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves **the consent agenda** of the June 29, 2026, meeting as presented/amended:

Moved: J. van Haaften

Seconded: P. Bruni

CARRIED

9. Items Removed from Consent

9.1 June 2026 Finance & Facility Planning Committee Report

10. Business Arising from the Minutes

10.1 NONE

11. Information Items

11.1 Dolly Parton Library City Partnership

11.2 Kiwanis Presentation & Donation

11.3 2026 Summer Reading Clubs

12. Board Development

12.1 NONE

13. New Policies

13.1 NONE

14. Strategic Plan Update

15. Collective Development Plan

16. New Business

16.1 Art Project

MOTION

The Sault Ste. Marie Public Library Board supports participation and partnership with the City of Sault Ste. Marie to install a mural on the library.

Moved:

Second:

DEFEATED

16. Board Meetings

14.1 Regular Meeting September 28, 2026

15. Adjournment

W. Greco declares the June 29, 2026 meeting closed at 6:23pm.

Chairperson, Library Board

June 30, 2026

Aliesha Moore
Arts and Culture Lead
Community Development and Enterprise Services
City of Sault Ste. Marie

Sault Ste. Marie, ON

RE: Library Public Art Request

Ms. Moore,

Thank you for approaching the Library with your proposal to partner with the Community Development and Enterprise Services Department on the installation of a 2SLGBTQIA+ mural on the exterior wall of the James L. McIntyre Centennial Library. We appreciate the opportunity to consider the project and recognize the positive intentions behind the proposal to promote inclusion within our community.

The proposal was presented to the Library Board for consideration. After careful discussion, the Board has decided that it is not able to proceed with the project.

The Board's decision was based on several considerations. First, there were concerns about painting directly onto the library's brick exterior. As the building was constructed as a Centennial project and has historical significance within the community, the Board is cautious about making permanent alterations that could affect the building's character or the integrity of the masonry.

The Board also discussed the importance of maintaining the Library as a welcoming and neutral public space. The Library serves people from all backgrounds, cultures, faiths, beliefs, and perspectives. While the proposed mural is intended to communicate inclusion, the Board believes that a permanent mural representing a specific social cause could be perceived differently by members of the community and may unintentionally create division among some library users.

In addition, the Board considered the principle of fairness. The Library has not traditionally displayed permanent murals or exterior installations representing specific organizations, causes, or viewpoints. Approving this project would raise questions about how future requests from other groups would be considered and whether the Library could apply its decisions consistently and equitably.

The Board wishes to emphasize that this decision should not be interpreted as a lack of support for members of the 2SLGBTQIA+ community. The Library remains committed to providing equitable access, fostering inclusion, and ensuring that every person feels welcome, respected, and safe when using library services. That commitment is demonstrated in many ways. The Library maintains a diverse collection that includes 2SLGBTQIA+ literature and resources for all ages, features Pride-themed book displays, offers programs that celebrate and support the 2SLGBTQIA+ community, and has hosted Drag Story Time events as part of its programming. These initiatives reflect the Library's ongoing commitment to serving the diverse interests and needs of the entire community while remaining true to its role as an inclusive public institution. The Board believes there is an important distinction between library services and programming, which are temporary, educational, and responsive to community interests, and a permanent alteration to the exterior of the Library building, which serves as a lasting institutional statement.

Although the Board is unable to support the mural on the Library building, it would welcome the opportunity to support the project in another location that is more appropriate for a permanent public art installation. The Board would also be pleased to have a representative from the Library Board or Library staff participate in the artist selection committee, should that be helpful. We value our relationship with the City and hope to continue working together on initiatives that strengthen our community and promote inclusion.

Thank you again for bringing this proposal forward and for the work you do to support our community. We appreciate the opportunity to consider the request and look forward to future opportunities to collaborate.

Sincerely,



Wayne Greco
Board Chair
Sault Ste. Marie Public Library



Matthew MacDonald, B.A Hon., M.L.I.S
Chief Executive Officer
Sault Ste. Marie Public Library



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Jami van Haaften, David Nanchin

Members Absent: Mike Olejnik, Kevin Harrison, Steve Murray, Wayne Greco

Meeting Date: September 21, 2026

Quorum not met. Business forwarded to the September 28, 2026, Board meeting.



Sault Ste. Marie Public Library

Monthly Expenditure Report for June 2026

Cheque Register

June 4, 2026	12,297.33
June 11, 2026	123,012.95
June 18, 2026	44,388.23
June 25, 2026	32,785.60

Subtotal	<u>\$212,484.11</u>
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EFT from Bank Statements

Wages	123,706.57
Visas	4,303.55
Service Fees	104.50
Subtotal	<u>\$128,114.62</u>

Total	<u>\$340,598.73</u>
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Recommendation:

The expenditures for the month of June 2026, which include wages, benefits and Visas in the amount of \$340,598.73 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for July 2026

Cheque Register

July 2, 2026	18,724.06
July 9, 2026	36,888.76
July 16, 2026	152,996.17
July 23, 2026	5,450.28
July 30, 2026	23,566.31

Subtotal \$237,625.58

EFT from Bank Statements

Wages	177,142.59
Visas	5,253.00
Service Fees	96.25
Subtotal	<u>\$182,491.84</u>

Total **\$420,117.42**

Recommendation:

The expenditures for the month of July 2026, which include wages,
benefits and Visas in the amount of \$420,117.42 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for August 2026

Cheque Register

August 6, 2026	21,598.63
August 13, 2026	20,268.39
August 20, 2026	125,730.42
August 27, 2026	6,180.17

Subtotal	<u>\$173,777.61</u>
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EFT from Bank Statements

Wages	115,831.73
Visas	4,452.62
Service Fees	115.50
Subtotal	<u>\$120,399.85</u>

Total	<u>\$294,177.46</u>
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Recommendation:

The expenditures for the month of August 2026, which include wages, benefits and Visas in the amount of \$294,177.46 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,552,528.03)	(\$3,780,751.00)	68%
User Fees	(2,691.15)	(\$7,500.00)	36%
Sales	(47,302.03)	(\$36,250.00)	130%
Donations	(32,953.44)	(\$32,750.00)	101%
Other income	(40,631.72)	(\$73,000.00)	56%
Prior Year Surplus		(\$41,500.00)	0%
			0%
			0%
	<u>(2,676,106.37)</u>	<u>(\$3,971,751.00)</u>	<u>67%</u>
EXPENDITURES			
Salaries and benefits	1,884,724.62	\$2,947,863.00	64%
Books and periodicals	96,653.00	\$220,425.00	44%
Donation expenditures	11,761.50		0%
Utilities	69,323.77	\$95,000.00	73%
Office expenditures	95,309.24	\$149,586.00	64%
Operating expenditures	363,623.02	\$503,892.00	72%
Equipment purchases	71,863.06	\$67,343.00	107%
			0%
	<u>2,593,258.21</u>	<u>\$3,984,109.00</u>	<u>65%</u>
(Surplus)/Deficit	(82,848.16)	\$12,358.00	(670%)

SSM LIBRARY
Summary of All Units
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(2,552,528.03)	(\$3,780,751.00)	68%
LIBRARY MAIN BRANCH - Grants			
LIBRARY KORAH BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CHALLENGE ADULT - Grants			
LIBRARY CONCESSION - Grants			
DEPRECIATION/FIXED ASSETS - Grants			
POSTING DEFAULT - Grants			0%
Total Grants	(2,552,528.03)	(\$3,780,751.00)	68%
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(2,668.36)	(\$6,000.00)	44%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	(22.79)	(\$1,500.00)	2%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
Total User Fees	(2,691.15)	(\$7,500.00)	36%
Sales:			
LIBRARY ADMINISTRATION - Sales	(27,720.74)	(\$4,500.00)	616%
LIBRARY MAIN BRANCH - Sales	(12,327.14)	(\$20,000.00)	62%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(6,154.14)	(\$10,250.00)	60%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(1,100.01)	(\$1,500.00)	73%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(47,302.03)	(\$36,250.00)	130%
Donations:			
LIBRARY ADMINISTRATION - Donations	(32,445.70)	(\$32,750.00)	99%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(507.74)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(32,953.44)	(\$32,750.00)	101%
Other income:			
LIBRARY ADMINISTRATION - Other income	(35,268.05)	(\$60,000.00)	59%
LIBRARY MAIN BRANCH - Other income	(2,990.85)	(\$7,000.00)	43%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(2,372.82)	(\$6,000.00)	40%
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 Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
Total Other income	(40,631.72)	(\$73,000.00)	56%
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%
	(2,647,962.52)	(\$3,919,501.00)	68%
	(17,986.35)	(\$33,000.00)	55%
		\$0.00	0%
	(9,057.49)	(\$17,750.00)	51%
		\$0.00	0%
	(1,100.01)	(\$1,500.00)	73%
		\$0.00	0%
		\$0.00	0%
	(2,676,106.37)	(\$3,971,751.00)	67%

EXPENDITURES

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	577,323.26	\$884,468.00	65%
LIBRARY MAIN BRANCH - Salaries and benefits	1,080,615.06	\$1,704,896.00	63%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	226,786.30	\$358,499.00	63%
LIBRARY CHALLENGE ADULT - Salaries and benefits			
LIBRARY CONCESSION - Salaries and benefits			
DEPRECIATION/FIXED ASSETS - Salaries and benefits			
POSTING DEFAULT - Salaries and benefits			0%
Total Salaries and benefits	1,884,724.62	\$2,947,863.00	64%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	86,815.35	\$164,801.00	53%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	9,837.65	\$55,624.00	18%
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	96,653.00	\$220,425.00	44%

Donation expenditures:

SSM LIBRARY
Summary of All Units
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	11,761.50		0%
LIBRARY MAIN BRANCH - Donation expenditures			
LIBRARY KORAH BRANCH - Donation expenditures			
LIBRARY NORTH BRANCH - Donation expenditures			
LIBRARY CHALLENGE ADULT - Donation expenditures			
LIBRARY CONCESSION - Donation expenditures			
DEPRECIATION/FIXED ASSETS - Donation expenditures			
POSTING DEFAULT - Donation expenditures			0%
Total Donation expenditures	11,761.50		0%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	69,323.77	\$95,000.00	73%
LIBRARY KORAH BRANCH - Utilities			
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CHALLENGE ADULT - Utilities			
LIBRARY CONCESSION - Utilities			
DEPRECIATION/FIXED ASSETS - Utilities			
POSTING DEFAULT - Utilities			0%
Total Utilities	69,323.77	\$95,000.00	73%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	58,425.32	\$70,286.00	83%
LIBRARY MAIN BRANCH - Office expenditures	30,747.85	\$71,000.00	43%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	6,136.07	\$8,300.00	74%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	95,309.24	\$149,586.00	64%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	32,210.93	\$33,688.00	96%
LIBRARY MAIN BRANCH - Operating expenditures	184,753.83	\$249,517.00	74%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	145,473.18	\$219,487.00	66%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	1,185.08	\$1,200.00	99%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	363,623.02	\$503,892.00	72%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	70,103.85	\$59,000.00	119%
LIBRARY MAIN BRANCH - Equipment purchases	1,759.21	\$6,343.00	28%

SSM LIBRARY
Summary of All Units
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY NORTH BRANCH - Equipment purchases		\$2,000.00	0%
LIBRARY CHALLENGE ADULT - Equipment purchases			
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			
POSTING DEFAULT - Equipment purchases			0%
Total Equipment purchases	71,863.06	\$67,343.00	107%
			0%
	749,824.86	\$1,047,442.00	72%
	1,454,015.07	\$2,291,557.00	63%
		\$0.00	0%
	388,233.20	\$643,910.00	60%
		\$0.00	0%
	1,185.08	\$1,200.00	99%
		\$0.00	0%
		\$0.00	0%
	2,593,258.21	\$3,984,109.00	65%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,898,137.66)	(\$2,872,059.00)	66%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,436,028.72	\$2,258,557.00	64%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	379,175.71	\$626,160.00	61%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	85.07	(\$300.00)	(28%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(82,848.16)	\$12,358.00	(670%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,552,528.03)	(\$3,780,751.00)	68%
User Fees			
Sales	(27,720.74)	(\$4,500.00)	616%
Donations	(32,445.70)	(\$32,750.00)	99%
Other income	(35,268.05)	(\$60,000.00)	59%
Prior Year Surplus		(\$41,500.00)	0%
	<u>(2,647,962.52)</u>	<u>(\$3,919,501.00)</u>	<u>68%</u>
EXPENDITURES			
Salaries and benefits	577,323.26	\$884,468.00	65%
Books and periodicals			
Donation expenditures	11,761.50		0%
Utilities			
Office expenditures	58,425.32	\$70,286.00	83%
Operating expenditures	32,210.93	\$33,688.00	96%
Equipment purchases	70,103.85	\$59,000.00	119%
	<u>749,824.86</u>	<u>\$1,047,442.00</u>	<u>72%</u>
(Surplus)/Deficit	(1,898,137.66)	(\$2,872,059.00)	66%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(18,399.65)	(\$21,687.00)	85%
30-720-7201-5294 GRANTS MUNICIPAL	(2,534,104.50)	(\$3,378,806.00)	75%
30-720-7201-5296 GRANTS OTHER	(23.88)		0%
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	(2,552,528.03)	(\$3,780,751.00)	68%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(27,720.74)	(\$4,500.00)	616%
Total Sales	(27,720.74)	(\$4,500.00)	616%
Donations:			
30-720-7201-5861 DONATIONS	(9,262.75)	(\$10,000.00)	93%
30-720-7201-5866 RESTRICTED DONATIONS	(23,182.95)	(\$22,000.00)	105%
30-720-7201-5869 DONATIONS IN KIND		(\$750.00)	0%
Total Donations	(32,445.70)	(\$32,750.00)	99%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(35,268.05)	(\$60,000.00)	59%
Total Other income	(35,268.05)	(\$60,000.00)	59%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$41,500.00)	0%
Total Prior Year Surplus		(\$41,500.00)	0%
	(2,647,962.52)	(\$3,919,501.00)	68%

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	415,072.45	\$651,661.00	64%
30-720-7201-6011 SALARIES PART TIME	20,654.53		0%
30-720-7201-6031 CANADA PENSION PLAN	22,457.66	\$31,308.00	72%
30-720-7201-6032 EMPLOYMENT INSURANCE	8,518.48	\$9,905.00	86%
30-720-7201-6033 EMPLOYER HEALTH TAX	8,567.78	\$12,707.00	67%
30-720-7201-6041 OMERS	41,256.65	\$66,625.00	62%
30-720-7201-6042 HEALTH CARE	19,101.06	\$41,330.00	46%
30-720-7201-6043 DENTAL	5,775.20	\$15,175.00	38%
30-720-7201-6044 GROUP INSURANCE	3,518.18	\$5,443.00	65%
30-720-7201-6045 LONG TERM DISABILITY	8,651.42	\$16,814.00	51%
30-720-7201-6052 RETIRED HEALTH CARE	23,749.85	\$31,000.00	77%
30-720-7201-6046 WSIB		\$2,500.00	0%
Total Salaries and benefits	577,323.26	\$884,468.00	65%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
Books and periodicals			
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	11,761.50		0%
Total Donation expenditures	11,761.50		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	11,173.87	\$7,500.00	149%
30-720-7201-6182 TRAVEL	2,739.14	\$5,000.00	55%
30-720-7201-6185 TRAINING	8,216.54	\$18,300.00	45%
30-720-7201-6200 MILEAGE	70.56	\$1,500.00	5%
30-720-7201-6470 POSTAL SERVICE	328.13		0%
30-720-7201-6474 CARTAGE	2,331.95	\$7,000.00	33%
30-720-7201-6480 TELECOMMUNICATIONS	4,823.42		0%
30-720-7201-6500 AUDIT FEES	8,139.13		0%
30-720-7201-6506 BOOKKEEPING SERVICE	14,301.25	\$14,301.00	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	3,275.65	\$5,000.00	66%
30-720-7201-6542 PUBLIC RELATIONS	2,335.15	\$8,600.00	27%
30-720-7201-6720 BANK CHARGES	690.53	\$3,000.00	23%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	58,425.32	\$70,286.00	83%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	1,194.39	\$1,589.00	75%
30-720-7201-6462 INSURANCE	31,016.54	\$32,099.00	97%
Total Operating expenditures	32,210.93	\$33,688.00	96%
Equipment purchases:			
30-720-7201-8202 COMPUTER EQUIPMENT	10,247.64	\$20,000.00	51%
30-720-7201-8300 SOFTWARE	59,856.21	\$39,000.00	153%
Total Equipment purchases	70,103.85	\$59,000.00	119%
	<u>749,824.86</u>	<u>\$1,047,442.00</u>	<u>72%</u>
(Surplus)/Deficit	(1,898,137.66)	(\$2,872,059.00)	66%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(2,668.36)	(\$6,000.00)	44%
Sales	(12,327.14)	(\$20,000.00)	62%
Donations			
Other income	(2,990.85)	(\$7,000.00)	43%
Prior Year Surplus			
	<u>(17,986.35)</u>	<u>(\$33,000.00)</u>	<u>55%</u>
EXPENDITURES			
Salaries and benefits	1,080,615.06	\$1,704,896.00	63%
Books and periodicals	86,815.35	\$164,801.00	53%
Donation expenditures			
Utilities	69,323.77	\$95,000.00	73%
Office expenditures	30,747.85	\$71,000.00	43%
Operating expenditures	184,753.83	\$249,517.00	74%
Equipment purchases	1,759.21	\$6,343.00	28%
	<u>1,454,015.07</u>	<u>\$2,291,557.00</u>	<u>63%</u>
(Surplus)/Deficit	1,436,028.72	\$2,258,557.00	64%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(2,668.36)	(\$6,000.00)	44%
Total User Fees	(2,668.36)	(\$6,000.00)	44%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(460.85)	(\$1,000.00)	46%
30-720-7202-5892 MEMBERSHIP FEES	(1,080.77)	(\$1,500.00)	72%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(7,595.94)	(\$9,000.00)	84%
30-720-7202-5894 SALES SERVICES	(254.44)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	55.71	(\$1,500.00)	(4%)
30-720-7202-5751 RENT PROGRAM ROOM A	(1,948.47)	(\$5,000.00)	39%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,042.38)	(\$2,000.00)	52%
Total Sales	(12,327.14)	(\$20,000.00)	62%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(1,948.47)	(\$5,000.00)	39%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,042.38)	(\$2,000.00)	52%
Total Other income	(2,990.85)	(\$7,000.00)	43%
Prior Year Surplus			
	(17,986.35)	(\$33,000.00)	55%

EXPENDITURES

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	642,765.47	\$950,786.00	68%
30-720-7202-6011 SALARIES PART TIME	232,449.30	\$387,983.00	60%
30-720-7202-6031 CANADA PENSION PLAN	47,138.67	\$72,800.00	65%
30-720-7202-6032 EMPLOYMENT INSURANCE	18,668.70	\$25,331.00	74%
30-720-7202-6033 EMPLOYER HEALTH TAX	17,027.17	\$26,106.00	65%
30-720-7202-6041 OMERS	64,386.62	\$120,489.00	53%
30-720-7202-6042 HEALTH CARE	34,191.82	\$71,986.00	47%
30-720-7202-6043 DENTAL	17,644.89	\$37,361.00	47%
30-720-7202-6044 GROUP INSURANCE	1,984.40	\$3,252.00	61%
30-720-7202-6045 LONG TERM DISABILITY	4,358.02	\$8,802.00	50%
Total Salaries and benefits	1,080,615.06	\$1,704,896.00	63%
Books and periodicals:			
30-720-7202-6135 BOOKS REFERENCE ADULT	1,919.69	\$4,085.00	47%
30-720-7202-6136 BOOKS ADULT	12,014.24	\$38,542.00	31%
30-720-7202-6137 BOOKS JUVENILE	5,795.26	\$17,432.00	33%
30-720-7202-6138 BOOKS FRENCH	355.19	\$1,672.00	21%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	2,611.65	\$5,633.00	46%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	9,879.66	\$9,501.00	104%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	1,165.86	\$1,028.00	113%
30-720-7202-6155 GAMES ADULT & JUVENILE	96.61	\$854.00	11%
30-720-7202-6158 ELECTRONIC DATABASES	41,358.26	\$50,610.00	82%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
30-720-7202-6159 AUDIO BOOKS ADULT	554.89	\$815.00	68%
30-720-7202-6160 AUDIO BOOKS JUVENILE	46.63	\$1,815.00	3%
30-720-7202-6165 MATERIALS PROCESSING	11,017.41	\$20,560.00	54%
30-720-7202-6133 BOOKS PROFESSIONAL		\$394.00	0%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$581.00	0%
30-720-7202-6141 PERIODICALS		\$10,500.00	0%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE		\$779.00	0%
Total Books and periodicals	86,815.35	\$164,801.00	53%
Donation expenditures			
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	56,060.27	\$75,000.00	75%
30-720-7202-6254 NATURAL GAS	13,263.50	\$20,000.00	66%
Total Utilities	69,323.77	\$95,000.00	73%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	12,908.91	\$25,000.00	52%
30-720-7202-6200 MILEAGE	694.42		0%
30-720-7202-6470 POSTAL SERVICE	1,412.74	\$8,000.00	18%
30-720-7202-6480 TELECOMMUNICATIONS	8,539.04	\$18,000.00	47%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	7,192.74	\$20,000.00	36%
Total Office expenditures	30,747.85	\$71,000.00	43%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	(87.95)		0%
30-720-7202-6395 JANITORIAL SUPPLY	4,769.01	\$7,500.00	64%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	120.69	\$1,000.00	12%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	70,734.14	\$80,000.00	88%
30-720-7202-6496 JANITORIAL SERVICE	32,225.22	\$48,000.00	67%
30-720-7202-6620 SECURITY	69,270.30	\$107,017.00	65%
30-720-7202-6704 MACHINE RENTAL	7,722.42	\$6,000.00	129%
Total Operating expenditures	184,753.83	\$249,517.00	74%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	1,594.36	\$3,343.00	48%
30-720-7202-8271 LIBRARY EQUIPMENT	164.85	\$3,000.00	5%
Total Equipment purchases	1,759.21	\$6,343.00	28%
	<u>1,454,015.07</u>	<u>\$2,291,557.00</u>	<u>63%</u>
(Surplus)/Deficit	1,436,028.72	\$2,258,557.00	64%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees	(22.79)	(\$1,500.00)	2%
Sales	(6,154.14)	(\$10,250.00)	60%
Donations	(507.74)		0%
Other income	(2,372.82)	(\$6,000.00)	40%
Prior Year Surplus			
	<u>(9,057.49)</u>	<u>(\$17,750.00)</u>	<u>51%</u>
EXPENDITURES			
Salaries and benefits	226,786.30	\$358,499.00	63%
Books and periodicals	9,837.65	\$55,624.00	18%
Donation expenditures			
Utilities			
Office expenditures	6,136.07	\$8,300.00	74%
Operating expenditures	145,473.18	\$219,487.00	66%
Equipment purchases		\$2,000.00	0%
	<u>388,233.20</u>	<u>\$643,910.00</u>	<u>60%</u>
(Surplus)/Deficit	379,175.71	\$626,160.00	61%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(22.79)	(\$1,500.00)	2%
Total User Fees	(22.79)	(\$1,500.00)	2%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(61.62)	(\$100.00)	62%
30-720-7204-5892 MEMBERSHIP FEES	(557.82)	(\$400.00)	139%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(2,832.88)	(\$2,500.00)	113%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(320.00)	(\$750.00)	43%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY	(9.00)	(\$500.00)	2%
30-720-7204-5751 RENT PROGRAM ROOM A	(1,066.81)	(\$3,000.00)	36%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,306.01)	(\$3,000.00)	44%
Total Sales	(6,154.14)	(\$10,250.00)	60%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(507.74)		0%
Total Donations	(507.74)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(1,066.81)	(\$3,000.00)	36%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,306.01)	(\$3,000.00)	44%
Total Other income	(2,372.82)	(\$6,000.00)	40%
Prior Year Surplus			
	(9,057.49)	(\$17,750.00)	51%

EXPENDITURES

Salaries and benefits:

30-720-7204-6001 SALARIES FULL TIME	126,506.33	\$190,172.00	67%
30-720-7204-6011 SALARIES PART TIME	56,703.61	\$91,767.00	62%
30-720-7204-6031 CANADA PENSION PLAN	9,840.92	\$15,173.00	65%
30-720-7204-6032 EMPLOYMENT INSURANCE	3,915.83	\$6,236.00	63%
30-720-7204-6033 EMPLOYER HEALTH TAX	3,576.09	\$5,498.00	65%
30-720-7204-6041 OMERS	15,038.55	\$25,374.00	59%
30-720-7204-6042 HEALTH CARE	6,485.68	\$14,397.00	45%
30-720-7204-6043 DENTAL	3,347.15	\$7,472.00	45%
30-720-7204-6044 GROUP INSURANCE	426.48	\$650.00	66%
30-720-7204-6045 LONG TERM DISABILITY	945.66	\$1,760.00	54%
Total Salaries and benefits	226,786.30	\$358,499.00	63%

Books and periodicals:

30-720-7204-6132 ARCHIVES	312.61	\$15,000.00	2%
30-720-7204-6136 BOOKS ADULT	5,109.36	\$18,454.00	28%
30-720-7204-6137 BOOKS JUVENILE	3,046.58	\$11,517.00	26%
30-720-7204-6138 BOOKS FRENCH	507.10	\$1,900.00	27%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	283.57	\$1,782.00	16%
30-720-7204-6155 GAMES ADULT & JUVENILE	136.52	\$1,035.00	13%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
30-720-7204-6156 CD MUSIC ADULT	190.81		0%
30-720-7204-6159 AUDIO BOOKS ADULT	251.10	\$1,218.00	21%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7204-6141 PERIODICALS		\$2,500.00	0%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE		\$829.00	0%
30-720-7204-6160 AUDIO BOOKS JUVENILE		\$889.00	0%
Total Books and periodicals	9,837.65	\$55,624.00	18%
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	804.26	\$2,500.00	32%
30-720-7204-6200 MILEAGE	50.69		0%
30-720-7204-6480 TELECOMMUNICATIONS	5,281.12	\$5,800.00	91%
Total Office expenditures	6,136.07	\$8,300.00	74%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	229.38		0%
30-720-7204-6620 SECURITY	288.46	\$300.00	96%
30-720-7204-6700 RENT	143,147.10	\$216,687.00	66%
30-720-7204-6704 MACHINE RENTAL	1,808.24	\$1,750.00	103%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
Total Operating expenditures	145,473.18	\$219,487.00	66%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,000.00	0%
Total Equipment purchases		\$2,000.00	0%
	388,233.20	\$643,910.00	60%
(Surplus)/Deficit	379,175.71	\$626,160.00	61%

SSM LIBRARY
LIBRARY CONCESSION
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales	(1,100.01)	(\$1,500.00)	73%
Donations			
Other income			
Prior Year Surplus			
	<u>(1,100.01)</u>	<u>(\$1,500.00)</u>	<u>73%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	1,185.08	\$1,200.00	99%
Equipment purchases			
	<u>1,185.08</u>	<u>\$1,200.00</u>	<u>99%</u>
(Surplus)/Deficit	85.07	(\$300.00)	(28%)

SSM LIBRARY
LIBRARY CONCESSION
For the Eight Months Ending Monday, August 31, 2026

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(1,100.01)	(\$1,500.00)	73%
Total Sales	(1,100.01)	(\$1,500.00)	73%
Donations			
Other income			
Prior Year Surplus			
	<u>(1,100.01)</u>	<u>(\$1,500.00)</u>	<u>73%</u>
EXPENDITURES			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES FOR RESALE	318.40		0%
30-720-7206-6595 RESALE GOODS	866.68	\$1,200.00	72%
Total Operating expenditures	1,185.08	\$1,200.00	99%
Equipment purchases			
	<u>1,185.08</u>	<u>\$1,200.00</u>	<u>99%</u>
(Surplus)/Deficit	85.07	(\$300.00)	(28%)

2026 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	NORTH BRANCH SALES	MONTHLY TOTALS
JANUARY	\$ 81.00	\$ 2,651.70	\$ -	\$ 61.00	\$ 2,793.70
FEBRUARY	\$ 91.00	\$ 2,402.10	-	\$ 86.00	\$ 2,579.10
MARCH	\$ 89.00	\$ 3,059.55	-	\$ 59.00	\$ 3,207.55
1st Quarter Totals	\$ 261.00	\$ 8,113.35	\$ -	\$ 206.00	\$ 8,580.35
APRIL	\$ 92.00	\$ 3,380.14	-	\$ 72.00	\$ 3,544.14
MAY	\$ 97.00	\$ 3,145.65	-	\$ 39.00	\$ 3,281.65
JUNE	\$ 157.99	\$ 3,631.30	-	\$ 81.00	\$ 3,870.29
2nd Quarter Totals	\$ 346.99	\$ 10,157.09	-	\$ 192.00	\$ 10,696.08
JULY	\$ 115.00	\$ 4,260.50	-	\$ 72.00	\$ 4,447.50
AUGUST	\$ 177.00	\$ 3,901.43	-	\$ 91.00	\$ 4,169.43
SEPTEMBER	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Quarter Totals	\$ 292.00	\$ 8,161.93	\$ -	\$ 163.00	\$ 8,616.93
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
TOTALS Year To Date	\$ 899.99	\$ 26,432.37	\$ -	\$ 561.00	\$ 27,893.36
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 261.00	\$ 8,113.35	\$ 206.00	\$ 8,580.35
2nd Quarter Totals	APR-JUN	\$ 346.99	\$ 10,157.09	\$ 192.00	\$ 10,696.08
3rd Quarter Totals	JUL-SEP	\$ 292.00	\$ 8,161.93	\$ 163.00	\$ 8,616.93
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 899.99	\$ 26,432.37	\$ 561.00	\$ 27,893.36
					\$ -
Grand Total		\$ 27,893.36	\$ -	\$ -	\$ 27,893.36



REPORT OF THE SSMPL BOARD

POLICY COMMITTEE

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

Members Absent: Wayne Greco

Meeting Date: September 14, 2026

Review:

The Committee reviewed and revised 300-16 Public Art Policy, 300-12 Volunteer Program Policy, 400-09 Human Rights Policy, and 400-15 Use of Artificial Intelligence Policy.

This was the last Policy Committee meeting for 2026 as all policies designated for creation or review have been reviewed for the year.

New Policy:

The Committee reviewed and recommended Commitment Statement 03 – Indigenous Awareness and Reconciliation. The Committee had consulted with Baawating Advisory Circle members who found that the statement is “appropriate and efficient.”

Recommendations:

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



That the Board approve the following revised policies as presented:

- 300-16 Public Art Policy
- 300-12 Volunteer Program Policy
- 400-09 Human Rights Policy
- 400-15 Use of Artificial Intelligence Policy

That the Board approve CS 03 – Indigenous Awareness and Reconciliation as presented.

Title:	Public Art Policy	Policy Number: 300-16
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04	
Approval Date:	April 2013	
Revised Dates:	March 28 2023; June 19, 2017; September 25, 2023, September 26, 2026	
Review Date:	June 2029	

PURPOSE

This policy establishes the criteria for the acceptance of donations of public art to the Library.

SCOPE

This policy covers acquisition of public art that is intended to become the property of the Library and is housed in Library-owned facilities or within Library-leased facilities.

This policy does not apply to temporary art exhibits.

DEFINITIONS

Public art - may include artistic creations in any medium, whether fixed or freestanding, including but not limited to murals, paintings, textile works, stained glass, sculptures, distinct and unique hard and soft landscaping components, special engineering or architectural features of existing capital projects, intended to be freely accessible to the general public in a significant public interior area in the Library or in a visible accessible external location.

Donated art - existing artwork given to the Library in the form of a bequest, a gift, or a sponsored acquisition and subject to the terms and conditions of this policy.

Commissioned art - artwork created exclusively for display at a Library-owned facility or within a Library-leased facility.

POLICY STATEMENT

The Library may commission or accept donations of public art to be the property of the Sault Ste. Marie Public Library Board. The Public Art should:

- enrich the Library experience for the enjoyment of all;
- enhance the Library environment as public space;
- serve as an expression of the Library's Vision, Mission and Values;
- be a visual resource, complementing the Library's collections, services and programs; and
- exemplify the Library's role as a significant cultural institution in the City of Sault Ste. Marie

Ownership

Donated and commissioned art shall become the property of the Library. The Library shall respect the authorship and the integrity of the public art. All public art is classified as Heritage Assets for their intrinsic cultural and artistic value and will not be recognized in the financial statements as Tangible Capital Assets.

Criteria for Selection

General selection criteria for works of public art to be donated include:

- created by a professional artist and be an original work;
- relevant to Sault Ste. Marie and/or local Indigenous communities;
- executed in mediums approved for housing and maintenance;
- suitable to be viewed by the public of all ages, considering the public nature of the Library as a community meeting place;
- demonstrating respect for both freedom of expression and human dignity;
- consistent with the laws of Canada and Ontario;
- consideration of unusual display requirements that may impact the access to public space;
- space and installation requirements; and
- safety of the work of art, public and staff.

Acquisition Process

Public art may be acquired through donation or be commissioned by the CEO and/or the Library Board.

The CEO or designate will act for the Library in the acceptance of public art, in accordance with the policies of the Board, including the Donor and Sponsorship Policy and the Procurement Policy.

Acceptance of artwork does not guarantee display.

Donated Public Art

The Library must be satisfied that any public art work to be donated is not stolen or otherwise illegally acquired or collected. The acquisition of public art work that has been in foreign countries will comply with all Canadian and international law requirements.

The acceptance of a donation of public art requires CEO approval.

Donated public art works must be accompanied by:

- warranty of good legal title;
- a good record of provenance and must be authenticated, if required;
- a statement of current market value, completed by a certified appraiser;
- information related to maintenance/conservation requirements; and
- information about the artist.

Donations must be free and clear of conditions and restrictions imposed by the donor regarding the Library's use of the public art, unless otherwise negotiated through contractual agreement.

The Library reserves the right to refuse any donation of public art.

Site Selection

The Library retains the right to determine, in consultation with the donor or artist, the site for the public art to be displayed in Library facilities or Library-leased facilities.

Sites selected for public display of art must be publicly accessible, in a way consistent with the Accessibility for Ontarians with Disabilities Act, during regular Library operating hours.

The site must be in a visible area and may be integrated into the buildings.

The CEO in consultation with the Board, will make final determination of the site.

Maintenance Costs

Wherever possible, donated public art will include a funding donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of the contractual agreement.

Maintenance costs for public art will be funded outside the operating budget.

The cost of any additional insurance against damage or theft or any other liabilities required for the public art will be funded from outside the operating budget.

Charitable Receipts

Donations of public art will be considered as Gifts-in-Kind for the purposes of issuing tax receipts under the terms of the Donor and Sponsorship Policy.

Commissioned Art

When commissioning art staff will adhere to 200-01 Purchasing and Procurement Policy. Any art project in excess of \$2,500 requires a Request for Proposal. When awarding the commission to an artist, the Library shall consider the following:

- The artist's portfolio;
- That the proposed art meets the Library's criteria;
- References;
- The merit of the design;
- The time schedule in which the artwork can be completed;
- If the artwork is suitable for the space it is intended;
- If the artist is local;
- Cost of production of the artwork;

Disposition

The Library reserves the right to dispose of any public art, unless otherwise negotiated through a written contractual agreement.

The Library will do everything reasonable to notify the donor or artist or the artist's estate when the decision is made to dispose of the public art.

The disposed public art may be moved, sold, returned to the artist, donated to another institution or destroyed, unless otherwise negotiated through a written contractual agreement with the donor.

In all cases, the rights of the artist will be upheld in accordance with the Canadian Copyright Act and other legislated requirements.

Criteria for the decision to dispose of public art includes, but is not limited to the:

- condition of the work and/or cost of maintenance;
- art does not meet the terms of the policy;
- current location of the art is not suitable or available.

Any monies received through the sale of the public art will be placed in Library accounts.

No member of the Sault Ste. Marie Public Library Board, its employees or volunteers, or their representatives or immediate families may be given, sold, or otherwise knowingly obtain disposed public art. The disposition of public art requires Library Board approval.

Contractual Agreement Development

The CEO will negotiate contractual agreements with donors for donated public art. The CEO will set the terms and create contractual agreements with artists for commissioned artworks.

Inventory

An inventory of all public art will be maintained containing all information on installation, maintenance schedule, correspondence, and contractual agreements.

Records for all commissioned and donated art shall be retained within the Library's archives.

Accountabilities

Accountability for the acquisition, development of contractual agreements, maintenance and management of public art, owned by the Library, is vested in the office of the CEO.

Accountability for the application of this policy resides with the Board.

RELATED POLICIES

CS-01 Statement on Intellectual Freedom
200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
200-03 Fundraising, Donations and Sponsorship Policy
300-01 Archives Acquisition Policy

Title:	Volunteer Program Policy	Policy Number: 300-17
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	June 19, 2017; April 26, 2021; September 25, 2023, September 28, 2026	
Review Date:	June 2029	

PURPOSE:

This policy provides guidelines for volunteer opportunities within the Sault Ste. Marie Public Library.

SCOPE

This policy applies to all volunteers at all Library locations and in the delivery of Library services off site.

DEFINITIONS

Volunteer – an individual who contributes to Library services under the direction of Library staff but does not receive any monetary compensation.

POLICY STATEMENT

The Library's Volunteer Program provides opportunities for members of the community to contribute to the enhancement of services provided by the Library. Volunteers are expected to participate in a spirit of mutual understanding and respect with other members of the organization and Library patrons.

The Library will respect the spirit of community involvement demonstrated by persons who volunteer their time and resources through:

- entrusting to each person meaningful tasks appropriate to their interests and skills and provide appropriate training and support;
- formally recognizing the contributions made by volunteers;
- fostering an atmosphere of mutual respect between staff and volunteer;
- designating a qualified staff member to be responsible for the volunteer program;
- clearly communicating a screening process that is consistently applied and
- providing an orientation to the organization, its policies, procedures and appropriate training.

External presenters delivering programs will not solicit business, customers, or market their commercial products or services. Exceptions made in service of strategic objectives must be approved by the CEO.

The Library may provide volunteer opportunities for students enrolled in work experience programs.

No volunteer will displace an employee under the jurisdiction of Local 67 CUPE as per the Library's Collective Agreements.

The minimum age requirement for volunteers is 14.

VOLUNTEER RECORDS

The Library will maintain records for all regular volunteers. Volunteer records will be accorded the same confidentiality as employee records.

All screened volunteers over the age of 18 are subject to mandatory police Criminal Record Checks. Some volunteer positions may also be subject to Police Vulnerable Sector Checks. Reimbursement for police checks will be provided once the volunteer has been confirmed. An Offence Declaration Affidavit shall be signed by all volunteers on an annual basis in order to continue volunteering with the organization. The CEO manages all criminal record and vulnerable record checks and subsequent declaration affidavits.

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy
300-08 Visiting Library Service Policy
300-18 Friends of the Sault Ste. Marie Public Library Policy
400-03 Health and Safety Commitment Policy
400-05 Workplace Code of Conduct
400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

APPENDIX A - Offence Declaration Affidavit

Name: _____

Date of Birth: year ___/___/___ month ___ day ___

Volunteer Courier ☐

Visiting Library Service Volunteer ☐

Other Library Volunteer ☐

I DECLARE that: (please check off as applicable)

I have NO convictions since my last Criminal Background Check known to me under the *Criminal Code of Canada* up to and including the date of this
☐ declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada)

OR

I have been convicted of the following criminal offence(s) under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records Act* (Canada) has not been issued or granted to me.

☐ List of offences:

Date: _____

Court Location: _____

Conviction: _____

Date: _____

Court Location: _____

Conviction: _____

DATED at _____ this _____ day of _____ 20__

Signature

Title:	Human Rights Policy; Anti-Harassment/Discrimination/Violence	
Policy Type:	Human Resources	Policy Number: 400-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	April 2017; April 2018; January 2020; February 22, 2021; January 20, 2022; October, 17, 2022; November 27, 2023, November 25, 2024, January 26, 2026; September 28, 2026	
Review Date:	September 2027	

PURPOSE

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

SCOPE

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

DEFINITIONS

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

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

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

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

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

Personal harassment - includes but is not limited to:

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

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

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

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

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

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

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

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

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

Workplace sexual harassment

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

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

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

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

POLICY STATEMENT

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

The Library will make every reasonable effort to:

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

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

The Library encourages any of its employees who witness or who are victim to harassment, bullying, or discrimination to bring forward to Management the information as soon as possible so that an investigation may immediately commence.

In addition, any employees who experience harassment while in the course of work for the Library has the right to file a complaint without any fear of reprisal. A complaint filed under this Policy does not preclude an individual from pursuing other appropriate avenues of resolution.

SOURCES OF VIOLENCE/HARASSMENT

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

Manager - the perpetrator is a manager, supervisor, or other person in a position of authority who uses their position to harass, intimidate, threaten, or otherwise engage in violent or inappropriate behaviour toward employees and/or volunteers.

Reasonable and fair action taken by management or supervisors that are part of their normal work functions, such as assigning and following up on work, counselling an employee on work performance, following up on work absences, scheduling, and disciplinary action is not considered workplace harassment.

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

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

RESPONSIBILITIES

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

Employer Responsibilities (CEO and Board)

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

Management Responsibilities

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

Employee Responsibilities

- Attend and participate in training programs.
- Understand and comply with the violence and harassment policy.
- Be knowledgeable about workplace policies and procedures.

- Report any threats, acts of violence, or harassment in the workplace to their supervisor or employer.
- Ensure proper reporting and documenting.
- Co-operate with any subsequent Violence or Harassment Investigation.

TRAINING

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

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

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

RIGHT TO REFUSE UNSAFE WORK DUE TO WORKPLACE VIOLENCE

Staff have the right to refuse to perform the work they deem to be unsafe if they believe that they are being endangered by workplace violence.

CONFIDENTIALITY

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

PROHIBITION AGAINST RETALIATION/REPRISAL

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

DISCIPLINARY ACTION

Any employee who is found to have breached this policy by engaging in violence, discrimination or harassment; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information, will be subject to appropriate disciplinary action.

Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the Library may pursue criminal charges where warranted.

PERIODIC WORKPLACE VIOLENCE RISK ASSESSMENTS

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

This policy shall be reviewed annually.

RELATED POLICIES

- 100-11 Board Code of Ethics
- 300-02 Records Management and Protection of Privacy policy
- 300-06 Social Media Policy
- 300-07 Exclusion, Reinstatement and Appeals Policy
- 300-09 Rules of Conduct Policy
- 300-17 Volunteer Program Policy
- 300-18 Friends of the Library Policy
- 300-23 Accessible Customer Service Policy
- 300-26 Computer & Internet Use Policy
- 400-01 Hiring Policy
- 400-03 Health and Safety Commitment Policy
- 400-04 Internal Internet Usage Policy
- 400-05 Workplace Code of Conduct
- 400-07 Dress Code and Casual Dress Policy
- 400-08 Right to Disconnect Policy
- 400-10 Electronic Monitoring Policy
- 400-14 Performance Appraisal Policy
- 400-15 Using Artificial Intelligence Policy
- 400-18 Scent Aware Workplace Policy

APPENDIX A

Harassment, Discrimination, Violence Program

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

1. Measures and Procedures to Control Risks

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

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

Engineering Controls

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

Administrative Controls

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

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

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

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

PPE

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

2. Reporting Harassment, Discrimination, Violence

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

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

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

Reporting Harassment, Discrimination or Violence

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

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

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

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

3. Investigation

a. Commitment to Investigate

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

b. Who Will Investigate

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

c. Timing of the Investigation

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

d. Investigation Process

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

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

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

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

b. Results of the Investigation

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

c. Confidentiality

All records of the investigation will be kept confidential.

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

The Library will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure is necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.

d. Reporting in Good Faith

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

e. Protection Against Reprisal

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

4. Support

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

5. Record Keeping

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

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report;
- a summary of the results;

All records and documents of the investigation will be kept confidential unless necessary to investigate a subsequent incident or complaint, take corrective action or otherwise as required by law. Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the Joint Health and Safety Committee.

Title:	Using Artificial Intelligence Policy	Policy Number: 400-15
Policy Type:	Human Resources	
Approval By:	Resolution Number R11202403	
Approval Date:	November 25, 2024	
Revised Dates:	January 26, 2026, September 28, 2026	
Review Date:	November 2027	

PURPOSE

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

SCOPE

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

DEFINITIONS

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

POLICY STATEMENT

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

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

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

ETHICAL USE OF AI

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

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

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

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

When acquiring new materials for the collections, the Library will reasonably strive to determine whether AI was used to generate the material and, wherever possible, offer transparency in the cataloguing and records of the content's creation and authorship. AI-generated or AI assisted generated content may be added to the Library's collections only if it meets collection selection criteria.

USE OF AI IN HIRING

The Library will inform all candidates if it uses artificial intelligence to screen, assess, or select applicants for job positions.

PRIVACY AND DATA USE

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

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

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

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy
300-22 Website Policy
400-01 Hiring Policy
400-04 Internal Internet Usage Policy
400-05 Workplace Code of Conduct



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: 2027 LIBRARY CLOSURES AND HOLIDAY OPENINGS
DATE: SEPTEMBER 28, 2026

PURPOSE

For the Board set the Library's closures for 2027.

2027 CLOSURES

The following are the recommended Library closures for 2027 based on City closures and past practice.

New Year's Day:	Friday, January 1
Family Day:	Monday February 15 (North Branch only)
Good Friday:	Friday, March 26
Easter:	Sunday, March 28
Easter Monday:	Monday, March 29
Victoria Day:	Monday, May 24
Canada Day:	Wednesday, July 1
Sir William Hearst Day:	Monday, August 2
Labour Day:	Monday, September 6
Thanksgiving:	Monday, October 11
Remembrance Day:	Thursday, November 11
Staff Development Day:	Monday, November 22

Christmas: Friday, December 24
Saturday, December 25
Boxing Day: Sunday, December 26
Monday, December 27

The following are the recommended early Library closures for 2027 based on past practice.

Christmas Eve: Thursday, December 23 Closed at 12:00 PM (due to already being closed on Christmas Eve for the stat holiday).

New Year's Eve: Friday, December 31 Closed at 4:30 PM

The following is a recommended holiday opening for 2027.

Family Day: Monday February 15, 2027, Open at 12:00 pm, Closed at 4:00 pm (Centennial Library only)

MOTION

Resolved that the Sault Ste. Marie Public Library Board approves the Library closures and holiday opening for the year 2027 as presented.

MOVED:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



HUMAN RESOURCES DASHBOARD 2026

WORKFORCE OVERVIEW & METRICS

The Library staff currently consists of:

	2025	YTD 2026
Part-time Staff	29	28
Full-time Staff	24	25
Temporary/Contract Employees	1	1
Vacant Positions	0	0
Total Employees	54	54

	2025	YTD 2026
Library FTE	31	-
Average years of service	12	12

	# of Interns	Hours Worked
Library Interns 2025	1	24
Library Interns 2026	2	186

	# of Volunteers
Library Volunteers 2025	57
Friends of the Library 2025	42
Library Volunteers 2026	56
Friends of the Library 2026	45

Turnover rates

	2025	YTD 2026
Resignations	3	3
Retirements	0	1
Terminations	0	0
Total Vacancies	3	0

	2025	YTD 2026
Internal Promotions	3	1
External Hires	5	4
Unfilled Positions	0	0
Total Hires	8	5

ATTENDANCE AND WELLNESS METRICS

	2025	YTD 2026
Incidents of Sick Leave	371	298
Medical Appointment Requests	279	120
WSIB Claims	3	0
LOA Requests	5	14
Long Term Disability Cases	0	0
New Workplace Accommodation Requests	3	5
Ongoing Workplace Accommodations	3	6

	Days	
	2025	YTD 2026
Paid Sick Leave	278.9	203.7
Unpaid Sick Leave	45.2	22.3
WSIB Hours		0
Medical Appointment	63.5	45.2
Total LOA	31	12.5
LTD	0	0
Total Leave	418.6	283.8

WORKPLACE HEALTH AND SAFETY

	2025	YTD 2026
Accident Reports	5	1
Critical Incidents	0	0
Harassment and/Violence Investigations	2	0
JHSC Meeting Held	5	3

Patron Bans	2025	YTD 2026
New Bans	3	1
Ongoing Bans	0	0
Expired Bans	33	39
Permanent Bans	15	15

TRAINING

Mandatory Training for all Staff includes:

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



Niche Academy Training Tutorials	Published Tutorials	2025 Tutorial Views	2026 Tutorial Views
Staff	237	2,817	3,523
Management	65	234	60
Volunteers	15	5	17
Board	20	109	22

POLICY & COMPLIANCE REVIEW

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

LABOUR RELATIONS 2026

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

Grievances			
Year	Filed	Resolved	Outstanding
2025	0	0	0
2026	0	0	0

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

Grievances			
Year	Filed	Resolved	Outstanding
2025	0	0	0
2026	0	0	0

Overall Labour Climate: Stable

MINISTRY OF LABOUR INVESTIGATIONS

Complaint Date: May 6, 2026

OHS Case ID: 4782FJJQZSG

Status: Completed

HR AND H&S DOCUMENTS LISTING

The following is a list of HR Documents:

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

HR PROCEDURES LISTING

The following is a list of HR related operational policies:

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

HR AND H&S FORMS LISTING

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

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



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

OVERALL HR RISK ASSESSMENT

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





Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: SEPTEMBER 28, 2026

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

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the June 29, 2026, meeting as presented.
2. The expenditures for the month of June 2026, which include wages, benefits and Visas in the amount of \$340,598.73 be confirmed paid.
3. The expenditures for the month of July 2026, which include wages, benefits and Visas in the amount of \$420,117.42 be confirmed paid.
4. The expenditures for the month of August 2026, which include wages, benefits and Visas in the amount of \$294,177.46 be confirmed paid.
5. The Sault Ste. Marie Public Library Board approves the Financial Reports ending August 31, 2026, as presented.
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the September 14, 2026, meeting as presented.
7. The following revised policies be approved as presented:
 - 300-16 Public Art Policy
 - 300-17 Volunteer Program Policy
 - 400-09 Human rights Policy
 - 400-15 Artificial Intelligence Policy

8. Resolved that the Sault Ste. Marie Public Library Board approves the Library closures and holiday opening for the year 2027 as presented.
9. The Sault Ste. Marie Public Library Board received the HR Dashboard report as information.

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the September 28, 2026, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date

2027 Library Budget

Dated: June 22 2026

	Admin		Main		North		Total	Total 2026	Diff	Pct Chg
Grants:										
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)					(207,474)	(207,474)	-	0.00%
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)					(3,939)	(3,939)	-	0.00%
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,600)					(8,600)	(8,250)	(350)	4.24%
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)					(160,595)	(160,595)	-	0.00%
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)					(21,687)	(21,687)	-	0.00%
GRANTS MUNICIPAL	30-720-7201-5294	(3,444,882)					(3,444,882)	(3,378,806)	(66,076)	1.96%
GRANTS OTHER	30-720-7201-5296	-					-	-	-	0.00%
CANADA SPEC GRANT	30-720-7201-5311	(5,116)					(5,116)	(5,116)	-	0.00%
Total Grants (5000 TO 5311, 5870))		(3,852,293)	-	-	-	-	(3,852,293)	(3,621,356)	(230,937)	6.38%
Fees:										
DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(6,000)	30-720-7204-5843	(1,500)	(7,500)	(7,500)	-	0.00%
Total Fees (5840 TO 5845)		-	-	(6,000)	-	(1,500)	(7,500)	(7,000)	(500)	7.14%
Sales:									-	
SALES MERCHANDISE			30-720-7202-5891	(1,000)	30-720-7204-5891	(100)	(1,100)	(1,100)	-	0.00%
MEMBERSHIP FEES			30-720-7202-5892	(1,500)	30-720-7204-5892	(400)	(1,900)	(1,900)	-	0.00%
SALES COPIES PRINTS SCANS			30-720-7202-5893	(9,000)	30-720-7204-5893	(2,500)	(11,500)	(11,500)	-	0.00%
PROGRAM REGISTRATION FEES			30-720-7202-5895	(1,500)	30-720-7204-5895	(150)	(1,650)	(2,250)	600	-26.67%
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(45,000)			30-720-7204-5898	(500)	(45,500)	(45,500)	-	0.00%
CONCESSIONS FOOD	30-720-7206-5801	(2,000)					(2,000)	(1,500)	(500)	33.33%
RENT PROGRAM ROOM A			30-720-7202-5751	(7,500)	30-720-7204-5751	(4,500)	(12,000)	(8,000)	(4,000)	50.00%
RENT PROGRAM ROOM B			30-720-7202-5752	(3,500)	30-720-7204-5752	(3,500)	(7,000)	(5,000)	(2,000)	40.00%
Total Sales (5891 TO 5898)		(47,000)	-	(24,000)	-	(11,650)	(82,650)	(73,400)	(9,250)	12.60%
Donations:									-	
DONATIONS	30-720-7201-5861	(12,000)					(12,000)	(10,000)	(2,000)	20.00%
RESTRICTED DONATIONS	30-720-7201-5866	(30,000)			30-720-7204-5866		(30,000)	(22,000)	(8,000)	36.36%
DONATIONS IN KIND	30-720-7201-5869	(750)				-	(750)	(750)	-	0.00%
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902	(36,500)			30-720-7204-5902		(36,500)	-	(36,500)	#DIV/0!
Total Donations (5861 TO 5869 ...)		(79,250)	-	-	-	-	(79,250)	(22,275)	(56,975)	255.78%
Other income:										
INVESTMENT INCOME BANK	30-720-7201-5847	(55,000)					(55,000)	(60,000)	5,000	-8.33%
SUNDRY REVENUE	30-720-7201-5860	(1,000)	30-720-7202-5860	(150)			(1,150)	-	(1,150)	0.00%

2027 Library Budget

Dated: June 22 2026

	Admin		Main		North		Total	Total 2026	Diff	Pct Chg
SURPLUS PRIOR YEAR	30-720-7201-5901	(43,000)					(43,000)	(41,500)	(1,500)	3.61%
Total Other income (5846 TO 5860 ...		(99,000)	-	(150)	-	-	(99,150)	(101,500)	2,350	-2.32%
TOTAL REVENUE:		\$(4,077,543)	\$ -	\$(30,150)	\$ -	\$(13,150)	\$(4,120,843)	\$(3,862,611)	\$(258,232)	6.69%

Salaries and benefits:

SALARIES FULL TIME	30-720-7201-6001	682,336	30-720-7202-6001	1,002,165	30-720-7204-6001	197,488	1,881,989	1,792,619	89,370	4.99%
SALARIES PART TIME	30-720-7201-6011	-	30-720-7202-6011	410,391	30-720-7204-6011	95,812	506,203	479,750	26,453	5.51%
CANADA PENSION PLAN	30-720-7201-6031	29,579	30-720-7202-6031	75,946	30-720-7204-6031	15,548	121,074	119,281	1,793	1.50%
EMPLOYMENT INSURANCE	30-720-7201-6032	10,305	30-720-7202-6032	25,554	30-720-7204-6032	6,229	42,088	41,472	616	1.48%
EMPLOYER HEALTH TAX	30-720-7201-6033	13,306	30-720-7202-6033	27,545	30-720-7204-6033	5,719	46,570	44,311	2,259	5.10%
OMERS	30-720-7201-6041	63,730	30-720-7202-6041	121,930	30-720-7204-6041	26,480	212,140	212,489	(349)	-0.16%
HEALTH CARE	30-720-7201-6042	37,553	30-720-7202-6042	64,739	30-720-7204-6042	12,948	115,240	127,712	(12,472)	-9.77%
DENTAL	30-720-7201-6043	14,182	30-720-7202-6043	34,915	30-720-7204-6043	6,983	56,080	60,008	(3,928)	-6.55%
GROUP INSURANCE	30-720-7201-6044	6,755	30-720-7202-6044	4,149	30-720-7204-6044	818	11,722	9,345	2,377	25.43%
LONG TERM DISABILITY	30-720-7201-6045	13,495	30-720-7202-6045	8,055	30-720-7204-6045	1,611	23,161	27,376	(4,215)	-15.40%
WSIB	30-720-7201-6046	2,500					2,500	2,500	-	0.00%
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	31,000	-	0.00%
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	-	
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85					85	85	-	
Total Salaries and benefits (6001 TO 6098)		904,826	-	1,775,388	-	369,636	3,049,851	2,880,509	169,342	5.88%

Books and periodicals:

RESTRICTED DONATION EXPENSE	30-720-7201-6166		30-720-7202-6166				-	1,000	(1,000)	-100.00%
BOOKS PROFESSIONAL			30-720-7202-6133	402		-	402	394	8	0.00%
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	593	30-720-7204-6134	510	1,103	1,081	22	2.00%
BOOKS REFERENCE ADULT			30-720-7202-6135	4,167	30-720-7204-6135	-	4,167	4,085	82	2.00%
BOOKS ADULT			30-720-7202-6136	39,313	30-720-7204-6136	18,823	58,136	56,996	1,140	2.00%
BOOKS JUVENILE			30-720-7202-6137	17,781	30-720-7204-6137	11,747	29,528	28,949	579	2.00%
BOOKS FRENCH			30-720-7202-6138	1,705	30-720-7204-6138	1,938	3,643	3,572	71	2.00%
PERIODICALS			30-720-7202-6141	10,710	30-720-7204-6141	2,550	13,260	13,000	260	2.00%
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	5,746	30-720-7204-6151	1,818	7,563	7,415	148	2.00%
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	795	30-720-7204-6152	846	1,640	1,608	32	2.00%
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	9,691	30-720-7204-6153	-	9,691	9,501	190	2.00%
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	1,049	30-720-7204-6154	-	1,049	1,028	21	2.00%
GAMES ADULT & JUVENILE			30-720-7202-6155	871	30-720-7204-6155	1,056	1,927	1,889	38	2.00%
CD MUSIC ADULT			30-720-7202-6156	-	30-720-7204-6156	-	-	-	-	0.00%
CD MUSIC JUVENILE			30-720-7202-6157	-	30-720-7204-6157	-	-	-	-	0.00%
ELECTRONIC DATABASES			30-720-7202-6158	51,622	30-720-7204-6158	-	51,622	50,610	1,012	2.00%

2027 Library Budget

Dated: June 22 2026

	Admin		Main		North		Total	Total 2026	Diff	Pct Chg
AUDIO BOOKS ADULT			30-720-7202-6159	831	30-720-7204-6159	1,242	2,074	2,033	41	2.00%
AUDIO BOOKS JUVENILE			30-720-7202-6160	1,851	30-720-7204-6160	907	2,758	2,704	54	2.00%
IN KIND DONATIONS			30-720-7202-6161	-	30-720-7204-6161	-	-	-	-	#DIV/0!
MATERIALS PROCESSING			30-720-7202-6165	20,971		-	20,971	20,560	411	2.00%
Total Books and periodicals (6130 TO 6169)	-	-	168,097		-	41,436	209,534	206,425	3,109	1.51%

Utilities:										
WATER & ELECTRIC			30-720-7202-6252	75,000	30-720-7204-6252	-	75,000	73,000	2,000	2.74%
NATURAL GAS			30-720-7202-6254	22,000	30-720-7204-6254	-	22,000	22,000	-	0.00%
Total Utilities (6250 TO 6259)	-	-	97,000		-	-	97,000	95,000	2,000	2.11%

Office expenditures:										
OFFICE EXPENSES			30-720-7202-6111	23,825	30-720-7204-6111	2,500	26,325	26,500	(175)	-0.66%
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	7,500					7,500	6,750	750	11.11%
TRAVEL	30-720-7201-6182	4,500					4,500	4,250	250	5.88%
TRAINING	30-720-7201-6185	12,658					12,658	24,450	(11,792)	-48.23%
MILEAGE	30-720-7201-6200	1,500	30-720-7202-6200	-	30-720-7204-6200	-	1,500	1,000	500	50.00%
POSTAL SERVICE	30-720-7201-6470	-	30-720-7202-6470	8,000			8,000	7,500	500	6.67%
CARTAGE	30-720-7201-6474	6,000					6,000	7,500	(1,500)	-20.00%
TELECOMMUNICATIONS	30-720-7201-6480	-	30-720-7202-6480	18,000	30-720-7204-6480	10,000	28,000	28,200	(200)	-0.71%
AUDIT FEES	30-720-7201-6500	10,000					10,000	10,000	-	0.00%
BOOKKEEPING SERVICE	30-720-7201-6506	14,301					14,301	13,884	416	3.00%
PUBLIC RELATIONS	30-720-7201-6542	7,500					7,500	7,200	300	4.17%
OTHER PROFESSIONAL FEES	30-720-7201-6511	4,000					4,000	27,644	(23,644)	-85.53%
BANK CHARGES	30-720-7201-6720	3,000					3,000	3,000	-	0.00%
US \$ EXCHANGE			30-720-7202-6726	-			-	-	-	
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	43,403			43,403	29,265	14,138	48.31%
Total Office expenditures (6111 TO 6120 ...)	70,959	-	93,228		-	12,500	176,687	197,143	(20,456)	-10.38%

Operating expenditures:										
MISCELLANEOUS	30-720-7201-6316	1,500	30-720-7202-6316	-			1,500	1,570	(70)	-4.46%
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,000	30-720-7204-6400		1,000	300	700	233.33%
MAINTENANCE & ALTERATIONS			30-720-7202-6410	76,000	30-720-7204-6410	750	76,750	70,765	5,985	8.46%
JANITORIAL SERVICE			30-720-7202-6496	41,000	30-720-7204-6496		41,000	51,270	(10,270)	-20.03%
SECURITY			30-720-7202-6620	114,585	30-720-7204-6620	300	114,885	1,300	113,585	8737.34%
RENT				-	30-720-7204-6700	216,687	216,687	212,438	4,249	2.00%
MACHINE RENTAL			30-720-7202-6704	6,000	30-720-7204-6704	1,750	7,750	6,300	1,450	23.02%
JANITORIAL SUPPLY			30-720-7202-6395	7,000	30-720-7204-6395	-	7,000	7,500	(500)	-6.67%
INSURANCE	30-720-7201-6462	32,000	30-720-7202-6462	-			32,000	30,000	2,000	6.67%

2027 Library Budget

Dated: June 22 2026

	Admin		Main		North		Total	Total 2026	Diff	Pct Chg
RESALE GOODS	30-720-7206-6595	1,200					1,200	1,200	-	0.00%
Total Operating expenditures (6300 TO 6469 ...)		34,700	-	245,585	-	219,487	499,772	382,236	117,536	30.75%
Equipment purchases:										
ARCHIVES					30-720-7204-6132	16,000	16,000	15,361	639	4.16%
OFFICE EQUIPMENT	30-720-7201-8201	2,500	30-720-7202-8201	4,500	30-720-7204-8201	1,000	8,000	6,618	1,382	20.89%
COMPUTER EQUIPMENT	30-720-7201-8202	18,000					18,000	21,250	(3,250)	-15.29%
LIBRARY EQUIPMENT		-	30-720-7202-8271	5,000	30-720-7204-8271	1,000	6,000	6,000	-	
SOFTWARE	30-720-7201-8300	40,000					40,000	50,000	(10,000)	-20.00%
Total Equipment purchases (8000 TO 8899)		60,500	-	9,500	-	18,000	88,000	99,229	(11,229)	-11.32%
TOTAL EXPENSES:		\$ 1,070,985	\$ -	\$ 2,388,799	\$ -	\$ 661,060	\$ 4,120,843	\$ 3,862,610	\$ 258,233	\$ 0
DEFICIT / (SURPLUS)		\$(3,006,558)	\$ -	\$ 2,358,649	\$ -	\$ 647,910	\$ 0	\$ (0)	\$ 0	\$ (1)



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: SEPTEMBER 28, 2026

9.1 MUNICIPAL MEET AND GREET

To support civic literacy, our Library will be hosting six municipal election events this fall to allow residents to hear directly from their 2026 municipal election candidates.

Members of the public interested in asking questions to candidates during the meet and greets are asked to submit their questions in advance. Submitted questions will not be edited but will be grouped based on topic.

The number of submitted questions may exceed the allocated time; in that case, questions in each topic area will be drawn at random on the night of the event.

**2026**
MUNICIPAL ELECTION
MEET & GREET
*Hear directly from your 2026
Municipal Election candidates.*

Mayoral Candidates: September 29, 2026, 5:30-7:30
James L. McIntyre Centennial Library, 50 East Street

Ward 1: October 6, 2026, 5:30-7:30
James L. McIntyre Centennial Library, 50 East Street

Ward 2: October 14, 2026, 5:30-7:30
James L. McIntyre Centennial Library, 50 East Street

Ward 3: October 17, 2026, 11:00-1:00
James L. McIntyre Centennial Library, 50 East Street

Ward 4: October 7, 2026, 5:30-7:30
North Branch Library, 232 C Northern Avenue

Ward 5: October 17, 2026, 2:30-4:30
James L. McIntyre Centennial Library, 50 East Street



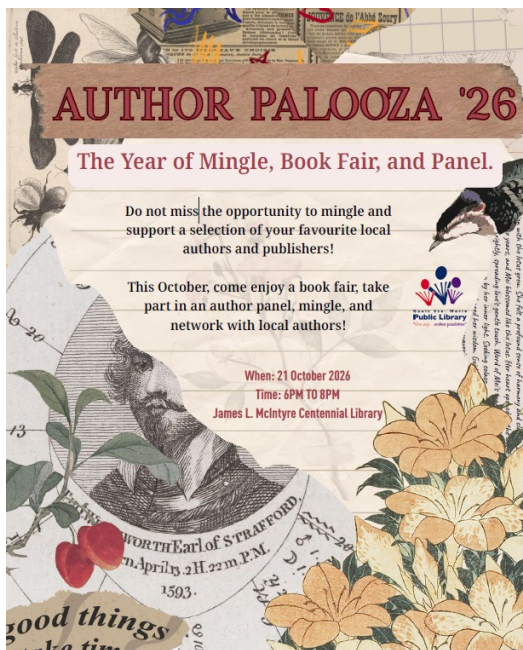
Want to submit a
question for the
candidates? Scan the
QR code or fill out a
paper copy at either
library location!



9.2 ONTARIO PUBLIC LIBRARY WEEK – LOUD FOR LIBRARIES



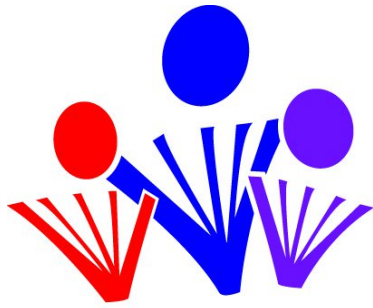
This year's theme for Ontario Public Library Week is "Loud for Libraries." The theme encourages libraries and their communities to celebrate the important role libraries play in building strong, connected, and informed communities, while highlighting the many ways libraries support people of all ages. Throughout Ontario Public Library Week, the Library will be highlighting our programs, services, collections, staff, and community partnerships to help raise awareness of the value libraries bring to the community and encourage residents to be "Loud for Libraries."



As part of Ontario Public Library Week, the Library will be hosting its annual **Author Palooza**. This year, the event will be held in the evening to make it more accessible to community members who work during the day, while also responding to feedback from local authors and publishers who have indicated that daytime events can be difficult to attend due to work commitments. The evening program will feature a book fair and panel discussion highlighting local authors and publishers. The event is intended to celebrate local literary talent and provide an opportunity for the community to connect with authors and discover their work.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

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



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD EVALUATION
DATE: SEPTEMBER

PURPOSE

For individual Board members and the Board as a collective to reflect on their experience as Board members. This helps promote learning, growth, accountability, and effectiveness, ultimately contributing to the overall success of the Library.

STRATEGIC PRIORITY

Service Excellence

STRATEGIC GOAL

Ensure Library services, programs and collections meet community needs

SURVEY RESULTS

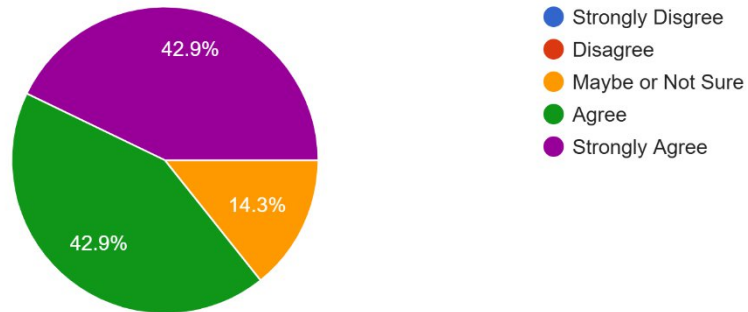
The Board self-reflection survey had a 70% completion rate. The following graphs show the results of each question. Comments have been added when provided.

The results have been provided for reflection and discussion.

Section 1: How well has the Board done its job?

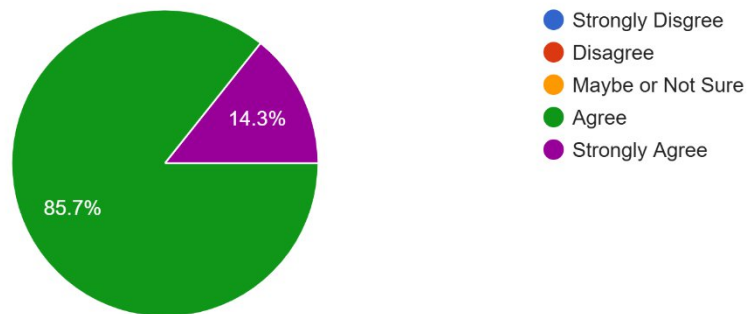
Our organization operates with a strategic plan or a set of measurable goals and priorities.

7 responses



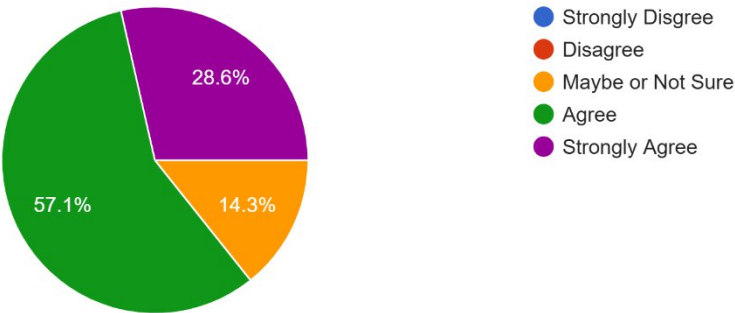
The Board's regular meeting agenda items reflects our strategic plan or priorities.

7 responses



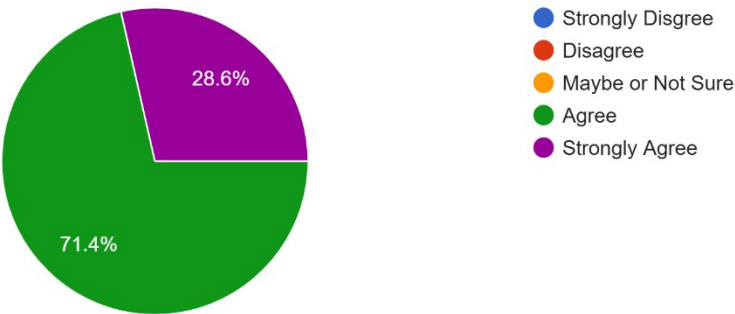
The Board has created or reviewed, in this period, some key governance job descriptions (e.g. Board Chair, directors and committees)

7 responses



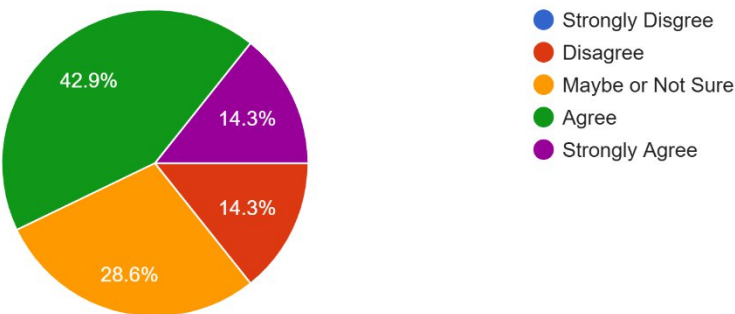
The Board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies.

7 responses



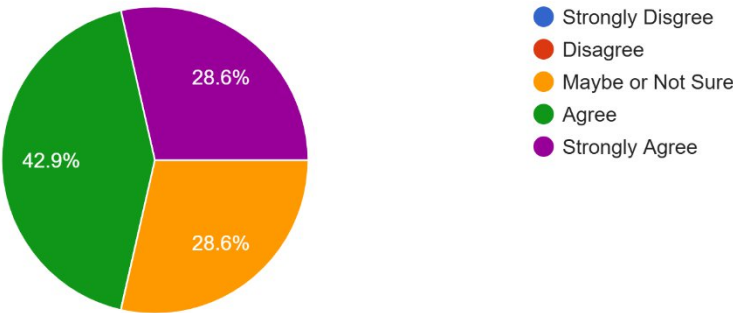
The Board has identified and reviewed the organization's relationship with each of its key stakeholders.

7 responses



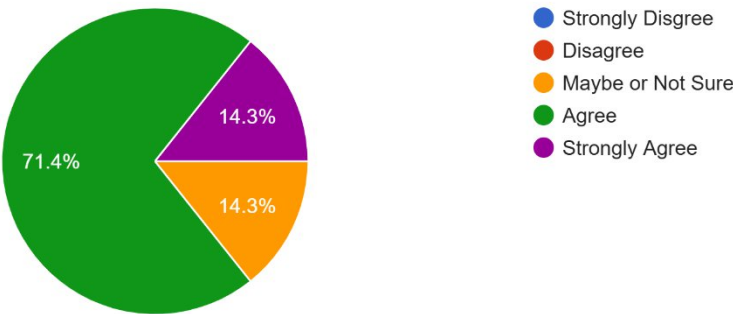
The Board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.

7 responses



The Board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.

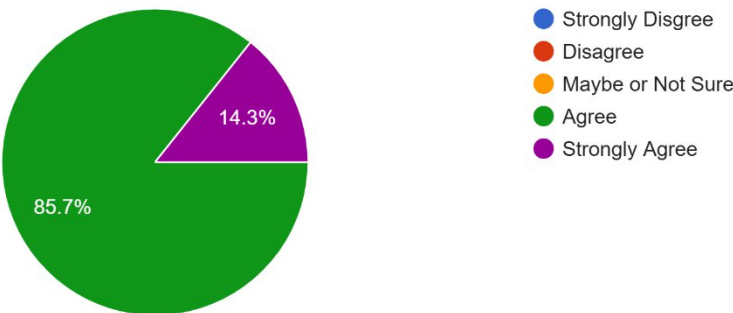
7 responses



Section 2: How well has the Board conducted itself?

As Board members we are aware of what is expected of us.

7 responses



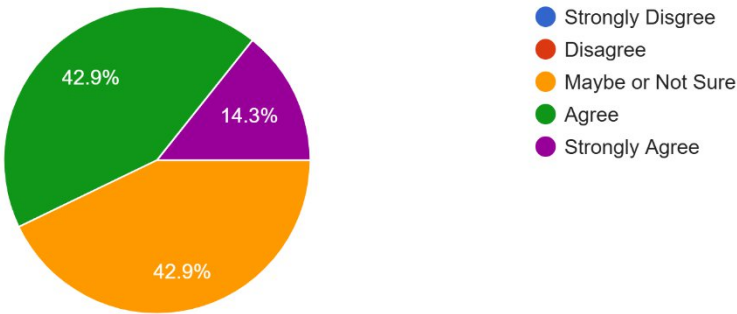
The agenda of the Board meetings are well planned so that we are able to get through all necessary Board business.

7 responses



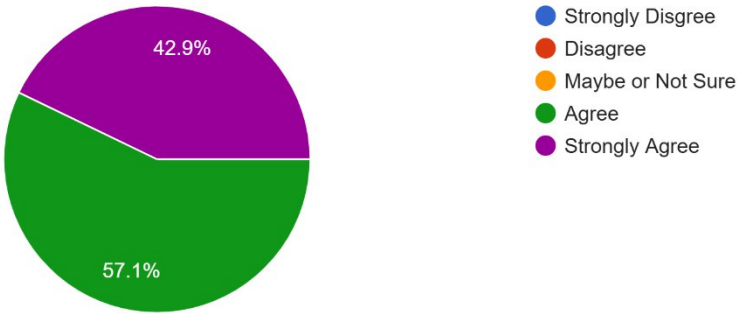
It seems like most Board members come to meetings prepared.

7 responses



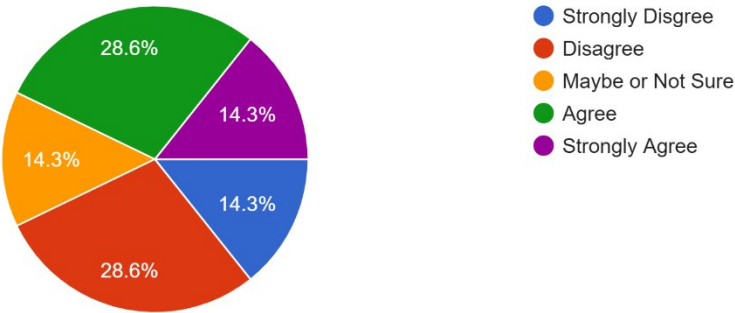
We receive written reports to the Board in advance of meetings.

7 responses



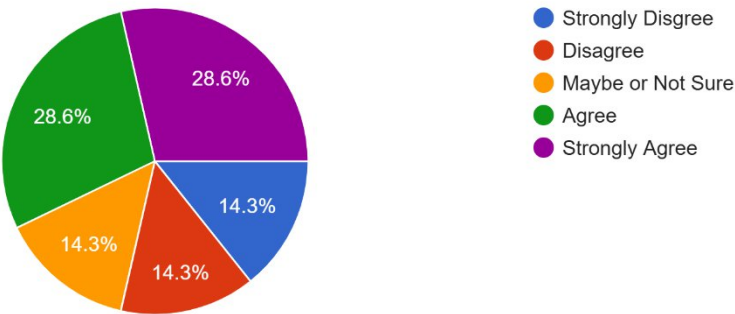
All Board members participate in important Board discussions.

7 responses



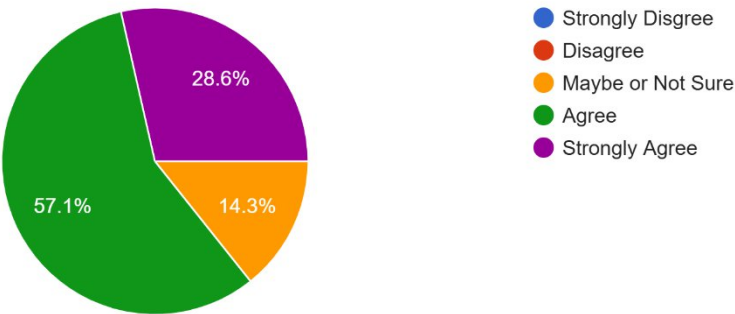
We do a good job encouraging and dealing with different points of view.

7 responses



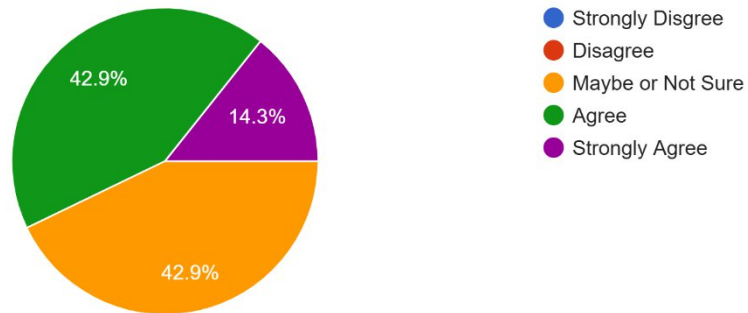
We all support the decisions we make.

7 responses



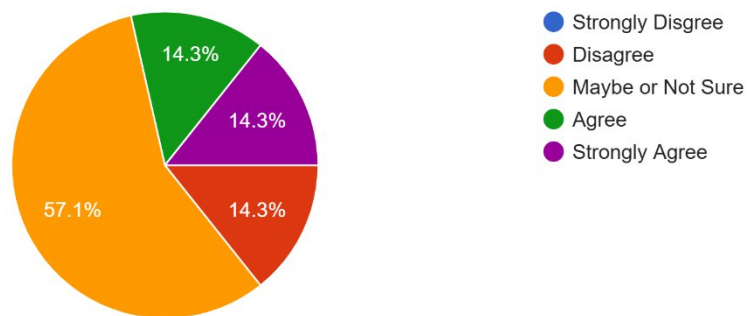
The Board assesses its composition and strengths in advance of recruiting new Board members.

7 responses



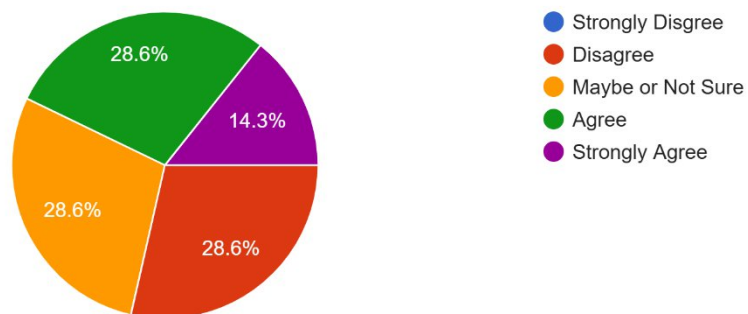
The Board assumes much of the responsibility for director recruitment and orientation.

7 responses



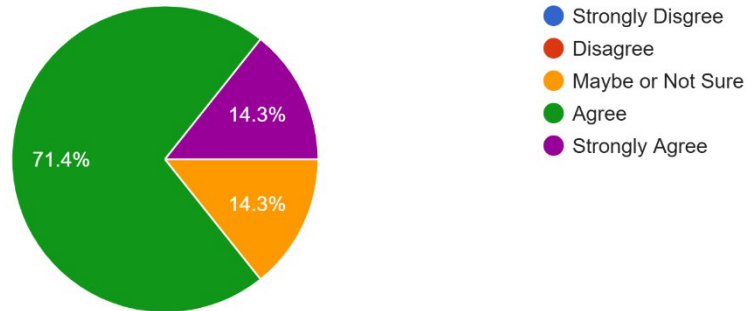
Board members have some interaction with external stakeholders at Board meetings (e.g. guests) or between meetings.

7 responses



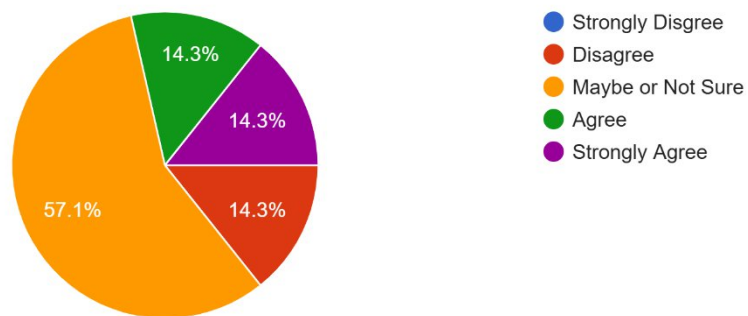
Our Board meetings are always interesting.

7 responses



Our Board meetings are frequently fun.

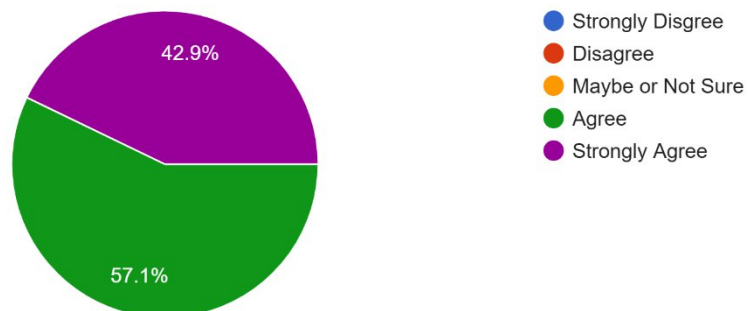
7 responses



Section 3: Board's Relationship with the CEO

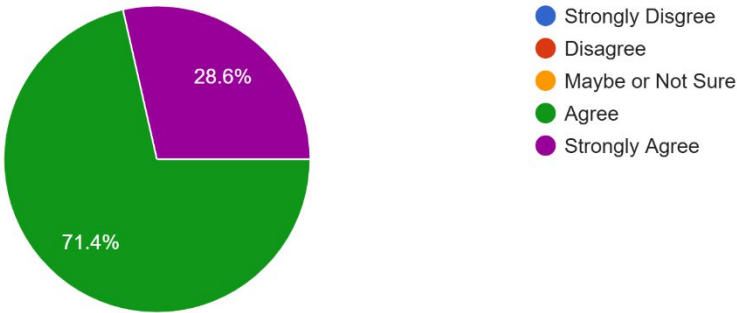
There is a clear understanding on most matters where the Board's role ends and the CEO's begins.

7 responses



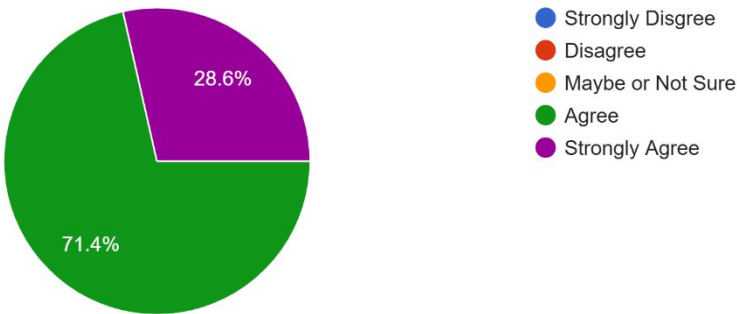
The Board trusts the judgement of the CEO.

7 responses



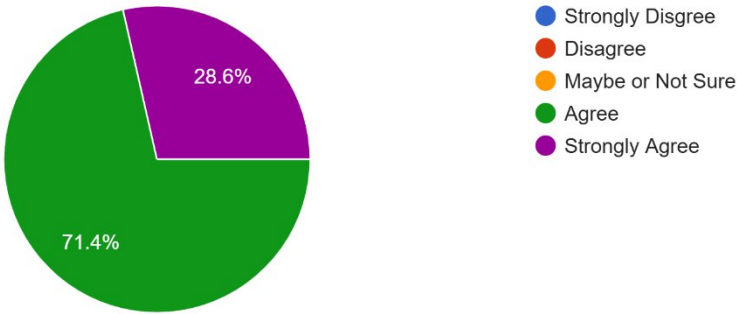
The Board provides direction to the CEO by setting and reviewing policies.

7 responses



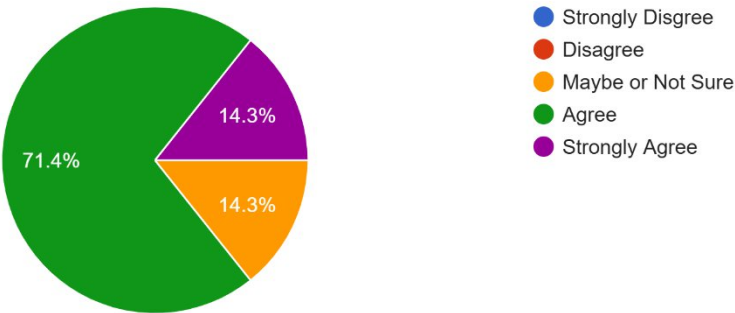
There is good two-way communication between the Board and the CEO.

7 responses



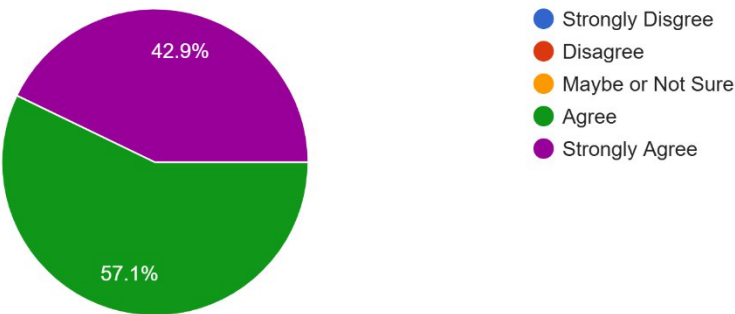
The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.

7 responses



The Board has developed formal criteria and a process for evaluating the CEO.

7 responses



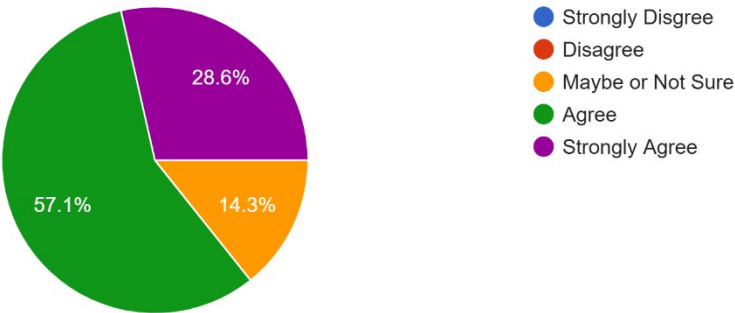
The Board, or a committee of the Board, has formally evaluated the CEO within the past 12 months.

7 responses



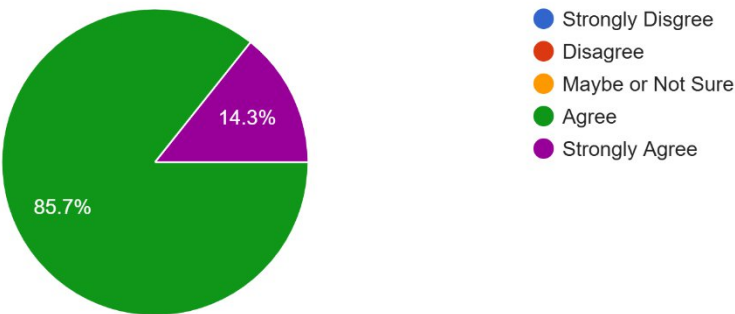
The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.

7 responses



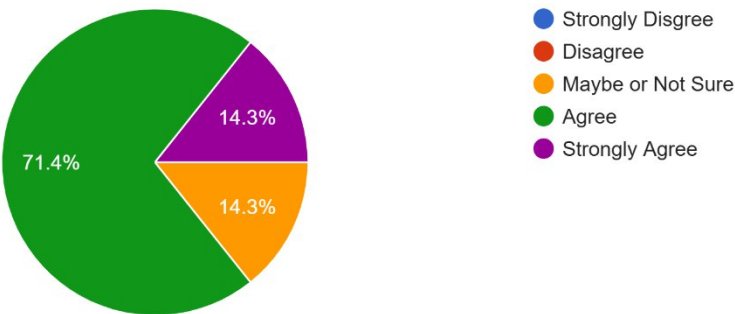
The Board provides feedback and shows its appreciation to the CEO on a regular basis.

7 responses



The Board ensures that the CEO is able to take advantage of professional development opportunities.

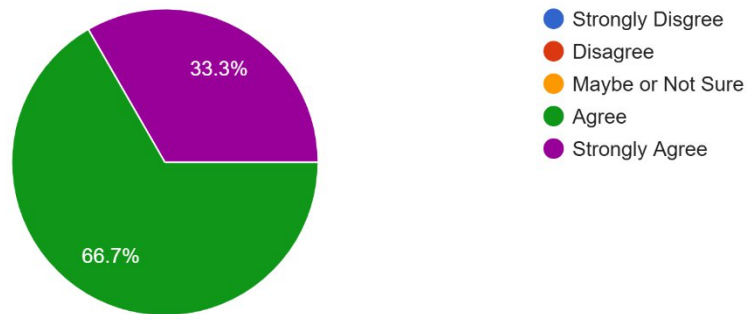
7 responses



Section 4: My performance as an individual Board member.

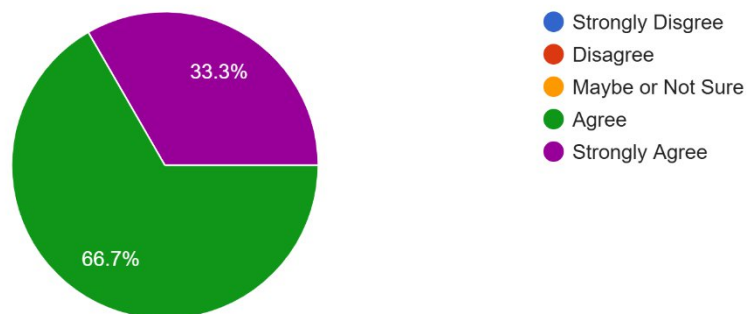
I am aware of what is expected of me as a Board member.

6 responses



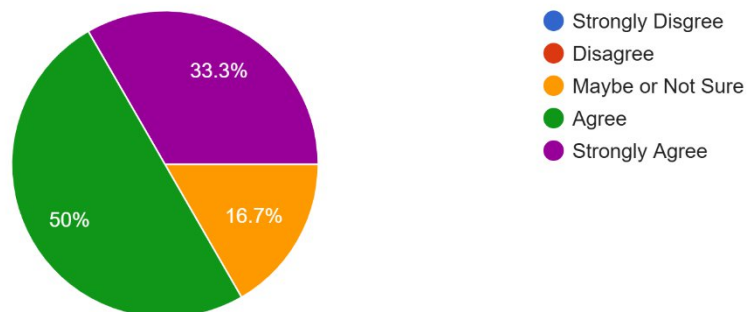
I read the minutes, reports and other materials in advance of our Board meetings.

6 responses



I am familiar with what is in the organization's by-laws and governing policies.

6 responses



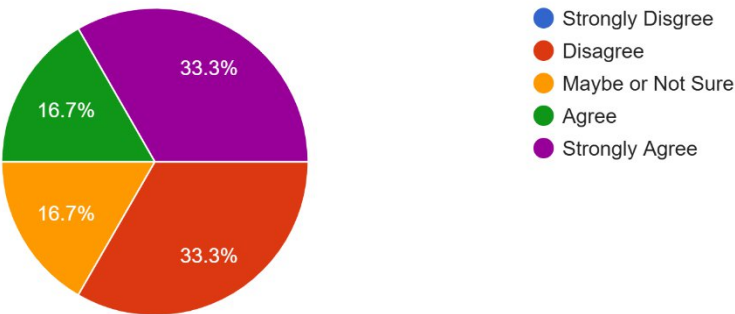
I have a good record of meeting attendance.

6 responses



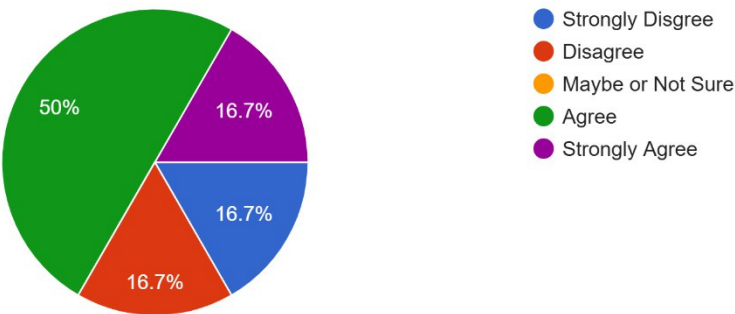
I frequently encourage other Board members to express their opinions at Board meetings.

6 responses



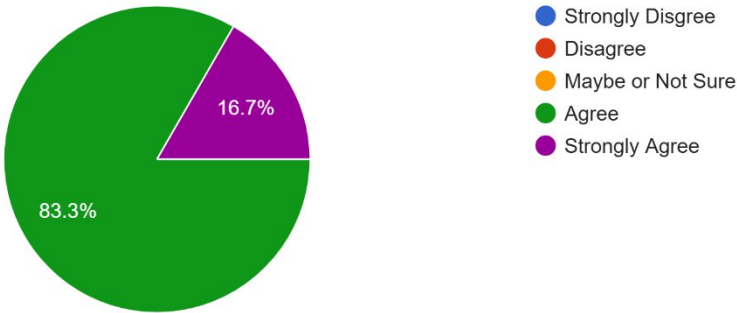
I am encouraged by other Board members to express my opinions at Board meetings.

6 responses



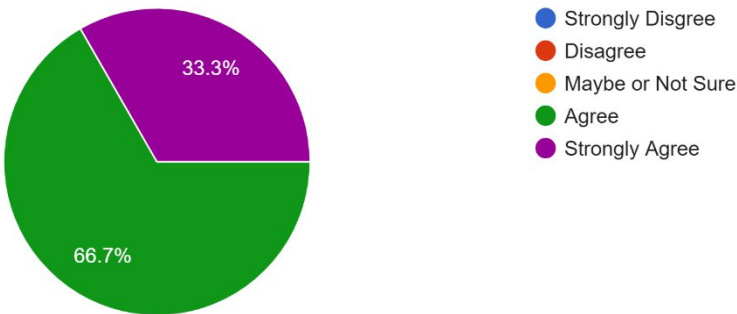
I am a good listener at Board meetings.

6 responses



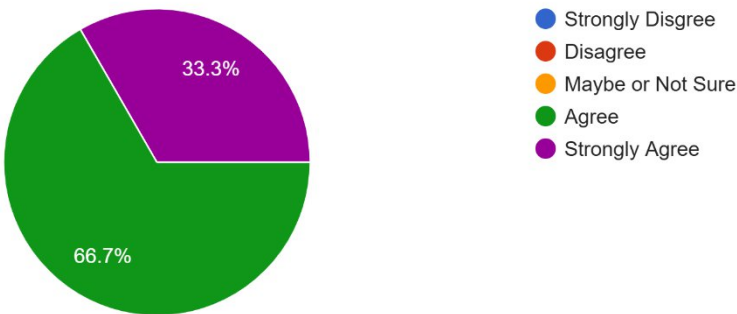
I follow through on things I have said I would do.

6 responses



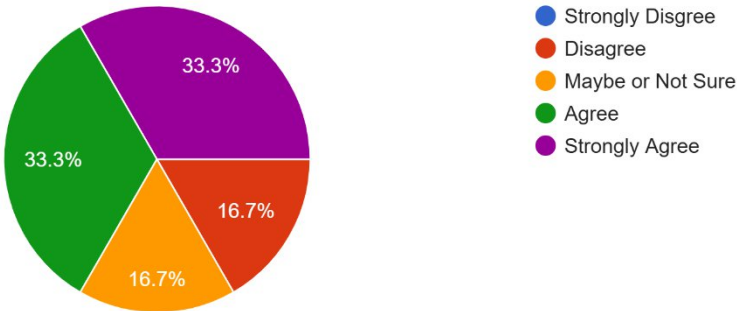
I maintain the confidentiality of all Board decisions.

6 responses



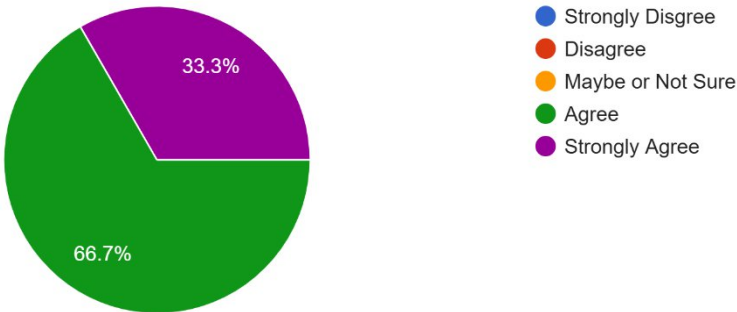
When I have a different opinion than the majority, I raise it.

6 responses



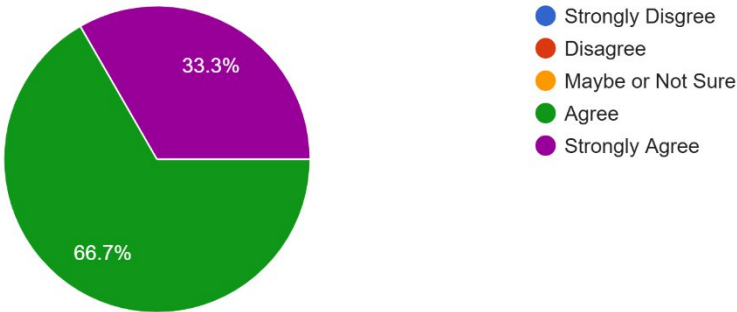
I support Board decisions once they are made even if i do not agree with them.

6 responses



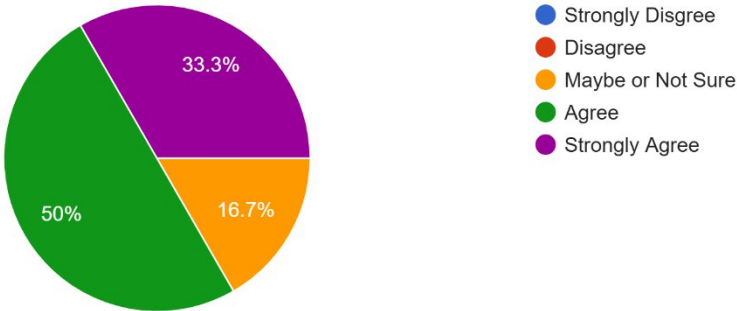
I promote the work of our organization in the community whenever I had a chance to do so.

6 responses



I stay informed about issues relevant to our mission and bring information to the attention of the Board.

6 responses



Section 5: Feedback to the Chair

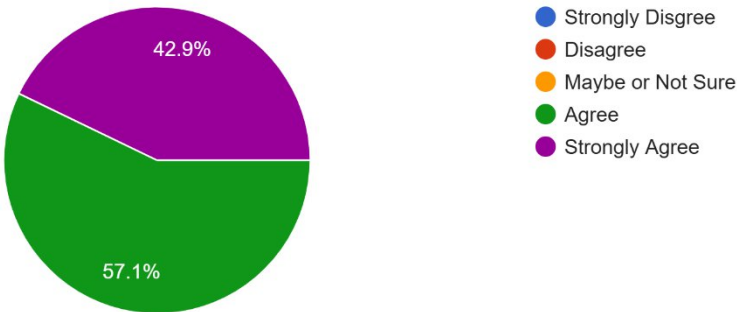
The Chair is well prepared for meetings.

7 responses



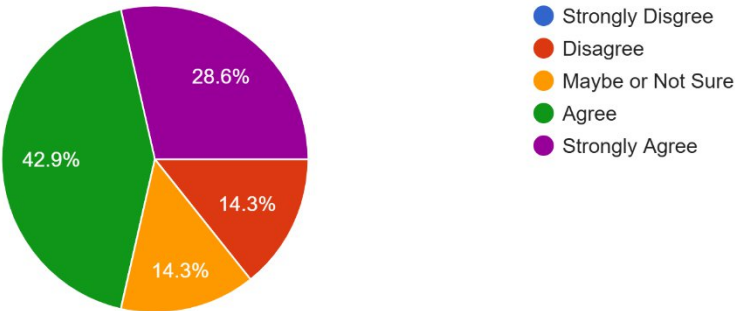
The Chair helps the Board stick to the agenda.

7 responses



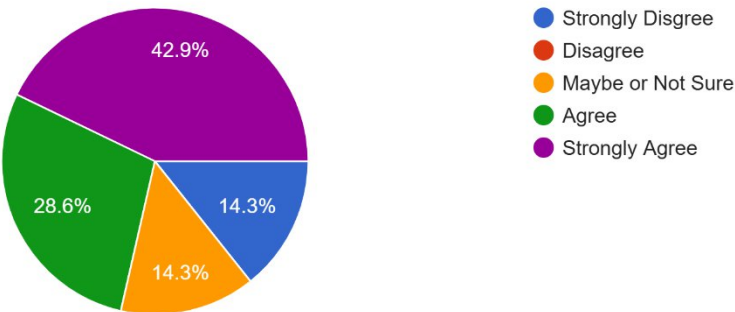
The Chair tries hard to ensure that every Board member has an opportunity to be heard.

7 responses



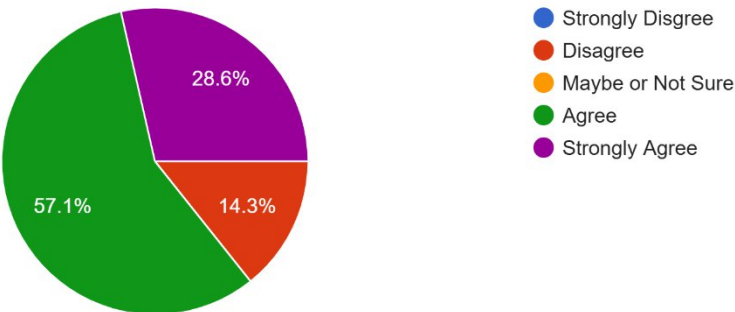
The Chair is skilled at managing different points of view.

7 responses



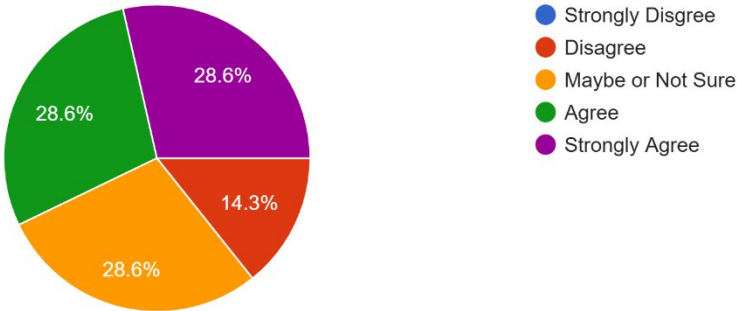
The Chair demonstrates versatility in facilitating Board discussions.

7 responses



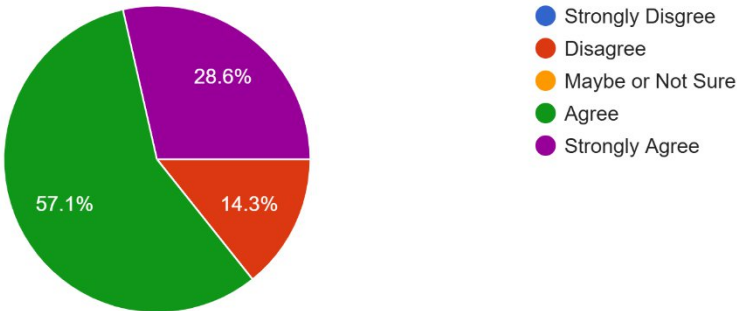
The Chair knows how to be direct with an individual Board member when their behaviour needs to change.

7 responses



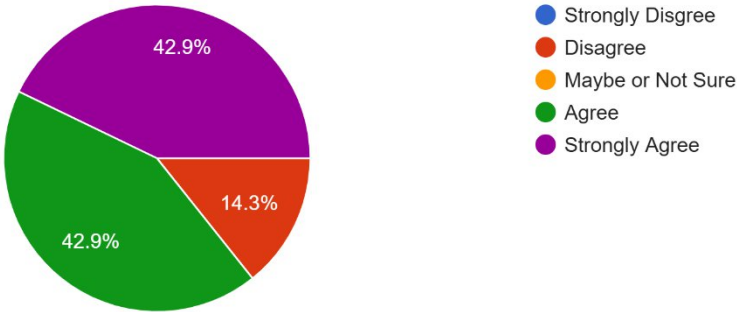
The Chair helps the Board work well together.

7 responses



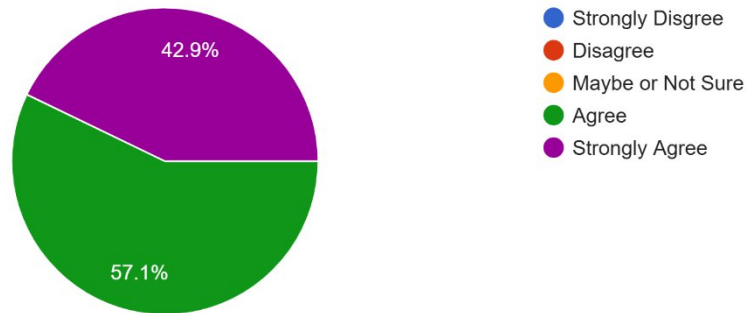
The Chair demonstrates good listening skills.

7 responses



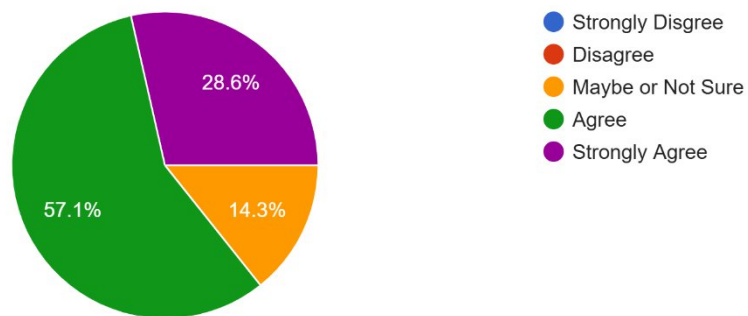
The Board supports the Chair.

7 responses



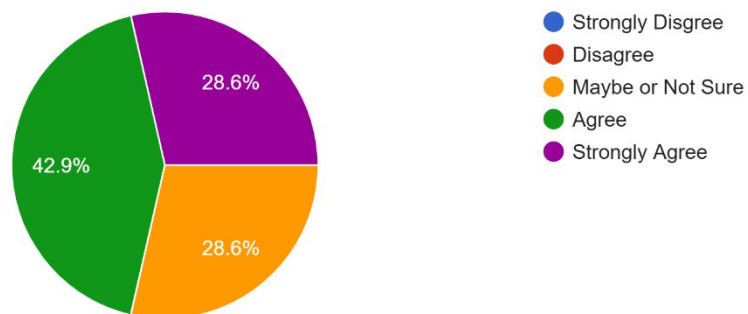
The Chair is effective in delegating responsibility amongst Board members.

7 responses



The Chair ensure the Board is aware of their organizational activities outside of our Board meetings.

7 responses



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD RECRUITMENT MATRIX
DATE: SEPTEMBER 28, 2026

PURPOSE

To assist the Board in succession planning for the next Board term.

RECRUITMENT MATRIX

The Board Recruitment Matrix is a tool that can be shared with City Council and the Library Board Selection Committee to support the development of a diverse, balanced, and skilled Library Board for the upcoming term. The matrix provides a structured way to identify and consider the skills, knowledge, experience, perspectives, and community connections of prospective Board members, helping the Selection Committee assess the collective strengths and gaps among candidates and build a Board that is well-equipped to govern the Library and reflect the diverse community it serves.

RECOMMENDED MOTION

Be it resolved that the Sault Ste. Marie Public Library Board approve the Board Recruitment Matrix as presented and submit it to the City Clerk's office with a recommendation to use the tool when Council selects the Library Board for its next term.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Sault Ste. Marie Public Library Board Recruitment Matrix

The recruitment priorities identified in this matrix are intended to guide the development of a balanced and effective Library Board. No individual member is expected to possess all of the identified attributes. Instead, the objective is to ensure that, collectively, the Board reflects a diverse mix of knowledge, skills, experience, and community perspectives that support effective governance and informed decision-making.

Area of Knowledge & Experience	Recruitment Priority	Applicant #1	Applicant #2	Applicant #3	Applicant #4	Applicant #5	Applicant #6
Accessibility	Low						
Arts & Culture	Medium						
Communications/Marketing	Medium						
Education	Medium						
Facilities/Capital Projects	High						
Finance	High						
Human Resources	Medium						
IT/Cybersecurity	Medium						
Leadership	Medium						
Legal	Medium						
Library Education/Work Experience	Medium						
Marketing	Low						
Risk Management	Medium						
Social Services	Low						

Representation

Former Library Board Members	Medium						
Indigenous	Medium						
New Canadians	Medium						
Young Adults (18-35)	Medium						

Recruitment Priority

High

A priority attribute that is important to the board's overall effectiveness, strategic oversight, and governance responsibilities. Efforts should be made to ensure these competencies and perspectives are well represented.

Medium

A desirable attribute that complements the board's overall composition and contributes to a broad range of knowledge, skills, experiences, and perspectives.

Low

An attribute that may add value to the board but is not considered essential to achieving the desired composition or governance needs.

Title:	Statement on Indigenous Awareness and Reconciliation	
Policy Type:	Commitment Statement	Policy Number: CS-03
Approved By:		
Approval Date:	September 28, 2026	
Revised Dates:		

COMMITMENT STATEMENT

The Sault Ste. Marie Public Library acknowledges the enduring presence, histories, cultures, and contributions of Indigenous Peoples. Our library recognizes that we live, work and operate on the traditional territories of the Anishinaabe and historic Metis Council (see Appendix A). We are committed to advancing truth and reconciliation by fostering respectful relationships, promoting Indigenous voices and stories, and creating inclusive spaces for learning, reflection, and dialogue. Through collaboration with Indigenous communities, we strive to honour their knowledge systems and support ongoing education and awareness within our library and the wider community.

To this end, the Library shall:

- Consult with and invite Indigenous partners to participate in relevant projects or initiatives to ensure planning and implementation are done “in a good way” with intention and sincerity, through reciprocal and respectful relationships.
- Provide collection materials relevant to Indigenous cultures, languages, and peoples, including books, audio, and video materials as part of the Library’s Anishinaabe Nowewin/Indigenous Voices project.
- Provide welcoming services to Indigenous Peoples and share elements of Indigenous culture with non-Indigenous persons. Library spaces, programs, and services will reflect truth and reconciliation efforts and calls to action.
- Support learning opportunities for the public, staff, volunteers, and the Board to foster understanding and contribute to the ongoing work of reconciliation outlined by the Truth and Reconciliation Commission of Canada.

RELATED POLICIES

CS – 02 Statement on Inclusivity, Diversity, Equity and accessibility
 200-04 Strategic Alliances Policy
 300-03 Collection Development Policy
 300-05 Membership Policy
 300-14 Children’s Services Policy
 300-20 Information Services Policy
 300-21 Programming Policy
 400-01 Hiring Policy
 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence



APPENDIX A

Land Acknowledgment Statement

The Sault Ste. Marie Public Library is a gathering place where community comes together; to share stories, to explore new ideas and to gain knowledge of the past. It is through this unique position in our community that we support and promote truth and reconciliation with Indigenous peoples.

We acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and is known as Bawating. Bawating is the home of Ketegaunseebeee (Garden River) First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council.

The Library, and we as individuals, have a deep desire to bring about change in our community and move forward together as diverse and inclusive peoples. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: UPDATED TRACKING DOCUMENT
DATE: SEPTEMBER 28, 2026

PURPOSE

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

STRATEGIC PRIORITY

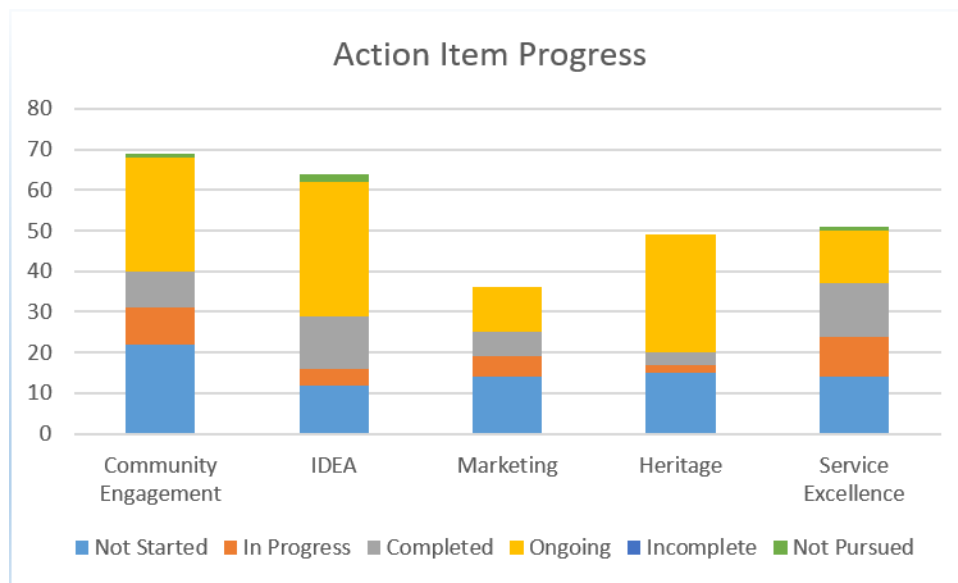
All

ACTION ITEMS SUMMARY

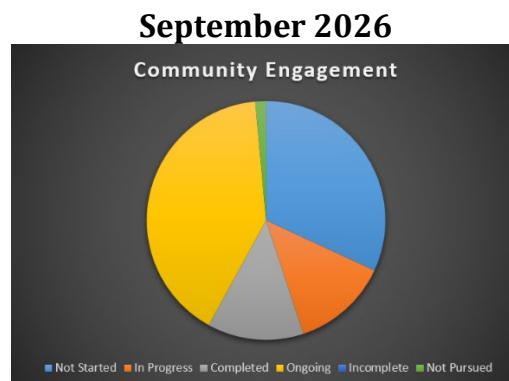
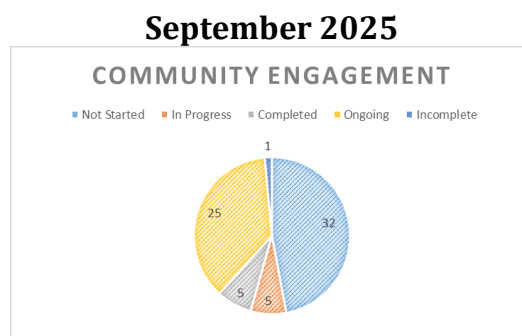
The following is a summary of the progress made on the Library's Strategic Plan's action items so far, with some items recategorized:

Completed -	44	(↑3)
Ongoing -	114	(↑3)
In progress -	30	(--)
Incomplete -	0	(--)
Not Pursued -	4	(--)
Not Started -	76	(↓6)

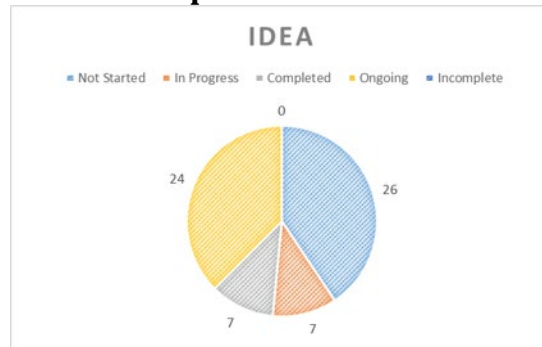
The Strategic Plan is 16.4% complete. Progress has been made on 70.0% of the Strategic Plan action items (including complete actions). 1.5% of the Strategic Plan will not be worked on.



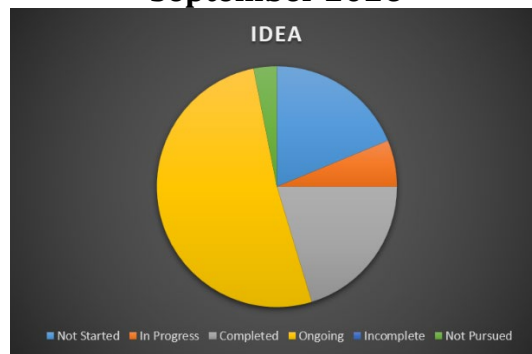
The following Charts are organized by the Strategic Plan's strategic priorities and show progress for each comparing September 2025 to September 2026.



September 2025



September 2026



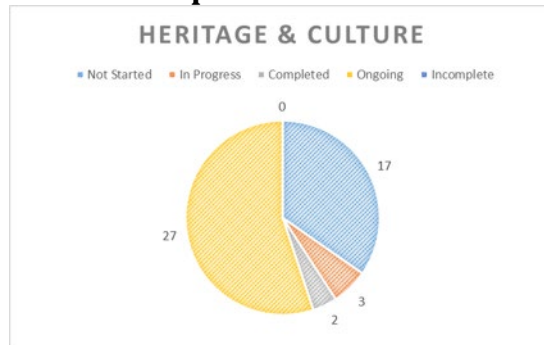
September 2025



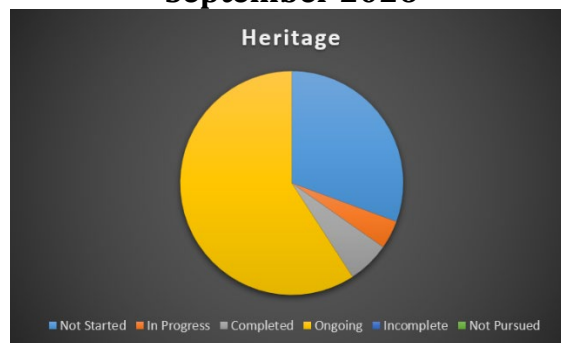
September 2026



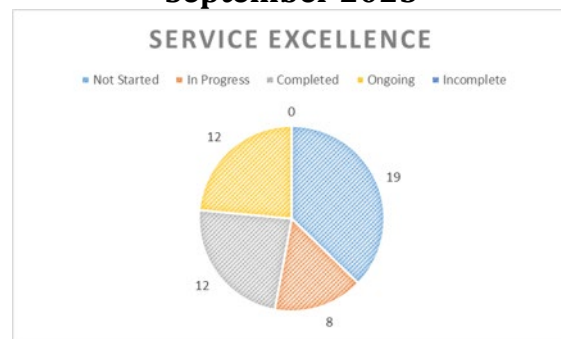
September 2025



September 2026



September 2025



September 2026

