

LIBRARY BOARD
Regular Meeting
Monday, March 31, 2025 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA

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

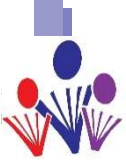


1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – H. Caicco
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (verbal)
6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 February 24, 2025 Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: Congratulatory Letter to Chris Scott, MPP
 - 6.3 Financials
 - 6.3.1 March Finance Committee Report - NONE
 - ~~6.3.2 February Monthly Expenditure Report~~
 - ~~6.3.3 Financial Reports Ending December 2024~~
 - ~~6.3.4 Financial Reports Ending January 2025~~
 - 6.3.5 Friends Report – February 2025
 - 6.4 Policy Committee
 - 6.4.1 March Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.3.1 100-05 Delegations and Public Participation Policy
 - 6.4.3.2 200-03 Fundraising, Donations and Sponsorship Policy
 - 6.4.3.3 300-13 Sales and Soliciting Policy
 - 6.4.3.4 300-19 Terms of Reference for Naming Libraries Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 NONE
 - 6.5 Summary of Motions
7. Items Removed from Consent
 - 7.1 February Monthly Expenditure Report
 - 7.2 Financial Reports Ending December 2024
 - 7.3 Financial Reports Ending January 2025
 - 7.4

- 8. Business Arising from the Minutes
 - 8.1 NONE
- 9. Information Items
 - 9.1 Presentation to City Council
 - 9.2 Book Challenge: There are Moms Way Worse Than You
- 10. Board Development
 - 10.1 Library Acronym Brochure
 - 10.2 Accreditation Self- Assessment Update
- 11. New Policies
 - 11.1 NONE
- 12. Strategic Plan Update
- 13. New Business
 - 13.1
- 14. Board meetings
 - 14.1 Board Development Meeting April 28, 2025
 - 14.2 Regular Meeting May 26, 2025
- 15. Adjournment

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

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, February 24, 2025 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

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

Absent: Hannah Caicco, Paolo Bruni, Mike Olejnik

Library: Matthew MacDonald, Rebekah Verdone

1. Call to Order

W. Greco called the meeting to order at 6:00 p.m.

1.1 Excused Absence

MOTION:

The following Board Members be excused from the February 24, 2025 regular meeting.

Hannah Caicco, Paolo Bruni and Mike Olejnik

Moved: S. Murray

Seconded: E. Ferlaino

CARRIED

1.2 Land Recognition

Read at the Annual General Meeting.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the February 24, 2025 meeting as presented.

Moved: L. Dobrovnik

Seconded: K. Harrison

CARRIED

4. Delegations

NONE

5. Chair's Report

The Board Chair did a verbal report on his activities of the last month. He recognized CEO M. MacDonald and his team for the good work done through all the transitions. The Board Chair attended the Friends of the Library AGM a few weeks ago. W. Greco was appointed to Northeastern rep for OLBA. OLBA is strictly for board members of libraries. The Board Chair attended the OLA Superconference at the end of January. He added a session on MOUs and the take away from that session was that we don't go down this road at this time. We currently have a good relationship with City Hall and an MOU does not seem necessary at this time.

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 January 27, 2025 Regular Board Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: NONE

6.2.2 Out-going: NONE

6.3 Financials

6.3.1 Febuary Finance Committee Report - NONE

6.3.2 January Monthly Expenditure Report

6.3.3 2024 Donations Summary

6.3.4 Friends Report – January 2025

6.3.5 Friends 2024 Market Value Report

6.4 Policy Committee

6.4.1 February Policy Committee Report - NONE

6.4.2 Revised Policies

6.4.2.1 - NONE

6.4.3 Policies to be Rescinded

6.4.3.1 NONE

6.5 Summary of Motions

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the February 24, 2025 meeting as presented.

Moved: E. Ferlaino

Seconded: L. Dobrovnik

CARRIED

7. Items Removed from Consent

NONE

8. Business Arising from the Minutes

NONE

9. Information Items

9.1 Mold Issues at the JLM Centennial Library

Woes never end with this building. We recently replaced the humidifier in the mechanical room then there was a leak in the pipes and the pipes needed remediation.

9.2 Civic Literacy – Provincial Elections

The Library has had a difficult time getting candidates to participate so we have changed gears and we are asking candidates to respond to a question. A member of Elections Ontario is attending at the library to answer questions from the public.

9.3 HOOPLA – Library News

Woes never end with this building. We recently replaced the humidifier in the mechanical room then there was a leak in the pipes and the pipes needed remediation.

10. Board Development

NONE

11. New Policies

NONE

12. Strategic Plan Update

Presented at AGM

13. OLA Superconference CEO Report

M. MacDonald attended a session on onboarding new employees and there were take aways from this session. M. MacDonald did a presentation at OLA on Safety in the Library.

14. City/Library MOU (discussion)

J. van Haaften asked to discuss the possibility of an MOU with the City. The concern is there is not a By Law that establishes the Library. J. van Haaften will provide examples of other By Laws. The Library is so old it predates the City of Sault Ste. Marie. By Law discussion to be deferred to the Policy Committee.

MOTION

The Sault Ste. Marie Public Library Board defers the **discussion of creating a By Law for the Sault Ste. Marie Public Library** to the Policy Committee.

Moved: J. van Haaften

Seconded: E. Ferlaino

CARRIED

15. New Business

NONE

16. Board Meetings

16.1 Regular Meeting March 31, 2025

17. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the February 24, 2025, meeting at 6:37 p.m.

Moved: S. Murray

Seconded: E. Ferlaino

CARRIED

Chairperson, Library Board

March 25, 2025

Chris Scott, MPP
Suite 102
390 Bay St.
Sault Ste Marie, ON P6A 1X2
chris.scott@pc.ola.org

Dear Mr. Scott,

We hope this letter finds you well. On behalf of the Sault Ste. Marie Public Library Board, we wanted to take a moment to congratulate you on your victory in the recent provincial election. Your win is a testament to your hard work, dedication, and the trust that the residents of Sault Ste. Marie have placed in you.

We are confident that you will serve the best interests of the residents of Ontario, especially for your constituents. Your commitment to representing the needs and concerns of those in our riding is truly commendable and we look forward to the progress you will undoubtedly make in the years ahead.

As you are well aware, public libraries play an essential role in fostering an informed, engaged, and inclusive society. They provide access to education, technology, and information for individuals from all walks of life, regardless of their socioeconomic background. Libraries serve as safe spaces where people can develop new skills, explore ideas, and access support for personal growth and development. We hope your government will continue to prioritize investment in public libraries to ensure these vital resources remain accessible to all Ontarians.

In support of this, we have enclosed an information packet from the Federation of Ontario Public Libraries, which outlines some of the key priorities for libraries across the province. Should you have any questions or wish to discuss further ways in which the government can support and invest in public libraries, we would be delighted to meet with you at your convenience.

Once again, congratulations on your well-deserved victory. We wish you all the best as you begin your term as our Member of Provincial Parliament.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew MacDonald". The signature is fluid and cursive, with the first name "Matthew" and last name "MacDonald" clearly distinguishable.

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

Supporting Ontario's Public & School Libraries to Empower Local Communities

Ontario Library Association & Federation of Ontario Public Libraries 2025-26 Pre-Budget Submission

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

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

Building on Ontario's Investment in Public Libraries

Over the past several years, OLA & FOPL have worked successfully with the Ontario Government to secure vital support for Ontario's public libraries.

- Through the 2024 Ontario Budget, \$1.25 million in enhanced, ongoing provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.
- \$582,000 investment for up to 155 eligible public libraries in small, rural and First Nation communities to provide internet access.
- \$4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario

Priorities Overview

Public Libraries

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

School Libraries

- **Restore and enhance protection of provincial funding for school libraries and library staff** under the new Core Education Funding Model, as well as accountability for school boards about how these funds are used, in recognition of their importance for meeting Ontario's student literacy goals and supporting student achievement.

Public Library Priorities

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

- Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:
 - in *Building a Digital Ontario*, making a \$4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and
 - in February 2024, the Ontario Government invested an additional \$122,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.
- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:
 - in-depth job and career skills training;
 - language learning;
 - live tutoring and homework help;
 - health information; and
 - resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

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

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

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

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.
- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario’s vision of an economy where every individual and community can contribute and compete.
- *Projected cost:* \$10 million - \$20 million / annually.¹

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

- According to the 2023 Annual Survey of Public Libraries, only 145 of our 363 library systems are able to afford subscriptions to five (5) or more databases.
- Meanwhile, 69 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

¹ See Appendix for provincial investment scenarios based on different funding levels.

How Would an Ontario Digital Public Library Work?

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

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

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

- o Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members; and
 - o Supporting early literacy and K-12 success.
- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.
- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.
- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.
- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.
- *Projected cost: \$25 million / annually.*

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

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

Recommended Priority:

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

School Library Priorities

Restore and enhance protection of provincial funding for school libraries and library staff under the new Core Education Funding Model, as well as accountability for school boards about how these funds are used, in recognition of their importance for meeting Ontario's student literacy goals and supporting student achievement.

- Ontario's Ministry of Education has embarked upon a "back to basics" strategy with a commitment to boosting student literacy and math skills.
- This reflects ongoing trends indicating that fewer and fewer Ontario students are meeting the provincial standard in reading and writing. Last year's Grade 3 and Grade 6 EQAO scores indicated a further decrease in reading and writing scores.
- Access to school libraries is a proven part of student success, especially in literacy.
- School libraries are at the heart of student literacy achievement. Literacy and critical research skills are foundational to student success in STEM and other key subject areas. Teacher-librarians serve as literacy leaders and provide support and expertise while working alongside classroom teachers to meet literacy and curriculum objectives.
- Despite the importance of school libraries and staff to achieving Ontario's literacy objectives, student access to school libraries has significantly declined over the past 20 years.
- Due to school board-level decisions, **hundreds of thousands of students across Ontario have lost access to school libraries and the critical resources and support they provide.** This has accelerated in the past several years as several of Ontario's largest school boards have made dramatic reductions to school libraries and library staff; other school boards in both urban and rural communities have eliminated them altogether.
- According to reporting by school boards to the Ministry of Education, 1 in 3 school boards in Ontario self-reported underfunding school libraries for the 2021-22 school year – a number that has likely increased since then.
- Ontario's Core Education Funding Model, introduced last spring, is putting school libraries at further immediate risk. The new model:
 - Eliminated protected funding for school libraries and library staff.
 - Put library staff funding in the same category as materials like Chromebooks and crayons.
 - School boards are no longer required to report to the Ministry of Education on how or if they are funding school libraries – a requirement previously introduced by the Ontario Government in 2021.

Ontario's School Libraries and Student Literacy are At Risk

- Closure of school libraries and reductions/eliminations in library staff for 20+ years
- 1 out of 3 of school boards reported underfunding school libraries and library staff in 2021-22
- Loss of enveloped funding & reporting measures via Core Education Funding
- 2023-24 EQAO results show decrease in number of students meeting provincial standard for reading & writing

Recommended Priorities

- Update the Core Education Funding Model to create a defined sub-allocation for all school libraries and staffing funding, consistent with the provincial per-student formula;
- Update the Funding Model to fully protect these allocations; and
- Restore the annual reporting and accountability requirements regarding school libraries for school boards and implement recommended enhancements previously submitted by the OSLA.

Ontario Library Association / Federation of Ontario Public Libraries

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

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

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

Appendix

ODPL – Provincial Investment Scenarios

- Different funding levels listed below provide incremental increases for access to online databases and e-learning products, based on library sector understanding of preferred/high-use resources, current subscription costs, and required technical support and maintenance.
- Each funding level provides all 310 public library systems and First Nations public libraries in Ontario with:
 - o A suite of online resources for a full subscription year with unlimited, 24/7 and simultaneous access, and
 - o Annual operating costs for staff, support and supplies.
- At each funding level, the breadth of resources provided substantially increases, while operating costs remain stable.
- The ODPL would be delivered seamlessly through local public library websites, with centralized support to coordinate and manage resources and operations.

Funding Level*	Number of Databases	Database Examples**
\$10 million	14	General: <ul style="list-style-type: none"> • Health and Small Business reference • Language learning • Consumer Reports • Legal forms and templates • Magazines and News in 70 languages • French e-books • Auto Repair • Genealogy • Self Publishing
\$15 million (recommended)	18	General and Advanced – all content listed above and: <ul style="list-style-type: none"> • K-12 e-content • Live Tutoring • Resume and Job coaching
\$20 million	22	General, Advanced and Specialized - all content listed above and: <ul style="list-style-type: none"> • Online learning courses, including business essentials • Wellness and personal development

* The three funding levels include funds for online databases as well as \$780,000 for operational requirements including supplies, support materials and 5 full-time staff for training, technical support, outreach and digital content management for the ODPL.

** At the levels of investment outlined in the scenarios above, OLA/FOPL is not recommending that further investment in e-books be included in the ODPL due to borrowing limits/restrictions, and high purchasing costs. The funding would be more impactful and beneficial to a greater number of Ontarians when expended on online databases and e-learning resources.



Sault Ste. Marie Public Library

Monthly Expenditure Report for February 2025

Cheque Register

February 14, 2025	24,790.00
February 21, 2025	95,384.00
February 28, 2025	11,208.03
Subtotal	<u>\$131,382.03</u>

EFT from Bank Statements

Wages	116,167.70
RBC Visa 2/20/2023	8,521.95
Service Fees	68.75
Postage Refill	58.40
Subtotal	<u>\$124,816.80</u>

Total **\$256,198.83**

Recommendation:

The expenditures for the month of February 2025, which include wages, benefits and RBC Visa in the amount of \$256,198.83 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,607,031.71)	(\$3,620,953.12)	100%
Fines	(8,701.11)	(\$4,250.00)	205%
Concessions	(1,715.06)	(\$1,000.00)	172%
Sales	(59,917.02)	(\$58,900.00)	102%
Donations	(36,567.94)	(\$52,976.53)	69%
Other income	(107,485.28)	(\$23,300.00)	461%
Change in future employee benefits	(33,263.00)		0%
Surplus, prior year		(\$40,321.11)	0%
	<u>(3,854,681.12)</u>	<u>(\$3,801,700.76)</u>	<u>101%</u>
EXPENDITURES			
Salaries and benefits	2,657,829.78	\$2,799,807.42	95%
Future employee benefits			0%
Books and periodicals	213,204.27	\$218,835.01	97%
Utilities	92,285.06	\$102,000.00	90%
Office expenditures	139,190.11	\$156,443.47	89%
Operating expenditures	419,894.44	\$433,850.00	97%
Equipment purchases	86,741.63	\$89,486.11	97%
Depreciation	339,669.70		0%
Default			0%
	<u>3,948,814.99</u>	<u>\$3,800,422.01</u>	<u>104%</u>
(Surplus)/Deficit	94,133.87	(\$1,278.75)	(7,361%)

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(3,607,031.71)	(\$3,620,953.12)	100%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
Total Grants	(3,607,031.71)	(\$3,620,953.12)	100%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(6,904.45)	(\$3,500.00)	197%
LIBRARY NORTH BRANCH - Fines	(1,796.66)	(\$750.00)	240%
Total Fines	(8,701.11)	(\$4,250.00)	205%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
Total Concessions	(1,715.06)	(\$1,000.00)	172%
Sales:			
LIBRARY ADMINISTRATION - Sales	(42,540.56)	(\$40,000.00)	106%
LIBRARY MAIN BRANCH - Sales	(12,911.29)	(\$16,750.00)	77%
LIBRARY NORTH BRANCH - Sales	(4,465.17)	(\$2,150.00)	208%
Total Sales	(59,917.02)	(\$58,900.00)	102%
Donations:			
LIBRARY ADMINISTRATION - Donations	(36,567.94)	(\$38,466.63)	95%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations		(\$14,509.90)	0%
Total Donations	(36,567.94)	(\$52,976.53)	69%
Other income:			
LIBRARY ADMINISTRATION - Other income	(89,486.78)	(\$16,000.00)	559%
LIBRARY MAIN BRANCH - Other income	(10,312.28)	(\$4,500.00)	229%
LIBRARY NORTH BRANCH - Other income	(7,686.22)	(\$2,800.00)	275%
Total Other income	(107,485.28)	(\$23,300.00)	461%
Change in future employee benefits:			
LIBRARY ADMINISTRATION - Change in future employee benefits	(33,263.00)		0%
LIBRARY MAIN BRANCH - Change in future employee benefits			
LIBRARY NORTH BRANCH - Change in future employee benefits			
Total Change in future employee benefits	(33,263.00)		0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year		(\$40,321.11)	0%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
Total Surplus, prior year		(\$40,321.11)	0%

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
	(3,808,889.99)	(\$3,755,740.86)	101%
	(30,128.02)	(\$24,750.00)	122%
	(13,948.05)	(\$20,209.90)	69%
	(3,854,681.12)	(\$3,801,700.76)	101%
EXPENDITURES			
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	799,005.98	\$861,904.76	93%
LIBRARY MAIN BRANCH - Salaries and benefits	1,527,798.70	\$1,616,465.97	95%
LIBRARY NORTH BRANCH - Salaries and benefits	331,025.10	\$321,436.69	103%
Total Salaries and benefits	2,657,829.78	\$2,799,807.42	95%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	29,391.72	\$6,183.46	475%
LIBRARY MAIN BRANCH - Books and periodicals	151,427.05	\$154,367.55	98%
LIBRARY NORTH BRANCH - Books and periodicals	32,385.50	\$58,284.00	56%
Total Books and periodicals	213,204.27	\$218,835.01	97%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	92,285.06	\$102,000.00	90%
LIBRARY NORTH BRANCH - Utilities			
Total Utilities	92,285.06	\$102,000.00	90%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	74,517.62	\$77,435.30	96%
LIBRARY MAIN BRANCH - Office expenditures	53,408.51	\$66,508.17	80%
LIBRARY NORTH BRANCH - Office expenditures	11,263.98	\$12,500.00	90%
Total Office expenditures	139,190.11	\$156,443.47	89%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	29,665.81	\$31,000.00	96%
LIBRARY MAIN BRANCH - Operating expenditures	175,233.26	\$189,836.00	92%
LIBRARY NORTH BRANCH - Operating expenditures	213,621.37	\$212,014.00	101%
Total Operating expenditures	419,894.44	\$433,850.00	97%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	79,223.82	\$77,986.11	102%
LIBRARY MAIN BRANCH - Equipment purchases	7,517.81	\$10,000.00	75%
LIBRARY NORTH BRANCH - Equipment purchases		\$1,500.00	0%
Total Equipment purchases	86,741.63	\$89,486.11	97%
Depreciation:			
LIBRARY ADMINISTRATION - Depreciation			
LIBRARY MAIN BRANCH - Depreciation			
LIBRARY NORTH BRANCH - Depreciation			

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
Total Depreciation	339,669.70		0%
Default			0%
	1,011,804.95	\$1,054,509.63	96%
	2,007,670.39	\$2,139,177.69	94%
	588,295.95	\$605,734.69	97%
	3,948,814.99	\$3,800,422.01	104%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(2,797,085.04)	(\$2,701,231.23)	104%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,977,542.37	\$2,114,427.69	94%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	574,347.90	\$585,524.79	98%
Total (Surplus)/Deficit	94,133.87	(\$1,278.75)	(7,361%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,607,031.71)	(\$3,620,953.12)	100%
Fines			
Concessions			
Sales	(42,540.56)	(\$40,000.00)	106%
Donations	(36,567.94)	(\$38,466.63)	95%
Other income	(89,486.78)	(\$16,000.00)	559%
Change in future employee benefits	(33,263.00)		0%
Surplus, prior year		(\$40,321.11)	0%
	<u>(3,808,889.99)</u>	<u>(\$3,755,740.86)</u>	<u>101%</u>
EXPENDITURES			
Salaries and benefits	799,005.98	\$861,904.76	93%
Future employee benefits			
Books and periodicals	29,391.72	\$6,183.46	475%
Utilities			
Office expenditures	74,517.62	\$77,435.30	96%
Operating expenditures	29,665.81	\$31,000.00	96%
Equipment purchases	79,223.82	\$77,986.11	102%
Depreciation			
Default			
	<u>1,011,804.95</u>	<u>\$1,054,509.63</u>	<u>96%</u>
(Surplus)/Deficit	(2,797,085.04)	(\$2,701,231.23)	104%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY	(207,474.00)	(\$207,474.00)	100%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV	(3,816.00)	(\$3,938.90)	97%
30-720-7201-5212 ONT SPEC GRANT OTHER	(8,322.00)	(\$9,726.00)	86%
30-720-7201-5291 ONT SPEC GRANT LIBRARY	(160,595.00)	(\$160,595.00)	100%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(21,687.65)	(\$21,687.00)	100%
30-720-7201-5294 GRANTS MUNICIPAL	(3,186,803.00)	(\$3,186,803.00)	100%
30-720-7201-5311 CAN SPEC GRANT	(18,334.06)	(\$30,729.22)	60%
Total Grants	(3,607,031.71)	(\$3,620,953.12)	100%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(42,540.56)	(\$40,000.00)	106%
Total Sales	(42,540.56)	(\$40,000.00)	106%
Donations:			
30-720-7201-5861 DONATIONS	(10,510.61)	(\$10,000.00)	105%
30-720-7201-5866 RESTRICTED DONATIONS	(25,340.33)	(\$6,000.00)	422%
30-720-7201-5869 DONATIONS IN KIND	(717.00)	(\$275.00)	261%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$22,191.63)	0%
Total Donations	(36,567.94)	(\$38,466.63)	95%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(84,059.05)	(\$16,000.00)	525%
30-720-7201-5860 SUNDRY REVENUE	(5,427.73)		0%
Total Other income	(89,486.78)	(\$16,000.00)	559%
Change in future employee benefits:			
30-720-7201-5988 FUTURE EMPLOYEE BENEFIT CHG	(33,263.00)		0%
Total Change in future employee benefits	(33,263.00)		0%
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$40,321.11)	0%
Total Surplus, prior year	(3,808,889.99)	(\$40,321.11)	0%
		(\$3,755,740.86)	101%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	609,894.60	\$649,115.40	94%
30-720-7201-6011 SALARIES PART TIME		\$3,938.90	0%
30-720-7201-6015 SALARIES SUMMER STUDENTS	3,956.89		0%
30-720-7201-6031 CANADA PENSION PLAN	27,966.12	\$30,436.71	92%
30-720-7201-6032 EMPLOYMENT INSURANCE	10,076.27	\$9,487.22	106%
30-720-7201-6033 EMPLOYER HEALTH TAX	12,425.06	\$12,734.56	98%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7201-6041 OMERS	54,852.49	\$58,051.06	94%
30-720-7201-6042 HEALTH CARE	22,782.45	\$29,903.16	76%
30-720-7201-6043 DENTAL	8,116.93	\$13,320.72	61%
30-720-7201-6044 GROUP INSURANCE	5,033.49	\$6,140.89	82%
30-720-7201-6045 LONG TERM DISABILITY	10,624.94	\$13,026.14	82%
30-720-7201-6046 WSIB	839.30	\$4,750.00	18%
30-720-7201-6052 RETIRED HEALTH CARE	32,437.44	\$31,000.00	105%
Total Salaries and benefits	799,005.98	\$861,904.76	93%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	29,391.72	\$6,183.46	475%
Total Books and periodicals	29,391.72	\$6,183.46	475%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	7,258.62	\$6,750.00	108%
30-720-7201-6182 TRAVEL	1,530.08	\$5,300.00	29%
30-720-7201-6185 TRAINING	16,743.32	\$12,250.00	137%
30-720-7201-6200 MILEAGE	1,615.41	\$1,800.00	90%
30-720-7201-6470 POSTAL SERVICE	316.74	\$100.00	317%
30-720-7201-6474 CARTAGE	3,117.78	\$6,000.00	52%
30-720-7201-6480 TELECOMMUNICATIONS	37.81	\$200.00	19%
30-720-7201-6500 AUDIT FEES	9,339.46	\$14,000.00	67%
30-720-7201-6506 BOOKKEEPING SERVICE	13,480.30	\$13,480.30	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	8,545.80	\$5,130.00	167%
30-720-7201-6542 PUBLIC RELATIONS	9,366.25	\$9,540.00	98%
30-720-7201-6720 BANK CHARGES	3,166.05	\$2,800.00	113%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	74,517.62	\$77,435.30	96%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	2,554.14	\$1,000.00	255%
30-720-7201-6462 INSURANCE	27,111.67	\$30,000.00	90%
Total Operating expenditures	29,665.81	\$31,000.00	96%
Equipment purchases:			
30-720-7201-8201 FURNITURE & FIXTURES			0%
30-720-7201-8202 COMPUTER EQUIPMENT	32,834.19	\$32,986.11	100%
30-720-7201-8300 SOFTWARE	46,389.63	\$45,000.00	103%
Total Equipment purchases	79,223.82	\$77,986.11	102%
Depreciation			
Default	1,011,804.95	\$1,054,509.63	96%
(Surplus)/Deficit	(2,797,085.04)	(\$2,701,231.23)	104%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
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SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(6,904.45)	(\$3,500.00)	197%
Concessions			
Sales	(12,911.29)	(\$16,750.00)	77%
Donations			
Other income	(10,312.28)	(\$4,500.00)	229%
Change in future employee benefits			
Surplus, prior year			
	<u>(30,128.02)</u>	<u>(\$24,750.00)</u>	<u>122%</u>
EXPENDITURES			
Salaries and benefits	1,527,798.70	\$1,616,465.97	95%
Future employee benefits			
Books and periodicals	151,427.05	\$154,367.55	98%
Utilities	92,285.06	\$102,000.00	90%
Office expenditures	53,408.51	\$66,508.17	80%
Operating expenditures	175,233.26	\$189,836.00	92%
Equipment purchases	7,517.81	\$10,000.00	75%
Depreciation			
Default			
	<u>2,007,670.39</u>	<u>\$2,139,177.69</u>	<u>94%</u>
(Surplus)/Deficit	1,977,542.37	\$2,114,427.69	94%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(6,904.45)	(\$3,500.00)	197%
Total Fines	(6,904.45)	(\$3,500.00)	197%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(977.53)	(\$4,450.00)	22%
30-720-7202-5892 MEMBERSHIP FEES	(1,423.25)	(\$1,500.00)	95%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(8,816.18)	(\$9,000.00)	98%
30-720-7202-5894 SALES SERVICES			0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(1,694.33)	(\$1,800.00)	94%
Total Sales	(12,911.29)	(\$16,750.00)	77%
Donations			
Other income:			
30-720-7202-5860 SUNDRY REVENUE	(26.54)		0%
30-720-7202-5751 RENT PROGRAM ROOM A	(6,797.25)	(\$3,500.00)	194%
30-720-7202-5752 RENT PROGRAM ROOM B	(3,488.49)	(\$1,000.00)	349%
Total Other income	(10,312.28)	(\$4,500.00)	229%
Change in future employee benefits			
Surplus, prior year	(30,128.02)	(\$24,750.00)	122%

EXPENDITURES

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	899,579.44	\$917,795.68	98%
30-720-7202-6011 SALARIES PART TIME	337,875.73	\$374,647.77	90%
30-720-7202-6031 CANADA PENSION PLAN	66,244.93	\$68,005.26	97%
30-720-7202-6032 EMPLOYMENT INSURANCE	26,930.52	\$26,934.08	100%
30-720-7202-6033 EMPLOYER HEALTH TAX	24,014.54	\$24,880.94	97%
30-720-7202-6041 OMERS	95,494.51	\$109,570.97	87%
30-720-7202-6042 HEALTH CARE	41,413.96	\$49,980.60	83%
30-720-7202-6043 DENTAL	26,059.00	\$32,796.00	79%
30-720-7202-6044 GROUP INSURANCE	3,192.06	\$3,799.67	84%
30-720-7202-6045 LONG TERM DISABILITY	6,994.01	\$8,055.00	87%
Total Salaries and benefits	1,527,798.70	\$1,616,465.97	95%
Future employee benefits			
Books and periodicals:			
30-720-7202-6133 BOOKS PROFESSIONAL	47.72	\$250.00	19%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	432.42	\$497.14	87%
30-720-7202-6135 BOOKS REFERENCE ADULT	2,895.13	\$3,369.20	86%
30-720-7202-6136 BOOKS ADULT	29,801.31	\$30,914.22	96%
30-720-7202-6137 BOOKS JUVENILE	14,556.33	\$14,314.67	102%
30-720-7202-6138 BOOKS FRENCH	1,304.35	\$1,437.88	91%
30-720-7202-6141 PERIODICALS	13,604.77	\$10,744.79	127%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	8,764.70	\$10,298.66	85%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	639.69	\$615.10	104%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	9,040.50	\$9,060.59	100%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	1,016.82	\$649.24	157%
30-720-7202-6155 GAMES ADULT & JUVENILE	1,122.43	\$956.13	117%
30-720-7202-6158 ELECTRONIC DATABASES	45,396.70	\$48,655.10	93%
30-720-7202-6159 AUDIO BOOKS ADULT	588.55	\$975.47	60%
30-720-7202-6160 AUDIO BOOKS JUVENILE	822.67	\$1,029.36	80%
30-720-7202-6161 IN KIND DONATIONS	717.00	\$275.00	261%
30-720-7202-6165 MATERIALS PROCESSING	20,675.96	\$19,500.00	106%
30-720-7202-6166 RESTRICTED COLLECTION EXPENSE			0%
30-720-7202-6156 CD MUSIC ADULT		\$825.00	0%
Total Books and periodicals	151,427.05	\$154,367.55	98%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	75,426.67	\$80,000.00	94%
30-720-7202-6254 NATURAL GAS	16,858.39	\$22,000.00	77%
Total Utilities	92,285.06	\$102,000.00	90%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	29,678.82	\$25,000.00	119%
30-720-7202-6200 MILEAGE			0%
30-720-7202-6470 POSTAL SERVICE	7,011.33	\$7,000.00	100%
30-720-7202-6480 TELECOMMUNICATIONS	16,234.15	\$18,500.00	88%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES		\$16,008.17	0%
30-720-7202-6726 US \$ EXCHANGE	484.21		0%
Total Office expenditures	53,408.51	\$66,508.17	80%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER		\$100.00	0%
30-720-7202-6395 JANITORIAL SUPPLY	5,841.14	\$10,000.00	58%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	1,012.51	\$1,900.00	53%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	76,515.71	\$81,000.00	94%
30-720-7202-6496 JANITORIAL SERVICE	47,236.23	\$49,320.00	96%
30-720-7202-6620 SECURITY	38,686.81	\$42,416.00	91%
30-720-7202-6704 MACHINE RENTAL	5,940.86	\$5,100.00	116%
Total Operating expenditures	175,233.26	\$189,836.00	92%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	7,517.81	\$7,000.00	107%
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,000.00	0%
Total Equipment purchases	7,517.81	\$10,000.00	75%
Depreciation			
Default	2,007,670.39	\$2,139,177.69	94%
(Surplus)/Deficit	1,977,542.37	\$2,114,427.69	94%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
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SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(1,796.66)	(\$750.00)	240%
Concessions			
Sales	(4,465.17)	(\$2,150.00)	208%
Donations		(\$14,509.90)	0%
Other income	(7,686.22)	(\$2,800.00)	275%
Change in future employee benefits			
Surplus, prior year			
	<u>(13,948.05)</u>	<u>(\$20,209.90)</u>	<u>69%</u>
EXPENDITURES			
Salaries and benefits	331,025.10	\$321,436.69	103%
Future employee benefits			
Books and periodicals	32,385.50	\$58,284.00	56%
Utilities			
Office expenditures	11,263.98	\$12,500.00	90%
Operating expenditures	213,621.37	\$212,014.00	101%
Equipment purchases		\$1,500.00	0%
Depreciation			
Default			
	<u>588,295.95</u>	<u>\$605,734.69</u>	<u>97%</u>
(Surplus)/Deficit	574,347.90	\$585,524.79	98%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(1,796.66)	(\$750.00)	240%
Total Fines	(1,796.66)	(\$750.00)	240%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(49.89)	(\$100.00)	50%
30-720-7204-5892 MEMBERSHIP FEES	(303.00)	(\$150.00)	202%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(2,521.28)	(\$1,750.00)	144%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(1,213.00)	(\$150.00)	809%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY	(378.00)		0%
Total Sales	(4,465.17)	(\$2,150.00)	208%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR		(\$14,509.90)	0%
Total Donations		(\$14,509.90)	0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(4,545.62)	(\$2,000.00)	227%
30-720-7204-5752 RENT PROGRAM ROOM B	(3,140.60)	(\$800.00)	393%
Total Other income	(7,686.22)	(\$2,800.00)	275%
Change in future employee benefits			
Surplus, prior year	(13,948.05)	(\$20,209.90)	69%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	181,199.55	\$177,097.65	102%
30-720-7204-6011 SALARIES PART TIME	87,247.03	\$79,299.21	110%
30-720-7204-6031 CANADA PENSION PLAN	13,965.79	\$13,147.28	106%
30-720-7204-6032 EMPLOYMENT INSURANCE	5,772.11	\$5,348.40	108%
30-720-7204-6033 EMPLOYER HEALTH TAX	5,221.17	\$4,923.02	106%
30-720-7204-6041 OMERS	21,096.40	\$22,721.63	93%
30-720-7204-6042 HEALTH CARE	8,821.65	\$9,996.12	88%
30-720-7204-6043 DENTAL	5,579.79	\$6,559.20	85%
30-720-7204-6044 GROUP INSURANCE	647.90	\$733.18	88%
30-720-7204-6045 LONG TERM DISABILITY	1,473.71	\$1,611.00	91%
Total Salaries and benefits	331,025.10	\$321,436.69	103%
Future employee benefits			
Books and periodicals:			
30-720-7204-6132 ARCHIVES	53.93	\$14,509.90	0%
30-720-7204-6136 BOOKS ADULT	14,612.39	\$18,703.19	78%
30-720-7204-6137 BOOKS JUVENILE	9,557.15	\$11,090.05	86%
30-720-7204-6138 BOOKS FRENCH	1,454.85	\$1,637.60	89%
30-720-7204-6141 PERIODICALS	300.30	\$3,099.51	10%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	4,203.66	\$4,749.77	89%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Tuesday, December 31, 2024

Department	Actual	Budget	Percentage to Date
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	492.92	\$525.19	94%
30-720-7204-6155 GAMES ADULT & JUVENILE	790.59	\$684.28	116%
30-720-7204-6159 AUDIO BOOKS ADULT	564.03	\$1,344.08	42%
30-720-7204-6160 AUDIO BOOKS JUVENILE	355.68	\$1,103.25	32%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$837.18	0%
Total Books and periodicals	32,385.50	\$58,284.00	56%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,345.28	\$2,500.00	54%
30-720-7204-6200 MILEAGE			0%
30-720-7204-6480 TELECOMMUNICATIONS	9,918.70	\$10,000.00	99%
Total Office expenditures	11,263.98	\$12,500.00	90%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER		\$20.00	0%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT	1,012.51	\$100.00	1,013%
30-720-7204-6410 MAINTENANCE & ALTERATIONS	765.24	\$1,000.00	77%
30-720-7204-6620 SECURITY	844.68	\$300.00	282%
30-720-7204-6700 RENT	209,393.94	\$209,394.00	100%
30-720-7204-6704 MACHINE RENTAL	1,605.00	\$1,200.00	134%
Total Operating expenditures	213,621.37	\$212,014.00	101%
Equipment purchases:			
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,500.00	0%
Total Equipment purchases		\$1,500.00	0%
Depreciation			
Default			
	588,295.95	\$605,734.69	97%
(Surplus)/Deficit	574,347.90	\$585,524.79	98%

SSM LIBRARY
Summary of All Units
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$814,704.75)	(\$3,621,355.96)	22%
Fines	(367.48)	(\$7,000.00)	5%
Concessions	(172.70)	(\$1,500.00)	12%
Sales	(5,533.98)	(\$60,400.00)	9%
Donations	(277.55)	(\$22,275.00)	1%
Other income	(7,408.97)	(\$66,500.00)	11%
Change in future employee benefits			0%
Surplus, prior year		(\$72,550.00)	0%
	<u>(828,465.43)</u>	<u>(\$3,851,580.96)</u>	<u>22%</u>
EXPENDITURES			
Salaries and benefits	152,630.61	\$2,880,423.69	5%
Future employee benefits			0%
Books and periodicals	30,058.75	\$217,730.00	14%
Utilities		\$95,000.00	0%
Office expenditures	10,932.77	\$192,412.92	6%
Operating expenditures	39,579.77	\$382,764.00	10%
Equipment purchases	50,085.66	\$83,250.00	60%
Depreciation			0%
Default			0%
	<u>283,287.56</u>	<u>\$3,851,580.61</u>	<u>7%</u>
(Surplus)/Deficit	(545,177.87)	(\$0.35)	155,765,106%

SSM LIBRARY
Summary of All Units
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(814,704.75)	(\$3,621,355.96)	22%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
Total Grants	(814,704.75)	(\$3,621,355.96)	22%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(253.84)	(\$6,000.00)	4%
LIBRARY NORTH BRANCH - Fines	(113.64)	(\$1,000.00)	11%
Total Fines	(367.48)	(\$7,000.00)	5%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
Total Concessions	(172.70)	(\$1,500.00)	12%
Sales:			
LIBRARY ADMINISTRATION - Sales	(3,115.28)	(\$45,000.00)	7%
LIBRARY MAIN BRANCH - Sales	(1,957.47)	(\$12,250.00)	16%
LIBRARY NORTH BRANCH - Sales	(461.23)	(\$3,150.00)	15%
Total Sales	(5,533.98)	(\$60,400.00)	9%
Donations:			
LIBRARY ADMINISTRATION - Donations	(240.55)	(\$22,275.00)	1%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(37.00)		0%
Total Donations	(277.55)	(\$22,275.00)	1%
Other income:			
LIBRARY ADMINISTRATION - Other income	(6,063.78)	(\$55,000.00)	11%
LIBRARY MAIN BRANCH - Other income	(362.85)	(\$4,500.00)	8%
LIBRARY NORTH BRANCH - Other income	(982.34)	(\$7,000.00)	14%
Total Other income	(7,408.97)	(\$66,500.00)	11%
Change in future employee benefits			0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year		(\$72,550.00)	0%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
Total Surplus, prior year		(\$72,550.00)	0%
	(824,124.36)	(\$3,816,180.96)	22%
	(2,574.16)	(\$22,750.00)	11%
	(1,594.21)	(\$11,150.00)	14%
	(828,465.43)	(\$3,851,580.96)	22%

EXPENDITURES

SSM LIBRARY
Summary of All Units
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	42,964.75	\$862,830.88	5%
LIBRARY MAIN BRANCH - Salaries and benefits	92,126.42	\$1,679,265.40	5%
LIBRARY NORTH BRANCH - Salaries and benefits	17,539.44	\$338,327.41	5%
Total Salaries and benefits	152,630.61	\$2,880,423.69	5%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals		\$12,000.00	0%
LIBRARY MAIN BRANCH - Books and periodicals	26,731.16	\$157,080.00	17%
LIBRARY NORTH BRANCH - Books and periodicals	3,327.59	\$48,650.00	7%
Total Books and periodicals	30,058.75	\$217,730.00	14%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities		\$95,000.00	0%
LIBRARY NORTH BRANCH - Utilities			
Total Utilities		\$95,000.00	0%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	7,586.24	\$95,412.92	8%
LIBRARY MAIN BRANCH - Office expenditures	2,808.35	\$85,500.00	3%
LIBRARY NORTH BRANCH - Office expenditures	538.18	\$11,500.00	5%
Total Office expenditures	10,932.77	\$192,412.92	6%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	4,480.89	\$31,500.00	14%
LIBRARY MAIN BRANCH - Operating expenditures	11,424.18	\$135,363.00	8%
LIBRARY NORTH BRANCH - Operating expenditures	17,704.94	\$214,701.00	8%
Total Operating expenditures	39,579.77	\$382,764.00	10%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	50,085.66	\$71,250.00	70%
LIBRARY MAIN BRANCH - Equipment purchases		\$9,000.00	0%
LIBRARY NORTH BRANCH - Equipment purchases		\$3,000.00	0%
Total Equipment purchases	50,085.66	\$83,250.00	60%
Depreciation			0%
Default			0%
	105,117.54	\$1,072,993.80	10%
	133,090.11	\$2,161,208.40	6%
	39,110.15	\$616,178.41	6%
	283,287.56	\$3,851,580.61	7%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(719,006.82)	(\$2,743,187.16)	26%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	130,515.95	\$2,138,458.40	6%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	37,515.94	\$605,028.41	6%

SSM LIBRARY
Summary of All Units
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
Total (Surplus)/Deficit	(545,177.87)	(\$0.35)	155,765,106%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$814,704.75)	(\$3,621,355.96)	22%
Fines			
Concessions			
Sales	(3,115.28)	(\$45,000.00)	7%
Donations	(240.55)	(\$22,275.00)	1%
Other income	(6,063.78)	(\$55,000.00)	11%
Change in future employee benefits			
Surplus, prior year		(\$72,550.00)	0%
	<u>(824,124.36)</u>	<u>(\$3,816,180.96)</u>	<u>22%</u>
EXPENDITURES			
Salaries and benefits	42,964.75	\$862,830.88	5%
Future employee benefits			
Books and periodicals		\$12,000.00	0%
Utilities			
Office expenditures	7,586.24	\$95,412.92	8%
Operating expenditures	4,480.89	\$31,500.00	14%
Equipment purchases	50,085.66	\$71,250.00	70%
Depreciation			
Default			
	<u>105,117.54</u>	<u>\$1,072,993.80</u>	<u>10%</u>
(Surplus)/Deficit	(719,006.82)	(\$2,743,187.16)	26%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5294 GRANTS MUNICIPAL	(814,704.75)	(\$3,213,819.06)	25%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,938.90)	0%
30-720-7201-5212 ONT SPEC GRANT OTHER		(\$8,726.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT		(\$21,687.00)	0%
30-720-7201-5311 CAN SPEC GRANT		(\$5,116.00)	0%
Total Grants	(814,704.75)	(\$3,621,355.96)	22%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(3,115.28)	(\$45,000.00)	7%
Total Sales	(3,115.28)	(\$45,000.00)	7%
Donations:			
30-720-7201-5861 DONATIONS	(65.55)	(\$7,000.00)	1%
30-720-7201-5866 RESTRICTED DONATIONS	(175.00)	(\$15,000.00)	1%
30-720-7201-5869 DONATIONS IN KIND		(\$275.00)	0%
Total Donations	(240.55)	(\$22,275.00)	1%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(6,063.78)	(\$55,000.00)	11%
Total Other income	(6,063.78)	(\$55,000.00)	11%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$72,550.00)	0%
Total Surplus, prior year	(824,124.36)	(\$72,550.00)	0%
	(824,124.36)	(\$3,816,180.96)	22%

EXPENDITURES

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	32,813.23	\$648,380.80	5%
30-720-7201-6011 SALARIES PART TIME	365.19		0%
30-720-7201-6031 CANADA PENSION PLAN	1,884.31	\$29,246.46	6%
30-720-7201-6032 EMPLOYMENT INSURANCE	723.13	\$10,322.70	7%
30-720-7201-6033 EMPLOYER HEALTH TAX	651.21	\$12,643.43	5%
30-720-7201-6041 OMERS	3,258.00	\$58,554.72	6%
30-720-7201-6042 HEALTH CARE	922.08	\$36,530.37	3%
30-720-7201-6043 DENTAL	313.45	\$13,795.32	2%
30-720-7201-6044 GROUP INSURANCE	195.80	\$6,361.98	3%
30-720-7201-6045 LONG TERM DISABILITY	420.26	\$13,495.10	3%
30-720-7201-6046 WSIB		\$2,500.00	0%
30-720-7201-6052 RETIRED HEALTH CARE	1,418.09	\$31,000.00	5%
Total Salaries and benefits	42,964.75	\$862,830.88	5%
Future employee benefits			

SSM LIBRARY
LIBRARY ADMINISTRATION
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE		\$12,000.00	0%
Total Books and periodicals		\$12,000.00	0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	5,589.44	\$6,750.00	83%
30-720-7201-6185 TRAINING	1,754.77	\$13,900.00	13%
30-720-7201-6474 CARTAGE	200.68	\$7,500.00	3%
30-720-7201-6720 BANK CHARGES	41.35	\$3,000.00	1%
30-720-7201-6182 TRAVEL		\$4,250.00	0%
30-720-7201-6200 MILEAGE		\$1,000.00	0%
30-720-7201-6480 TELECOMMUNICATIONS		\$200.00	0%
30-720-7201-6500 AUDIT FEES		\$10,000.00	0%
30-720-7201-6506 BOOKKEEPING SERVICE		\$13,884.40	0%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
30-720-7201-6511 OTHER PROFESSIONAL FEES		\$27,643.52	0%
30-720-7201-6542 PUBLIC RELATIONS		\$7,200.00	0%
Total Office expenditures	7,586.24	\$95,412.92	8%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	5.80	\$1,500.00	0%
30-720-7201-6462 INSURANCE	4,475.09	\$30,000.00	15%
Total Operating expenditures	4,480.89	\$31,500.00	14%
Equipment purchases:			
30-720-7201-8300 SOFTWARE	50,085.66	\$50,000.00	100%
30-720-7201-8202 COMPUTER EQUIPMENT		\$21,250.00	0%
Total Equipment purchases	50,085.66	\$71,250.00	70%
Depreciation			
Default	105,117.54	\$1,072,993.80	10%
(Surplus)/Deficit	(719,006.82)	(\$2,743,187.16)	26%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(253.84)	(\$6,000.00)	4%
Concessions			
Sales	(1,957.47)	(\$12,250.00)	16%
Donations			
Other income	(362.85)	(\$4,500.00)	8%
Change in future employee benefits			
Surplus, prior year			
	<u>(2,574.16)</u>	<u>(\$22,750.00)</u>	<u>11%</u>
EXPENDITURES			
Salaries and benefits	92,126.42	\$1,679,265.40	5%
Future employee benefits			
Books and periodicals	26,731.16	\$157,080.00	17%
Utilities		\$95,000.00	0%
Office expenditures	2,808.35	\$85,500.00	3%
Operating expenditures	11,424.18	\$135,363.00	8%
Equipment purchases		\$9,000.00	0%
Depreciation			
Default			
	<u>133,090.11</u>	<u>\$2,161,208.40</u>	<u>6%</u>
(Surplus)/Deficit	130,515.95	\$2,138,458.40	6%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(253.84)	(\$6,000.00)	4%
Total Fines	(253.84)	(\$6,000.00)	4%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(22.11)	(\$1,000.00)	2%
30-720-7202-5892 MEMBERSHIP FEES	(180.00)	(\$1,500.00)	12%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(683.33)	(\$9,000.00)	8%
30-720-7202-5894 SALES SERVICES	(196.03)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(876.00)	(\$750.00)	117%
Total Sales	(1,957.47)	(\$12,250.00)	16%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(247.80)	(\$3,000.00)	8%
30-720-7202-5752 RENT PROGRAM ROOM B	(115.05)	(\$1,500.00)	8%
Total Other income	(362.85)	(\$4,500.00)	8%
Change in future employee benefits			
Surplus, prior year	(2,574.16)	(\$22,750.00)	11%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	56,584.41	\$946,472.94	6%
30-720-7202-6011 SALARIES PART TIME	19,271.09	\$386,645.54	5%
30-720-7202-6031 CANADA PENSION PLAN	4,035.77	\$70,402.24	6%
30-720-7202-6032 EMPLOYMENT INSURANCE	1,624.75	\$28,126.33	6%
30-720-7202-6033 EMPLOYER HEALTH TAX	1,456.17	\$25,666.50	6%
30-720-7202-6041 OMERS	5,784.28	\$113,038.73	5%
30-720-7202-6042 HEALTH CARE	1,800.16	\$62,975.56	3%
30-720-7202-6043 DENTAL	1,099.09	\$33,964.16	3%
30-720-7202-6044 GROUP INSURANCE	147.30	\$3,918.40	4%
30-720-7202-6045 LONG TERM DISABILITY	323.40	\$8,055.00	4%
Total Salaries and benefits	92,126.42	\$1,679,265.40	5%
Future employee benefits			
Books and periodicals:			
30-720-7202-6136 BOOKS ADULT	174.65	\$35,707.00	0%
30-720-7202-6137 BOOKS JUVENILE	410.39	\$16,000.00	3%
30-720-7202-6138 BOOKS FRENCH	120.38	\$1,500.00	8%
30-720-7202-6141 PERIODICALS	2,900.16	\$11,100.00	26%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	374.87	\$5,199.84	7%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	1,507.95	\$9,242.00	16%
30-720-7202-6158 ELECTRONIC DATABASES	21,116.69	\$49,231.16	43%
30-720-7202-6159 AUDIO BOOKS ADULT	32.63	\$600.00	5%
30-720-7202-6165 MATERIALS PROCESSING	93.44	\$20,000.00	0%
30-720-7202-6133 BOOKS PROFESSIONAL		\$250.00	0%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7202-6135 BOOKS REFERENCE ADULT		\$3,500.00	0%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE		\$750.00	0%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE		\$1,000.00	0%
30-720-7202-6155 GAMES ADULT & JUVENILE		\$1,000.00	0%
30-720-7202-6160 AUDIO BOOKS JUVENILE		\$1,500.00	0%
Total Books and periodicals	26,731.16	\$157,080.00	17%
Utilities:			
30-720-7202-6254 NATURAL GAS		\$22,000.00	0%
30-720-7202-6252 WATER & ELECTRIC		\$73,000.00	0%
Total Utilities		\$95,000.00	0%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	987.61	\$25,000.00	4%
30-720-7202-6200 MILEAGE	9.80		0%
30-720-7202-6480 TELECOMMUNICATIONS	1,194.92	\$18,000.00	7%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	616.02	\$35,000.00	2%
30-720-7202-6470 POSTAL SERVICE		\$7,500.00	0%
Total Office expenditures	2,808.35	\$85,500.00	3%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	33.58	\$50.00	67%
30-720-7202-6395 JANITORIAL SUPPLY	93.37	\$7,500.00	1%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	7,685.03	\$70,543.00	11%
30-720-7202-6620 SECURITY	2,482.72	\$1,000.00	248%
30-720-7202-6704 MACHINE RENTAL	1,129.48	\$4,700.00	24%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$300.00	0%
30-720-7202-6496 JANITORIAL SERVICE		\$51,270.00	0%
Total Operating expenditures	11,424.18	\$135,363.00	8%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES		\$5,000.00	0%
30-720-7202-8271 LIBRARY EQUIPMENT		\$4,000.00	0%
Total Equipment purchases		\$9,000.00	0%
Depreciation Default			
	133,090.11	\$2,161,208.40	6%
(Surplus)/Deficit	130,515.95	\$2,138,458.40	6%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(113.64)	(\$1,000.00)	11%
Concessions			
Sales	(461.23)	(\$3,150.00)	15%
Donations	(37.00)		0%
Other income	(982.34)	(\$7,000.00)	14%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,594.21)</u>	<u>(\$11,150.00)</u>	<u>14%</u>
EXPENDITURES			
Salaries and benefits	17,539.44	\$338,327.41	5%
Future employee benefits			
Books and periodicals	3,327.59	\$48,650.00	7%
Utilities			
Office expenditures	538.18	\$11,500.00	5%
Operating expenditures	17,704.94	\$214,701.00	8%
Equipment purchases		\$3,000.00	0%
Depreciation			
Default			
	<u>39,110.15</u>	<u>\$616,178.41</u>	<u>6%</u>
(Surplus)/Deficit	37,515.94	\$605,028.41	6%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(113.64)	(\$1,000.00)	11%
Total Fines	(113.64)	(\$1,000.00)	11%
Concessions			
Sales:			
30-720-7204-5892 MEMBERSHIP FEES	(168.00)	(\$400.00)	42%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(241.23)	(\$2,500.00)	10%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(52.00)	(\$150.00)	35%
30-720-7204-5891 SALES MERCHANDISE		(\$100.00)	0%
Total Sales	(461.23)	(\$3,150.00)	15%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(37.00)		0%
Total Donations	(37.00)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(663.75)	(\$4,000.00)	17%
30-720-7204-5752 RENT PROGRAM ROOM B	(318.59)	(\$3,000.00)	11%
Total Other income	(982.34)	(\$7,000.00)	14%
Change in future employee benefits			
Surplus, prior year	(1,594.21)	(\$11,150.00)	14%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	10,074.52	\$185,880.18	5%
30-720-7204-6011 SALARIES PART TIME	4,321.03	\$82,248.19	5%
30-720-7204-6031 CANADA PENSION PLAN	773.09	\$13,843.86	6%
30-720-7204-6032 EMPLOYMENT INSURANCE	308.89	\$5,660.10	5%
30-720-7204-6033 EMPLOYER HEALTH TAX	281.25	\$5,151.31	5%
30-720-7204-6041 OMERS	1,116.24	\$23,775.29	5%
30-720-7204-6042 HEALTH CARE	352.36	\$12,595.11	3%
30-720-7204-6043 DENTAL	222.80	\$6,792.83	3%
30-720-7204-6044 GROUP INSURANCE	27.34	\$769.54	4%
30-720-7204-6045 LONG TERM DISABILITY	61.92	\$1,611.00	4%
Total Salaries and benefits	17,539.44	\$338,327.41	5%
Future employee benefits			
Books and periodicals:			
30-720-7204-6136 BOOKS ADULT	1,202.41	\$15,500.00	8%
30-720-7204-6137 BOOKS JUVENILE	1,211.86	\$9,700.00	12%
30-720-7204-6138 BOOKS FRENCH	250.31	\$1,700.00	15%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	286.53	\$1,400.00	20%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	35.04	\$750.00	5%
30-720-7204-6159 AUDIO BOOKS ADULT	162.60	\$600.00	27%
30-720-7204-6160 AUDIO BOOKS JUVENILE	178.84	\$500.00	36%
30-720-7204-6132 ARCHIVES		\$15,000.00	0%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the One Month Ending Friday, January 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$500.00	0%
30-720-7204-6141 PERIODICALS		\$2,000.00	0%
30-720-7204-6155 GAMES ADULT & JUVENILE		\$1,000.00	0%
Total Books and periodicals	3,327.59	\$48,650.00	7%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	89.91	\$1,500.00	6%
30-720-7204-6480 TELECOMMUNICATIONS	448.27	\$10,000.00	4%
Total Office expenditures	538.18	\$11,500.00	5%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	(0.21)	\$20.00	(1%)
30-720-7204-6620 SECURITY	201.53	\$300.00	67%
30-720-7204-6700 RENT	17,503.62	\$212,031.00	8%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
30-720-7204-6704 MACHINE RENTAL		\$1,600.00	0%
Total Operating expenditures	17,704.94	\$214,701.00	8%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$2,000.00	0%
Total Equipment purchases		\$3,000.00	0%
Depreciation			
Default			
	39,110.15	\$616,178.41	6%
(Surplus)/Deficit	37,515.94	\$605,028.41	6%

2025 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	NORTH BRANCH SALES	MONTHLY TOTALS
JANUARY	\$ 127.00	\$ 2,902.95	-	\$ 194.00	\$ 3,223.95
FEBRUARY	\$ 75.00	\$ 2,118.90	-	\$ 75.00	\$ 2,268.90
MARCH	\$ 5.00	\$ 234.30	-	\$ 5.00	\$ 244.30
1st Quarter Totals	\$ 207.00	\$ 5,256.15	-	\$ 274.00	\$ 5,737.15
APRIL	\$ -	\$ -	-	\$ -	\$ -
MAY	\$ -	\$ -	-	\$ -	\$ -
JUNE	\$ -	\$ -	-	\$ -	\$ -
2nd Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
JULY	\$ -	\$ -	-	\$ -	\$ -
AUGUST	\$ -	\$ -	-	\$ -	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -	\$ -
3rd Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
TOTALS Year To Date	\$ 207.00	\$ 5,256.15	\$ -	\$ 274.00	\$ 5,737.15
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 207.00	\$ 5,256.15	\$ -	\$ 5,737.15
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 207.00	\$ 5,256.15	\$ -	\$ 5,737.15
					\$ -
Grand Total		\$ 5,737.15	\$ -	\$ -	\$ 5,737.15



REPORT OF THE SSMPL BOARD

POLICY COMMITTEE

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

Members Absent: Wayne Greco

Meeting Date: March 4, 2025

Review:

The Committee reviewed and revised 100-05 Delegations and Public Participation Policy, 200-03 Fundraising, Donations and Sponsorship Policy (formerly Donor and Sponsorship Policy), 300-13 Sales and Soliciting Policy, and 300-19 Terms of Reference for Naming Libraries Policy.

No policies were rescinded.

No new policies were developed.

The Board deferred discussion of City of Sault Ste. Marie By-law establishing the Public Library until the Board Chair can attend the Policy Committee meeting.

Recommendations:

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

That the Board approve the following revised policies as presented:



100-05 Delegations and Public Participation Policy

200-03 Fundraising, Donations and Sponsorship Policy

300-13 Sales and Soliciting Policy

300-19 Terms of Reference for Naming Libraries Policy

Title:	Delegations and Public Participation Policy	Policy Number: 100-05
Policy Type:	Governance	
Approval by:	Resolution Number RB1997-02-17	
Approval Date:	February 17, 1997	
Effective Date:	April 16, 2012	
Revised Dates:	June 20, 2016; June 24 2019; February 28, 2022, March 24, 2025	
Review Date:	February 2028	

PURPOSE

This policy outlines how the Library Board enables members of the public to provide input, and comment on the policies, practices, services and operations of the Library.

SCOPE

This policy governs the status of delegations participating either through correspondence or in person at regular meetings of the Board. The policy also includes public participation by invitation, at specially organized public participation meetings or through correspondence directed to the Board.

DEFINITIONS

Delegations – any member of the public making a presentation to the Board, either on their own behalf or as a representative of an organization or group.

Correspondence – includes letters, emails or written or audio (transcribed) correspondence in any form directed to the Library Board or through the CEO to the Board.

Public participation meeting – a publicly advertised special meeting, focus group or strategic planning consultation called by the Board to hear from the public.

Meeting - any regular, special and committee meetings of the Board which are required to be open to the public (Municipal Act, 2001, S.O. 2001, c. 25).

MFIPPA – Municipal Freedom of Information and Protection of Privacy Act (RSO 1990, M56 and amendments)

Personal information – recorded information about an identifiable individual as defined under MFIPPA.

The Public - library users, non users, community partners and other stakeholders

POLICY STATEMENT

The Board encourages members of the public to provide feedback on the services that the Board provides as well as on issues related to Library services. The Board provides opportunities for public input through delegations at regular meetings, public participation sessions, or by submitting correspondence to the Board.

DELEGATION RESPONSIBILITIES FOR PRESENTATIONS

Delegations wishing to make an in-person presentation to the Board must notify the CEO as Secretary-Treasurer two weeks prior to the Board meeting, and inform them with notice of:

- the issue(s) that the presentation will address;
- whether or not the presentation is being made on behalf of the individual or a group and if the latter, the name of the group;
- the name of the person who will be making the presentation, and
- the number of representatives that will be in attendance. (Due to space limitations the Library Board reserves the right to limit the number of representatives attending any one meeting).

A delegation making a presentation must provide a written copy or summary to the Secretary-Treasurer of the Board, no later than 10 days prior to the Board meeting.

Delegations may submit written comments to the Board without making a presentation. Such written comments must be provided to the Board Secretary/Treasurer, no later than 10 days prior to the Board meeting.

Delegations may address the Board for a maximum of ten minutes. The Chair, with the concurrence of the Board through simple majority vote, may reduce or increase the time available to a delegation.

PUBLIC RECORD

All correspondence, minutes, and video recordings of Board meetings will become a matter of public record, including delegation presentations. In accordance with the MFIPPA, the delegation must acknowledge that notes taken by the Board of any presentation and/or written submissions that are presented to the Board, along with the delegation's names, will be part of the public record and may be published as part of the agenda and/or minutes of the meeting, in the media and other public documents either in hard copy or electronically.

Delegations are expected to act with respect and consideration for others and to adhere to the Board's by-laws and policies. The Chair will take appropriate action to maintain proper order and decorum during the meeting.

Delegations may not provide personal information (including views or opinions) about another person, as defined in MFIPPA as "personal information" without acknowledging in the presentation that prior agreement of that individual has been given.

Personal information of a third party received in delegations will not be published by the Board without written permission of the identified individual, according to the requirements of MFIPPA.

BOARD RESPONSIBILITIES

The Board will provide its annual calendar, meeting agendas, reports and other documents in a manner that is timely to enable opportunities for public participation. The Library Board will balance this deadline with other timelines required to conduct its business.

The Board reserves the right to request additional information regarding an application, before granting delegation status. The Board reserves the right to refuse a delegation status.

Board members may ask questions of the delegation in order to seek clarification and/or additional information. Staff may also be asked by Board members to provide clarification or confirmation of information. However, there should be no presumption on the part of the delegation that a discussion or debate will take place.

If the number of delegations exceeds what can be reasonably scheduled at any particular meeting, at the discretion of the Chair in consultation with the Board, the Board may, through motion:

- defer a decision about a report to a time at a regular meeting at which all the delegations can be heard, or
- decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.

After the delegation(s) have been heard at a regular meeting, the Board will, through motion, decide the appropriate action (if any) to be taken.

RELATED POLICIES

100-11 Board Code of Ethics

300-02 Records Management and Protection of Privacy Policy

300-09 Rules of Conduct

Title:	Fundraising, Donations and Sponsorship Policy	Policy Number: 200-03
Policy Type:	Business/Financial	
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	June 20, 2016; June 24, 2019, May 30 2022, March 24, 2025	
Review Date:	June 2028	

PURPOSE

The Library relies on charitable contributions from individuals, groups, foundations and corporations. The Library is committed to maintaining its integrity and ethical fundraising practices, in order to retain such financial support.

SCOPE

To outline the guidelines related to the receipt of solicited and unsolicited charitable donations and sponsorships.

DEFINITIONS

Campaign - an organized fundraising effort to solicit substantial funds for the Library, usually extending over a period of months or years.

Charitable receipt - the official receipt issued by the Library to donors for income tax purposes.

Donor - an individual, business, community service, foundation or other organization that has made a donation to the Library.

Donation - a monetary gift or gifts-in-kind to the Library.

Fair market value (FMV) - the value that an item would sell for on the open market.

Fundraising activities - short-term activities or single events to solicit funds.

Gift - a voluntary transfer of property, without consideration.

Gifts-in-kind - non-cash gifts.

Monetary Gift - cash or cash-equivalent gift.

Pledge - a commitment of a gift, given over a specific predetermined time frame.

Restricted Donation - donation designated for a special purpose.

Sponsor - an individual, business, community service or other organization that has made a sponsorship to the Library.

Sponsorship - a donation to support a service or product of the Library in exchange for marketing value.



Unrestricted Donation - donation which has not been identified by the donor for a specific purpose.

POLICY STATEMENT

The Library benefits from the support of donors and sponsors who increase our ability to deliver library services to the public, and from enhanced relationships with other organizations.

The Library actively solicits and encourages the public, business community, local organizations and others to contribute to our library.

FUNDRAISING

Fundraising will be conducted in a responsible manner, consistent with the ethical obligations of fundraising and the legal requirements of provincial and federal regulators, such as the Canada Revenue Agency and Canadian Income Tax Act.

Donations (restricted and unrestricted) will be used to support the Library's mission and objectives, specifically for non-core and value-added services and programs, and capital enhancements.

All restricted donations will be used for the purposes for which they are given. If necessary, due to program or organizational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate.

All unrestricted donations will be directed to where they are most immediately needed or where opportunities are greatest.

Expenditure of all monetary gifts will be approved by the CEO, or designate prior to being spent.

All monetary gifts to the Library will be deposited into a separate bank account from operational funds. Separate fund lines will be used to record individual fundraising activities or campaigns.

Pledges must be accompanied by an agreement signed by the donor and the CEO, or designate of the Library. Pledges may be announced publicly at the shared discretion of the donor and the Library. Official donor recognition will be given when the Library has received the donation or the signed donor contract.

Fundraising Campaigns will be used to solicit donations for large scale projects when a collective of donations is required to meet the Library's funding needs. Funds raised during a campaign shall only be used for the project specified in the campaign.

The Library will accept gifts including but not limited to land, securities, artwork, jewelry, vehicles, personal property and other assets. Such gifts, if they cannot be used by the library immediately, will be liquidated at FMV and funds be made available for Library use.



All inquiries concerning the sponsorship of Library collections, services or products shall be directed to the CEO or designate.

DONORS and SPONSORS

The donor or sponsor must have no expectation of having any influence on the selection of materials for the Library or on any of the services, policies or practices of the Library.

A sponsor, its staff, product or service must not present an obvious conflict of interest with the mandate and/or operation of the Library.

The product of the sponsor must not be deemed hazardous to the health and wellbeing of individuals or to the community.

The privacy of donors will be respected in compliance with the Municipal Freedom of Information and Privacy Act, RSO 1990, Chapter M56. The Library does not share, sell or trade donor lists.

ENDORSEMENT AND PREFERENTIAL TREATMENT

The Library will not endorse products and/or services of sponsors.

The Library will not provide any degree of exclusivity for products or services by sponsors or suppliers of certain products or services associated with sponsors.

Sponsors will have no preferential treatment during procurement processes.

REPORTING

Annual financial reports, inclusive of Annual Registered Charity Information returns, will be factual and accurate in all material respects.

Government grants and contributions will be accounted for separately from donations and sponsorships, and will be submitted within the grantor's stated time frame.

The CEO and Business Administrator will perform an analysis and report to the Board on the success and cost-effectiveness of the Library's fundraising programs upon request.

CHARITABLE RECEIPTS

Receipts will be issued according to the requirements of the Income Tax Act and its regulations.

Charitable receipts will be issued for donations of \$20.00 or more, and

Receipts for gifts-in-kind will be issued upon provision of an invoice or appraisal from a qualified independent appraiser approved by the Board. The Library will pay 50% of required appraisals.

RECOGNITION

Those who meet the requirements to be a donor or sponsor shall receive recognition in accordance with the Donor/Sponsor Recognition Grid listed in Appendix A.

RELATED POLICIES

200-01 Purchasing and Procurement Policy
200-02 Tangible Capital Assets Policy
200-04 Strategic Alliances Policy
300-01 Archives Acquisition Policy
300-02 Access to Information and Protection of Privacy Policy
300-03 Collection Development Policy
300-13 Sales and Soliciting on Library Property Policy
300-16 Public Art Policy
300-19 Terms of Reference for Naming Libraries Policy

Appendix A: Donor/Sponsor Recognition Grid

Donor or Sponsorship Category	Amount of Donation	Recognition
Friend/Paper Supporter	\$100 to \$499	<ul style="list-style-type: none"> • Invitation to the annual Donors & Volunteers Recognition Night • A "Thank You" ad in the Library Newsletter • Acknowledgement in any materials advertising the sponsored service (written as "sponsored by..." or as "sponsored in part by...")
Copper Supporter	\$500 to \$999	<ul style="list-style-type: none"> • All of the above, plus • Acknowledgement in the Library's Annual Report • Listing in the Donors' Recognition Boards
Bronze Supporter	\$1,000 to \$2,499	<ul style="list-style-type: none"> • All of the above, plus • A News Release announcing the sponsorship • A certificate recognizing the sponsorship
Silver Supporter	\$2,500 to \$4,999	<ul style="list-style-type: none"> • All of the above, plus • A personal recognition plaque instead of a certificate
Gold Supporter	\$5,000 to \$49,999	<ul style="list-style-type: none"> • All of the above, plus • Appropriate recognition to be agreed upon
Platinum Supporter	\$50,000 +	<ul style="list-style-type: none"> • All of the above, plus • Appropriate recognition to be agreed upon
Naming Opportunities	Value to be determined	<ul style="list-style-type: none"> • Recognition to be determined on case by case basis

Title:	Sales and Soliciting Policy	Policy Number: 300-13
Policy Type:	Operational	
Approval By:	Resolution Number RB 2008-03-17	
Approval Date:	March 17, 2008	
Revised Dates:	September 19, 2016; October 28, 2019; May 30, 2022, March 24, 2025	
Review Date:	September 2028	

PURPOSE

This policy regulates sales, soliciting, and commercial activities on Library premises.

SCOPE

This policy does not apply to activities by the Library Board or the Friends of the Sault Ste. Marie Public Library.

DEFINITIONS

Canvassing – The petitioning or distributing written materials or soliciting for political, charitable or religious purposes.

Petition – A formal written request, typically one signed by many people, appealing to authority or an organized body with respect to a particular cause.

Solicitation - the sale, distribution or proffering of merchandise and/or services not associated with the Library.

POLICY STATEMENT

The Board does not permit the following on Library premises as well as through any online presence, such as the Library’s website, social media accounts, or other digital platforms:

- Sales, soliciting, or any other commercial activity
- Petitions, signatures, or other forms of support
- Canvassing for support, contributions, or pledges

Any individual or group of individuals who do not abide by this policy, or creates a nuisance such that the regular business of the Library is disrupted, shall be required to immediately cease all activities and leave the premises.

EXEMPTIONS

The Friends of the Library operate a used bookstore at the James L. McIntyre location and sell used books at the North Branch as well.

Community Partners of the Library who financially support a Library program or service may be permitted limited exemptions to this policy at the discretion of the CEO.



Sales are permitted at Library programs or events provided such sales are an integral part of the program or event. Such sales must be approved in advance by the CEO.

Limited petitions that support the Library's mission and vision may be permitted with the approval of the CEO. Such petitions must be passive in nature.

Other sales or soliciting of donations for non-profit organizations may be permitted with the approval of the CEO.

Library employees who volunteer in non-profit community organizations may be permitted to set-up a small sign and sell fundraising products. Such fundraisers shall be restricted to the Library's staff room(s) and shall be conducted on a limited basis and be passive in nature.

Personal solicitation through library email is not permitted.

RELATED POLICIES

- 100-10 Library and Political Elections Policy
- 200-03 Fundraising, Donations and Sponsorship Policy
- 200-04 Strategic Alliances Policy
- 300-06 Social Media Policy
- 300-09 Rules of Conduct Policy
- 300-15 Meeting Room Use & Rental Policy
- 300-18 Friends of the Library policy
- 400-04 Internal Internet Usage Policy

Title:	Terms of Reference for Naming Libraries Policy	
Policy Type:	Operational	Policy Number: 300-19
Approval By:	Resolution Number RB 2012-10-16	
Approval Date:	October 16, 2012	
Revised Dates:	May 12, 2016; May 27, 2019; May 30, 2022, March 24, 2025	
Review Date:	May 2028	

PURPOSE

This policy provides terms of reference for the naming of Libraries.

DEFINITIONS

Branch or location – any physical building or space, including a mobile unit, used by the Library for the express purpose of operating a public Library or library service.

Geographic descriptor – any name or word that indicates the geographic location of the Library branch or location i.e. the name of a street, a neighbourhood, an area of the City, previous municipal entity, a building or direction (East, West, South, North).

Exceptional circumstance – a situation deemed appropriate by the Board to approve a name of historic significance or to recognize the efforts of a prominent individual.

POLICY STATEMENT

All naming rights are vested with the Board. Any change to the name of a branch or Library location must be approved by the Board.

Library facilities should use geographic descriptors within their names to clearly identify the geographic location of the facility unless an exceptional circumstance arises.

The naming rights agreements for sponsorships shall not be applicable to entire Library branches or locations but may be applied to rooms or areas within a Library location with Board approval.

RELATED POLICIES

200-03 Fundraising, Donations, and Sponsorship Policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.5

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: MARCH 31, 2025

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

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the February 24, 2025, meeting as presented.
2. ~~The expenditures for the month of February 2025, which include wages, benefits and RBC Visa in the amount of \$256,198.83 be confirmed paid.~~
3. ~~The Sault Ste. Marie Public Library Board approve the Financial Reports ending December 31, 2024, as presented.~~
4. ~~The Sault Ste. Marie Public Library Board approve the Financial Reports ending January 31, 2025, as presented.~~
5. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 4, 2024, meeting as presented.
6. The following revised policies be approved as presented:
 - 100-05 Delegations and Public Participation Policy
 - 200-03 Fundraising, Donations and Sponsorship Policy
 - 300-13 Sales and Soliciting Policy
 - 300-19 Terms of Reference for Naming Libraries Policy

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the March 31, 2025, meeting as ~~presented~~/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: FEBRUARY 24, 2025

9.1 CITY COUNCIL PRESENTATION

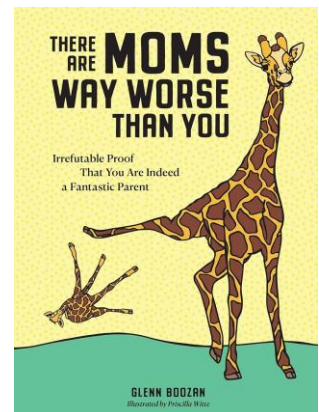
The City's Agenda Review task force has approved the Library to provide Council a presentation of the Library's 2024 Annual Report on April 7, 2025. CEO, M. MacDonald, and Board Chair, W. Greco, will give the presentation.

9.2 BOOK CHALLENGE: THERE ARE MOMS WAY WORSE THAN YOU

The Library received a Reconsideration of Library Materials Form anonymously on February 15, 2025 requesting that the book **There are Moms Way Worse than You** by Glenn Boozan be relocated from the Parenting Collection to another collection, citing "inappropriate language, violence, crude adult humour." After review, the book was retained in the Parenting Collection rather than relocated to adult non-fiction as it is more easily accessible to the book's targeted audience in its current location.

The book has been submitted to the Centre for Free Expression's Canadian Library Challenges Database

<https://cfe.torontomu.ca/databases/canadian-library-challenges-database>



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/>

LIBRARY ACRONYMS

Library workers often use a variety of acronyms and expressions when referring to programs and organizations.

While acronyms are intended to simplify information, they often become jargon and can be difficult to understand if you are unfamiliar with the terms.

This guide provides a sampling of acronyms you may encounter in your day-to-day work.

For more information about the library acronyms in this guide, please contact a First Nation Consultant from the Ontario Library Service. You may also consider searching for the term online.



ONTARIO LIBRARY SERVICE

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

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

SERVICES AVAILABLE



Access to confidential and expert library consultants



Access to custom training and programs



Access to consortia, collective, and collection purchasing of e-resources and library materials



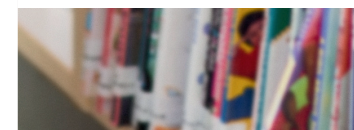
Access to interlibrary loan services

CONTACT

334, rue Regent Street
Sudbury, ON P3C 4E2
consulting@olservice.ca
1-800-387-5765



ONTARIO | **LIBRARY SERVICE**
Stronger libraries. Stronger communities.



ALA	American Library Association
AMPLO	Association of Medium-sized Public Libraries
AODA	Accessibility for Ontarians with Disabilities Act
APPL	Advancing Public Library Leadership Institute
ASPL	Annual Survey of Public Libraries
BCR	Band Council Resolution
BPS SECURE	ASPL submission database
CELA	Centre for Equitable Library Access
CFLA	Canadian Federation of Library Associations
DDC	Dewey Decimal Classification system
EDI	Equity, Diversity, Inclusion (also DEI and/or IDEA)
EI	Education Institute

EFT	Electronic funds transfer
EXCEL	Excel Certificate Program
FNCR	First Nation Communities READ
FNLP	First Nation Languages Portal
FNPL	First Nation Public Libraries
FNPLW	First Nation Public Library Week
FNSS	First Nation Salary Supplement
FOL	Friends of the Library
FOPL	Federation of Ontario Public Libraries
GLAM	Gallery, Library, Archive, Museum
IAC	Indigenous Advisory Council
IFLA	International Federation of Library Associations and Institutions
ILL	Interlibrary Loan
ILS	Integrated Library System
JASI	Joint Automated Server Initiative
LAC	Library and Archives Canada
MLIS	Master of Library Information Science
MTCG	Ministry of Tourism, Culture and Gaming
NIKLA	National Indigenous Knowledge and Language Alliance

OLA	Ontario Library Association
OLBA	Ontario Library Boards' Association
OLS	Ontario Library Service
OPAC	Online Public Access Catalogue
OPLA	Ontario Public Library Association
OPLG	Ontario Public Library Guidelines
OPLW	Ontario Public Library Week
OTF	Ontario Trillium Foundation
PE	Pay Equity
PLA	Public Libraries Act
PLOG	Public Library Operating Grant
TDSRC	TD Summer Reading Club
TPL	Toronto Public Library
TPO	Transfer Payment Ontario





Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SELF-ASSESSMENT UPDATE
DATE: MARCH 31, 2025

PURPOSE

To provide the Board with an update on the progress the Library has made on items outstanding on the Ontario Public Library Guidelines Monitoring and Accreditation Council self-assessment.

STRATEGIC PRIORITY

Service Excellence

STRATEGIC GOAL

Improve library facilities to better meet the service needs of the community

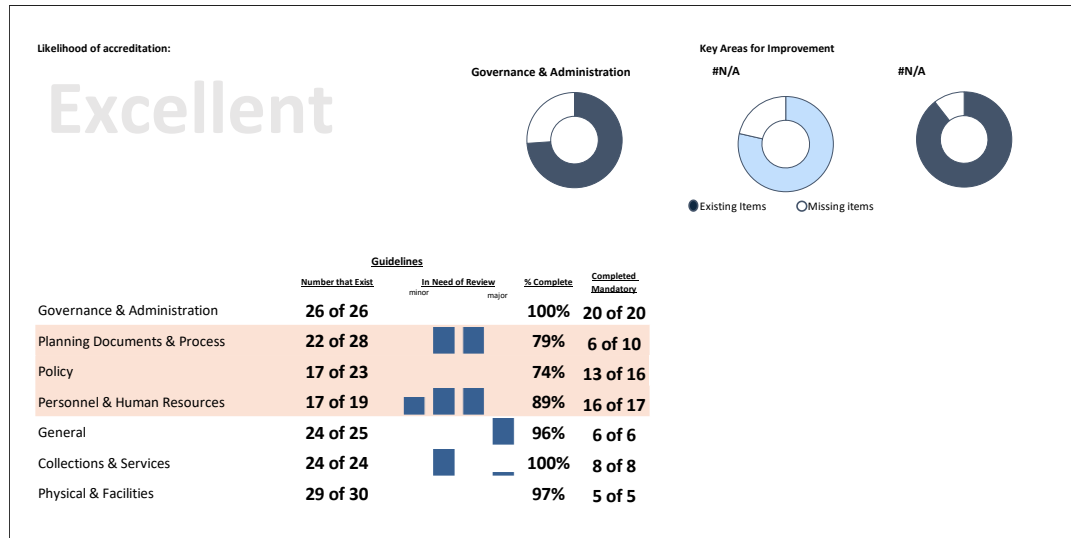
STRATEGIC OBJECTIVE

Become accredited with the Ontario Public Library Guidelines Monitoring and Accreditation Council.

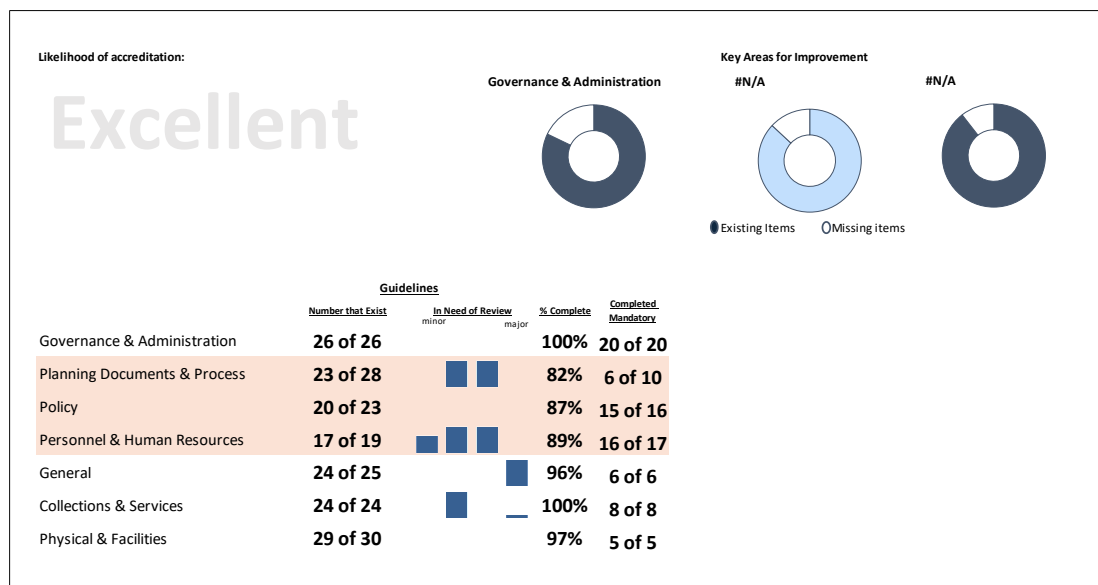
SELF-ASSESSMENT RESULTS

A self-assessment was completed in early 2024 using a checklist for accreditation. It was determined then that our Library has an excellent chance of being accredited with the OPLGMAC. In order to be accredited, our Library must score at least 80% in each category and meet all the mandatory requirements. At the time, though the Library scored greater than 80%, it did not meet 8 of the mandatory requirements. An updated self-assessment has shown that the Library has improved but still has 6 of the mandatory requirements not yet met. Unfortunately, the Library is not yet eligible for accreditation.

The following chart offers a summary of the self-assessment from May 2024



The following is an updated summary of the self-assessment from March 2025.



REQUIREMENT GAPS

While some mandatory requirements have been fulfilled since the last self assessment, there are still several requirements which the Library does not yet meet. These include:

1. **Community Consultation** - Community members are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, social media, etc).

The Library plans to meet this requirement by participating in the Bridge Project's public survey each April.

2. **Collection Plan** - The library system has established a written collection development plan reflecting collection priorities. The plan includes collection profiles, as well as an annual buying plan for physical and digital collections, as informed by Guideline 8.1.

The Collections Librarian is working with the Manager of Technology and Collections and the CEO to develop a collection plan.

3. **Formal Evaluation Process** - The library follows a formal process for evaluating library programming and initiatives which will inform the library programming plan on potential successes or failures to encourage continued growth within the public library.

This project has not been initiated yet, though some programs such as Early Literacy programs and Book Clubs already have a formal evaluation process.

4. **Technology Plan** - The library has in place a plan which reflects defined goals, objectives and/or action plans for the acquisition, service, maintenance, upgrade and replacement of electronic networks, equipment, and software applications for both staff and patron use. The plan considers the library's existing technology, technology potential, and the impact of future trends on library services. It includes strategies for funding, staffing, training, and technology support as required.

The Manager of Technology and Collections has not yet started this project.

5. **Indigenous Awareness and Reconciliation** - The library recognizes and embraces the principles of Truth and Reconciliation with diverse Indigenous populations. The library engages in meaningful dialogue with Indigenous Peoples and First Nation bands. In cases where local Indigenous Peoples and First Nation bands prefer to engage in dialogue with the municipality and not the library, the library stays informed and is available as a supportive resource and partner. Resources available to the public library include meaningful dialogue with Indigenous Peoples and First Nation bands as well as resources and strategies developed by the Canadian and International library community. The library sector acknowledges its need to recognize and embrace the principles of Truth and Reconciliation with diverse Indigenous populations. Subject to the frameworks developed by the library sector, as updated and inclusive of dialogue with Indigenous people, four elements should be included in each Library's policy documents.

The CEO will be recommending to the Policy Committee the adoption of several Commitment Statements including one Indigenous Peoples and Truth and Reconciliation.

6. **Job Descriptions** - Job descriptions are reviewed annually and updated as required (e.g. as part of the performance evaluation process).

This requirement will be met after the Library completes updates to Job Descriptions as part of the Pay Equity process. The Pay Equity update is still in the early stages.

RECOMMENDATION

That the Board revisit the OPLGMAC accreditation process in 2026.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: MARCH 31, 2025

PURPOSE

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

STRATEGIC PRIORITY

All

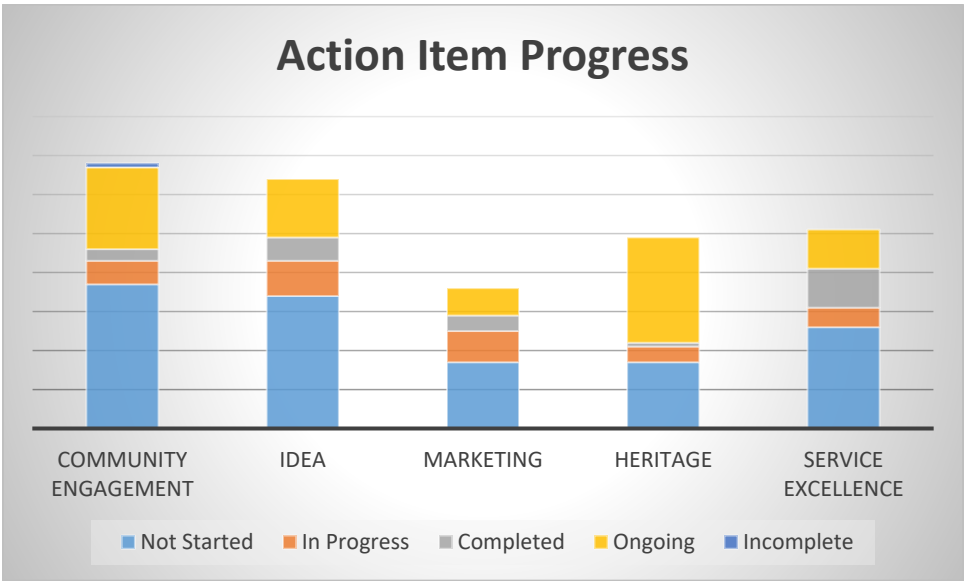
ACTION ITEMS SUMMARY

The progress made since 2024 on the Library's Strategic Plan's action items is as follows:

Completed -	24	(↑ 1)
Ongoing -	80	(↑ 6)
In progress -	32	(-)
Incomplete -	1	(-)
Not Started -	131	(↓ 7)

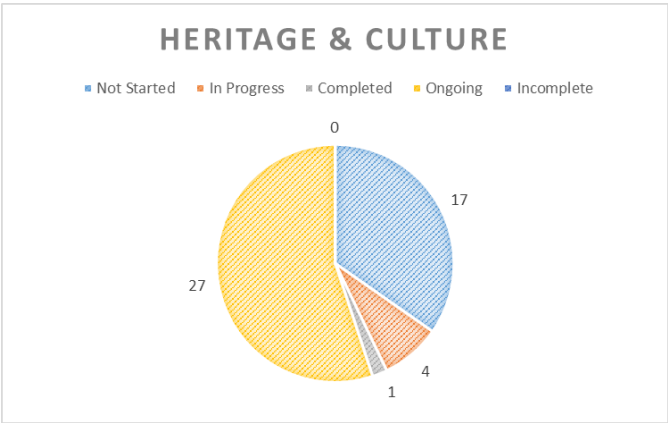
The differences represent changes since the December 31, 2024 data which had been reported at the Board's AGM.

The Strategic Plan is 9% complete. Progress has been made on 50.7% of the Strategic Plan action items (inclusive of completed actions).

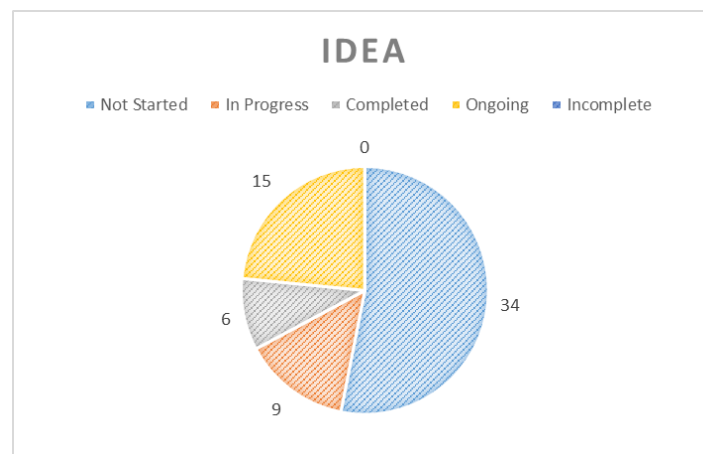
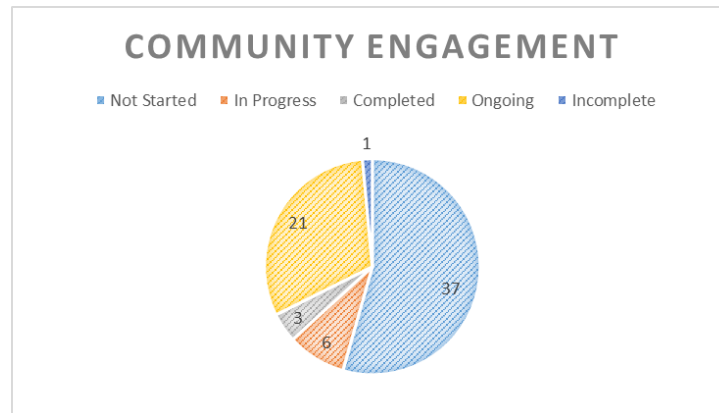


The following Charts are organized by the Strategic Plan’s strategic priorities and demonstrate the progress made on action items for each priority.

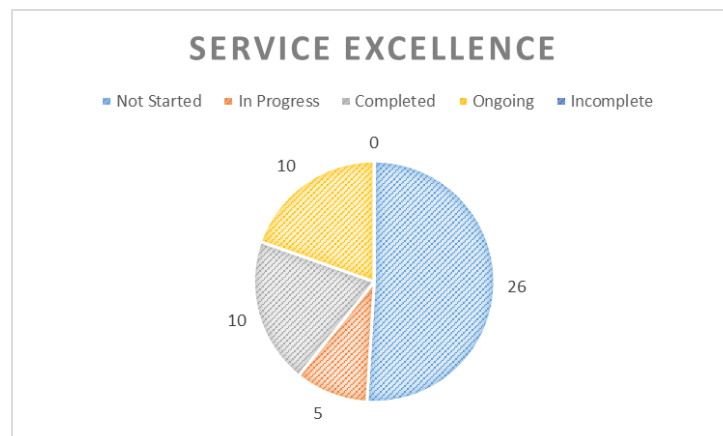
Progress Reports March 2025



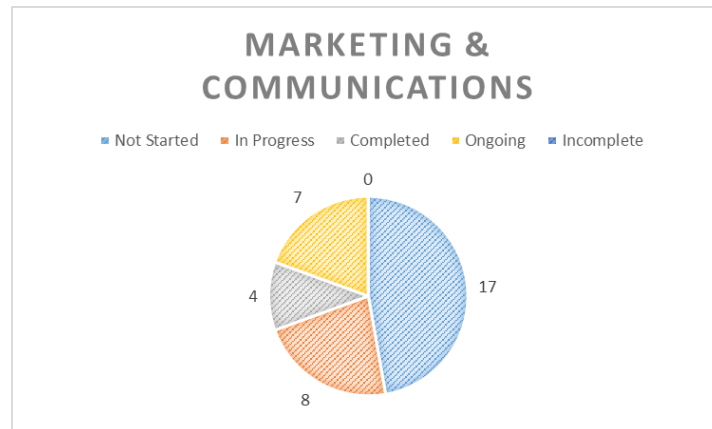
Heritage and Culture has the most action items with an ongoing status, meaning a lot of heritage and culture items are repeatable.



Community Engagement and IDEA are the priorities with the most action items and the most action items that have not been worked on at all. They also include significant amount of action items requiring an ongoing commitment.



Service Excellence has the most completed action items requiring no additional work.



Marketing and Communications is the priority with the least amount of action items. Those that it has appear fairly distributed between ongoing action items and action items that can be, and some that are, completed, requiring no further action.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer