

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, May 26, 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 – P. Bruni
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (verbal)
6. Consent Agenda\*
  - 6.1 Approval of the Minutes
    - 6.1.1 March 31, 2025 Regular Board Meeting Minutes
  - 6.2 Correspondence
    - 6.2.1 In-coming: CAEF Letter to SSM Library
    - 6.2.2 Out-going: Congratulatory Letter to Terry Sheehan, MP
  - 6.3 Financials
    - 6.3.1 April Finance Committee Report
    - 6.3.2 May Finance Committee Report
    - 6.3.3 March Monthly Expenditure Report
    - 6.3.4 April Monthly Expenditure Report
    - 6.3.4 Financial Reports Ending April 2025
    - 6.3.5 Friends Report – April 2025
  - 6.4 Policy Committee
    - 6.4.1 April Policy Committee Report
    - 6.4.2 May Policy Committee Report
    - 6.4.3 Revised Policies
      - 6.4.3.1 200-04 Strategic Alliances Policy
      - 6.4.3.2 300-12 Emergency Closing Policy
      - 6.4.3.3 300-15 Meeting Room Policy
      - 6.4.3.4 300-18 Friends of the Sault Ste. Marie Public Library Policy
      - 6.4.3.5 300-26 Computer & Internet Use Policy
      - 6.4.3.3 400-11 Retirement Gratuity Policy
      - 6.4.3.4 400-13 Expression of Sympathy Policy
    - 6.4.4 Policies to be Rescinded
      - 6.4.4.1 NONE
  - 6.5 Summary of Motions
7. Items Removed from Consent
  - 7.1

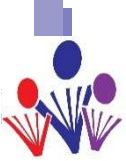


8. Business Arising from the Minutes
  - 8.1 NONE
9. Information Items
  - 9.1 NONE
10. Board Development
  - 10.1 "Understanding Intellectual Freedom and Censorship" Training - discussion
11. New Policies
  - 11.1 Teen/YA Services Policy
  - 11.2 Commitment Statement: Intellectual Freedom
12. Strategic Plan Update
13. Integrated Library System Switch
14. Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual; and Litigation or potential litigation, including matters before administrative tribunals, affecting the Board. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, R. Verdone
15. Report of the Closed Session
16. New Business
  - 16.1
17. Board meetings
  - 17.1 June 30, 2025
18. Adjournment

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



**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, March 31, 2025 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**



Board Members Present:

|                  |                |               |
|------------------|----------------|---------------|
| Jami van Haaften | Steve Murray   | Hannah Caicco |
| Wayne Greco      | Erin Ferlaine  | Paolo Bruni   |
| Lisa Dobrovnik   | Kevin Harrison | Mike Olejnik  |

Absent: None

Library: Matthew MacDonald, Rebekah Verdone

**1. Call to Order**

W. Greco called the meeting to order at 4:31 p.m.

**1.1 Excused Absence**

**MOTION:**

None

**1.2 Land Recognition**

Read by Hannah Caicco

**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 amended.

Add item 13.1 US Tariffs

Moved: S. Murray

Seconded: M. Olejnik

**CARRIED**

**4. Delegations**

NONE

**5. Chair's Report**

The Board Chair did a verbal report on his activities of the last month. He is now part of OLBA and has been meeting with them. This is a new dimension to the library world. OLBA organizes the Bootcamp at the OLA Superconference.

**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
    - 6.4.2.1 100-05 Delegations and Public Participation Policy
    - 6.4.2.2 200-03 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

## MOTION

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

Moved: L. Dobrovnik

Seconded: K. Harrison

**CARRIED**

## 7. Items Removed from Consent

### 7.1 February Monthly Expenditure Report

### 7.2 Financial Reports Ending December 2024

### 7.3 Financial Reports Ending January 2024

## 8. Business Arising from the Minutes

NONE

## 9. Information Items

### 9.1 Presentation to City Council

Matthew and Wayne are planning to present the Annual Report to City Council. This is one of our Strategic Plan items. The Annual Report has already been provided to City Council.

### 9.2 Book Challenge: There are Moms Way Worse Than You

The challenge to this book was anonymous, so there was no way to follow up with the patron. It was decided that the book would be retained in its current collection. The book has been logged into the Canadian Library Challenges database though.

## 10. Board Development

### 10.1 Library Acronym Brochure

J. Van Haaften found this brochure and it has been provided to the Board.

### 10.2 Accreditation Self-Assessment Update

Greatest challenge is the updating of job descriptions. We are still in the early stages of this process. Matthew recommended that the Board revisit this in 2026.

## 11 New Policies

None

## 12 Strategic Plan Update

The tracker can be accessed on the google drive. Staff are continuing to work on the items and updating the tracker as necessary.



### 13. New Business

## 13.1 US Tariffs

The Library received notification from our book vendors that tariffs will be on US made books. With the Canadian dollar being lower as well, our purchasing power is decreased. This may impact on our Collections and software. The Board will receive regular updates on this matter when they are available.

## 14. Board Meetings

#### 14.1 Board Development Meeting April 28, 2025

## 14.2 Regular Meeting May 26, 2025

## 15. Adjournment

## MOTION

The Sault Ste. Marie Public Library Board move to adjourn the March 31, 2025, meeting at 5:20 p.m.

Moved: M. Olejnik

Seconded: J. Van Haaften

**CARRIED**

Chairperson, Library Board



# Canadian Antisemitism Education Foundation

*Dedicated to promoting tolerance and understanding*

May 14, 2025

Mr. Matthew MacDonald,  
Executive Director  
SSM Public Library  
[m.madonald@cityssm.on.ca](mailto:m.madonald@cityssm.on.ca)

Dear Mr. MacDonald,

It has come to the attention of the Canadian Antisemitism Education Foundation that a group called SSM4Palestine has booked space in the Sault Ste. Marie public library for a viewing of the controversial, anti-Israel film, No Other Land. This film claims, falsely, that Israel is forcing Palestinian Arabs from land that they claim to be "Palestinian" when facts clearly provide an alternate, and true story.

There is no state of Palestine and there has never been one. The area that the film describes as Masafer Yatta is comprised of illegal squatter villages in the middle of an area legally under Israel's civilian and military control ie Area C. This designation was negotiated with the Palestinian Authority under the Oslo Accords. This area has never been "Palestinian" land.

"Palestinians" have never even had a treaty or comparable agreement granting them legal ties to eastern Jerusalem, the West Bank or the Gaza Strip. On the contrary, the original 1964 Palestine National [Charter](#) of the Palestine Liberation Organization (PLO) expressly disclaimed Palestinian rights to those three domains because they were occupied (illegally) by Jordan and Egypt, following the invasion of 5 Arab armies in 1948.

Facts are important, and this film neglects most facts, such as the 22 years of litigation against the squatters for building illegally and without any permits and without meeting any construction standards for structures. The Israel High Court of Justice ruled in 2022 that the outposts must be removed. The villagers of Masafer Yatta were relocated. Every country has the right to enforce its laws, and Israel, a country that abides by the rule of law, did follow due process.

Founder & Board Advisor  
Shirley Anne Haber

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Anita Bromberg

Vice President  
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Mordechai Kedar PhD  
David Nussbaum PhD  
Martin Sherman PhD

Executive Director  
Andria Spindel  
[andria@caef.ca](mailto:andria@caef.ca)  
cell: 416-408-3822

Canadian Antisemitism Education Foundation is a registered charity: BN 857030340RR001

P.O. Box 77598 Sheppard Plaza PO Toronto, Ontario M3H 6A7  
Website: [www.caef.ca](http://www.caef.ca)



So, we bring this to your attention, not to only provide you with historical accuracy and legal facts, but most importantly, to point out that at a time of rising and dangerous antisemitism across the globe, with attacks on Jews across Canada, with the increasingly anti-Israel campaigners failing to disguise their hostile antisemitism, this film will only engender more Jew hatred. The purveyors of Jew hatred hide behind their supposed concern for Palestinian Arabs but there is no evidence that all the protests, parades, riots, and threats expressed by groups supposedly “pro-Palestine” have any merit. They do absolutely nothing for the “Palestinian” people, but they do enflame Jew hatred. Gaza has been Jew-free since 2005 but that is overlooked by the Jew haters. The Palestinian Authority governs Areas A and B in Judea and Samaria, but that is overlooked by the Jew haters. Both Hamas and the PA have charters that openly declare they want to eradicate Israel—that is Jew hatred.

The film, No Other Land, misleads viewers, possibly intentionally, and will bring harm to your local Jewish community. This is no different than the use of antisemitic tropes against Jews which fueled hatred over the centuries across Europe and the Middle East. Does Sault Ste Marie’s public library have a role to play in fomenting hate or might you consider taking a stand that hatred and lies do not belong in publicly funded facilities?

We trust you will seriously consider our concerns and not subject any audience to the disinformation and defamation portrayed in this film.

Respectfully,

A handwritten signature in black ink that reads "Andria Spindel". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Andria Spindel, Executive Director

cc. [ssmpl.board@cityssm.on.ca](mailto:ssmpl.board@cityssm.on.ca)



April 30, 2025

Terry Sheehan, MP  
Unit 102  
369 Queen St. East  
Sault Ste Marie, ON P6A 1Z4  
[terry.sheehan@parl.gc.ca](mailto:terry.sheehan@parl.gc.ca)

Dear Mr. Sheehan,

We hope this letter finds you well. On behalf of the Sault Ste. Marie Public Library Board, we extend our heartfelt congratulations on your victory in the recent federal election. Your success reflects the dedication, perseverance, and trust you have cultivated with the people of Sault Ste. Marie and the Algoma region.

We were grateful for your participation in the Library's all-candidates event during your campaign. Your willingness to engage with the community through public institutions like ours speaks volumes about your commitment to open dialogue and inclusive representation. We are confident that you will continue to champion the best interests of your constituents and advocate for a brighter future for all Canadians.

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.

With this in mind, we urge continued investment in public institutions such as libraries, art galleries, and museums. These spaces are essential for fostering lifelong learning, cultural enrichment, and digital literacy. Through inclusive access to knowledge, creativity, and history, they help reduce social barriers, encourage civic engagement, and promote economic resilience. By empowering individuals and strengthening community connections, these institutions



contribute meaningfully to the overall well-being and development of the communities you represent.

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

Sincerely,

A handwritten signature in black ink, reading "Wayne Greco". The signature is fluid and cursive, with the first name "Wayne" written in a larger, more prominent script than the last name "Greco".

Wayne Greco  
Board Chair  
Sault Ste. Marie Public Library

A handwritten signature in black ink, reading "Matthew MacDonald". The signature is fluid and cursive, with the first name "Matthew" written in a larger, more prominent script than the last name "MacDonald".

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





## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

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**Committee Members in Attendance:** Lisa Dobrovnik, Jami van Haaften, Kevin Harrison, Steve Murray, Mike Olejnik, Wayne Greco, Hannah Caicco

**Members Absent:** NONE

**Meeting Date:** April 22, 2025

### **Review:**

The Committee reviewed the March 2025 Expenditures Reports.

The Financial Reports up to February 28, 2025 were reviewed and approved.

The Committee discussed changing the Library's credit card provider and increasing spending limits for various positions. The Business Administrator will return to the committee with a report on the top two preferred lenders.

### **Capital Projects:**

An Engineering study is planned for the eventual replacement of the library's pneumatic systems with Digital Controls.

### **Information Items:**

The Business Administrator has submitted files to KPMG to complete the 2024 financial audit.

The Library is now entering its own invoices rather than submitting them to City Accounting.





The Library will be switching Credit Card providers from RBC to US Bank.

**Recommendations:**

Resolved that the expenditures for the month of March 2025, which include wages, benefits and RBC Visa in the amount of \$295,756.05 be confirmed paid.

Resolved that the Financial Results as of February 28, 2025 be approved.





## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

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

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

**Meeting Date:** May 20, 2025

### **Review:**

The Committee reviewed the April 2025 Expenditures Reports. A large variance is the result of the Library closing out its RBC account and transferring the money to its Scotia Bank account.

The Financial Reports up to April 30, 2025, were reviewed and approved.

### **Capital Projects:**

The front bench and planters outside the JLM Centennial Library are to be replaced by the City Carpentry Shop at the Library's expense.

An Engineering study to replace the JLM Centennial Library's pneumatic controls was conducted May 16, 2025.

The Management team has been investigating replacing the Library's ILS. They met recently with the Ontario Library Consortium (OLC), to learn more about a shared license for the SIRSI/Dynix Integrated Library System.





The server upgrade is complete, and TLC ILS software has been updated.

**Information Items:**

The Library has been approved by US Bank for credit cards and will be soon transitioning to the new cards.

2024 budget carryovers have been finalized.

Restricted donations have been reviewed, and Managers have been alerted to the amounts and what they are intended to be spent on.

K. Aaltonen, has prepared a preliminary 2026 budget.

KPMG is doing a review of the Library's 2024 audit information and will present the audit at either the Board's June meeting or September meeting.

The Library is taking legal action against Brickspace for an unfulfilled contract.

**Recommendations:**

Resolved that the expenditures for the month of April 2025, which include wages, benefits and RBC Visa in the amount of \$861,07.35 be confirmed paid.

Resolved that the Financial Results as of February 28, 2025, be approved.





## Monthly Expenditure Report for March 2025

### Cheque Register

|                |                     |
|----------------|---------------------|
| March 6, 2025  | 6,910.02            |
| March 13, 2025 | 58,775.37           |
| March 20, 2025 | 1,829.15            |
| March 27, 2025 | 103,559.11          |
| Subtotal       | <u>\$171,073.65</u> |

### EFT from Bank Statements

|               |                            |
|---------------|----------------------------|
| Wages         | 116,608.76                 |
| RBC Visa      | 7,929.51                   |
| Deposit Slips | 144.13                     |
| Subtotal      | <u>\$124,682.40</u>        |
| Total         | <u><b>\$295,756.05</b></u> |

### Recommendation:

The expenditures for the month of March 2025, which include wages, benefits and RBC Visa in the amount of \$295,756.05 be confirmed paid.





# Sault Ste. Marie Public Library

## Monthly Expenditure Report for April 2025

### Cheque Register

|                |                     |
|----------------|---------------------|
| April 3, 2025  | 21,804.10           |
| April 10, 2025 | 598,098.81          |
| April 17, 2025 | 113,791.77          |
| April 24, 2025 | 6,525.12            |
| Subtotal       | <u>\$740,219.80</u> |

### EFT from Bank Statements

|                   |                            |
|-------------------|----------------------------|
| Wages             | 115,087.87                 |
| RBC Visa 21 April | 4,523.20                   |
| Service Fees      | 76.05                      |
| Postage Refill    | 1,168.43                   |
| Subtotal          | <u>\$120,855.55</u>        |
| Total             | <u><b>\$861,075.35</b></u> |

### Recommendation:

The expenditures for the month of April 2025, which include wages, benefits and RBC Visa in the amount of \$861,075.35 be confirmed paid.



SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Wednesday, April 30, 2025

| Department             | Actual                | Budget                  | Percentage<br>to Date |
|------------------------|-----------------------|-------------------------|-----------------------|
| <b>REVENUE</b>         |                       |                         |                       |
| Grants                 | (\$1,654,343.56)      | (\$3,666,355.96)        | 45%                   |
| User Fees              | (2,477.78)            | (\$7,000.00)            | 35%                   |
| Sales                  | (27,590.50)           | (\$73,400.00)           | 38%                   |
| Donations              | (3,081.33)            | (\$22,275.00)           | 14%                   |
| Other income           | (23,005.35)           | (\$66,500.00)           | 35%                   |
| Prior Year Surplus     |                       | (\$83,579.73)           | 0%                    |
|                        |                       |                         | 0%                    |
|                        |                       |                         | 0%                    |
|                        | <u>(1,710,498.52)</u> | <u>(\$3,919,110.69)</u> | <u>44%</u>            |
| <b>EXPENDITURES</b>    |                       |                         |                       |
| Salaries and benefits  | 893,296.00            | \$2,880,423.69          | 31%                   |
| Books and periodicals  | 54,648.54             | \$218,062.97            | 25%                   |
| Donation expenditures  |                       | \$5,792.23              | 0%                    |
| Utilities              | 29,099.11             | \$95,000.00             | 31%                   |
| Office expenditures    | 35,209.49             | \$197,227.95            | 18%                   |
| Operating expenditures | 169,434.18            | \$427,236.00            | 40%                   |
| Equipment purchases    | 50,620.92             | \$83,867.57             | 60%                   |
|                        |                       |                         | 0%                    |
|                        | <u>1,232,308.24</u>   | <u>\$3,907,610.41</u>   | <u>32%</u>            |
| (Surplus)/Deficit      | (478,190.28)          | (\$11,500.28)           | 4,158%                |



SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                     | Actual         | Budget           | Percentage<br>to Date |
|------------------------------------------------|----------------|------------------|-----------------------|
| <b>REVENUE</b>                                 |                |                  |                       |
| Grants:                                        |                |                  |                       |
| LIBRARY ADMINISTRATION - Grants                | (1,654,343.56) | (\$3,666,355.96) | 45%                   |
| LIBRARY MAIN BRANCH - Grants                   |                |                  |                       |
| LIBRARY NORTH BRANCH - Grants                  |                |                  |                       |
| Total Grants                                   | (1,654,343.56) | (\$3,666,355.96) | 45%                   |
| User Fees:                                     |                |                  |                       |
| LIBRARY ADMINISTRATION - User Fees             |                |                  |                       |
| LIBRARY MAIN BRANCH - User Fees                | (2,209.65)     | (\$6,000.00)     | 37%                   |
| LIBRARY NORTH BRANCH - User Fees               | (268.13)       | (\$1,000.00)     | 27%                   |
| Total User Fees                                | (2,477.78)     | (\$7,000.00)     | 35%                   |
| Sales:                                         |                |                  |                       |
| LIBRARY ADMINISTRATION - Sales                 | (13,057.28)    | (\$45,000.00)    | 29%                   |
| LIBRARY MAIN BRANCH - Sales                    | (8,085.32)     | (\$16,750.00)    | 48%                   |
| LIBRARY NORTH BRANCH - Sales                   | (5,628.72)     | (\$10,150.00)    | 55%                   |
| Total Sales                                    | (27,590.50)    | (\$73,400.00)    | 38%                   |
| Donations:                                     |                |                  |                       |
| LIBRARY ADMINISTRATION - Donations             | (3,081.33)     | (\$22,275.00)    | 14%                   |
| LIBRARY MAIN BRANCH - Donations                |                |                  |                       |
| LIBRARY NORTH BRANCH - Donations               |                |                  | 0%                    |
| Total Donations                                | (3,081.33)     | (\$22,275.00)    | 14%                   |
| Other income:                                  |                |                  |                       |
| LIBRARY ADMINISTRATION - Other income          | (18,169.59)    | (\$55,000.00)    | 33%                   |
| LIBRARY MAIN BRANCH - Other income             | (1,331.44)     | (\$4,500.00)     | 30%                   |
| LIBRARY NORTH BRANCH - Other income            | (3,504.32)     | (\$7,000.00)     | 50%                   |
| Total Other income                             | (23,005.35)    | (\$66,500.00)    | 35%                   |
| Prior Year Surplus:                            |                |                  |                       |
| LIBRARY ADMINISTRATION - Prior Year Surplus    |                | (\$83,579.73)    | 0%                    |
| LIBRARY MAIN BRANCH - Prior Year Surplus       |                |                  |                       |
| LIBRARY NORTH BRANCH - Prior Year Surplus      |                |                  |                       |
| Total Prior Year Surplus                       |                | (\$83,579.73)    | 0%                    |
|                                                |                |                  | 0%                    |
|                                                |                |                  | 0%                    |
|                                                | (1,688,651.76) | (\$3,872,210.69) | 44%                   |
|                                                | (11,626.41)    | (\$27,250.00)    | 43%                   |
|                                                | (9,401.17)     | (\$18,150.00)    | 52%                   |
|                                                | (1,710,498.52) | (\$3,919,110.69) | 44%                   |
| <b>EXPENDITURES</b>                            |                |                  |                       |
| Salaries and benefits:                         |                |                  |                       |
| LIBRARY ADMINISTRATION - Salaries and benefits | 235,857.58     | \$862,830.88     | 27%                   |
| LIBRARY MAIN BRANCH - Salaries and benefits    | 553,578.37     | \$1,679,265.40   | 33%                   |
| LIBRARY NORTH BRANCH - Salaries and benefits   | 103,860.05     | \$338,327.41     | 31%                   |



SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                      | Actual       | Budget         | Percentage<br>to Date |
|-------------------------------------------------|--------------|----------------|-----------------------|
| Total Salaries and benefits                     | 893,296.00   | \$2,880,423.69 | 31%                   |
| Books and periodicals:                          |              |                |                       |
| LIBRARY ADMINISTRATION - Books and periodicals  |              |                |                       |
| LIBRARY MAIN BRANCH - Books and periodicals     | 46,917.83    | \$161,524.87   | 29%                   |
| LIBRARY NORTH BRANCH - Books and periodicals    | 7,730.71     | \$56,538.10    | 14%                   |
| Total Books and periodicals                     | 54,648.54    | \$218,062.97   | 25%                   |
| Donation expenditures:                          |              |                |                       |
| LIBRARY ADMINISTRATION - Donation expenditures  |              |                |                       |
| LIBRARY MAIN BRANCH - Donation expenditures     |              | \$5,792.23     | 0%                    |
| LIBRARY NORTH BRANCH - Donation expenditures    |              |                |                       |
| Total Donation expenditures                     |              | \$5,792.23     | 0%                    |
| Utilities:                                      |              |                |                       |
| LIBRARY ADMINISTRATION - Utilities              |              |                |                       |
| LIBRARY MAIN BRANCH - Utilities                 | 29,099.11    | \$95,000.00    | 31%                   |
| LIBRARY NORTH BRANCH - Utilities                |              |                |                       |
| Total Utilities                                 | 29,099.11    | \$95,000.00    | 31%                   |
| Office expenditures:                            |              |                |                       |
| LIBRARY ADMINISTRATION - Office expenditures    | 21,405.61    | \$105,962.92   | 20%                   |
| LIBRARY MAIN BRANCH - Office expenditures       | 11,883.84    | \$79,765.03    | 15%                   |
| LIBRARY NORTH BRANCH - Office expenditures      | 1,920.04     | \$11,500.00    | 17%                   |
| Total Office expenditures                       | 35,209.49    | \$197,227.95   | 18%                   |
| Operating expenditures:                         |              |                |                       |
| LIBRARY ADMINISTRATION - Operating expenditures | 7,821.06     | \$31,500.00    | 25%                   |
| LIBRARY MAIN BRANCH - Operating expenditures    | 66,824.74    | \$179,835.00   | 37%                   |
| LIBRARY NORTH BRANCH - Operating expenditures   | 88,173.05    | \$214,701.00   | 41%                   |
| Total Operating expenditures                    | 169,434.18   | \$427,236.00   | 40%                   |
| Equipment purchases:                            |              |                |                       |
| LIBRARY ADMINISTRATION - Equipment purchases    | 50,085.66    | \$71,250.00    | 70%                   |
| LIBRARY MAIN BRANCH - Equipment purchases       | 535.26       | \$9,617.57     | 6%                    |
| LIBRARY NORTH BRANCH - Equipment purchases      |              | \$3,000.00     | 0%                    |
| Total Equipment purchases                       | 50,620.92    | \$83,867.57    | 60%                   |
|                                                 |              |                | 0%                    |
|                                                 | 315,169.91   | \$1,071,543.80 | 29%                   |
|                                                 | 708,839.15   | \$2,210,800.10 | 32%                   |
|                                                 | 201,683.85   | \$624,066.51   | 32%                   |
|                                                 | 1,232,308.24 | \$3,907,610.41 | 32%                   |



SSM LIBRARY  
Summary of All Units  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                 | Actual         | Budget           | Percentage<br>to Date |
|--------------------------------------------|----------------|------------------|-----------------------|
| (Surplus)/Deficit:                         |                |                  |                       |
| LIBRARY ADMINISTRATION - (Surplus)/Deficit | (1,373,481.85) | (\$2,800,666.89) | 49%                   |
| LIBRARY MAIN BRANCH - (Surplus)/Deficit    | 697,212.74     | \$2,183,550.10   | 32%                   |
| LIBRARY NORTH BRANCH - (Surplus)/Deficit   | 192,282.68     | \$605,916.51     | 32%                   |
| Total (Surplus)/Deficit                    | (478,190.28)   | (\$11,500.28)    | 4,158%                |



SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Wednesday, April 30, 2025

| Department             | Actual                | Budget                  | Percentage<br>to Date |
|------------------------|-----------------------|-------------------------|-----------------------|
| <b>REVENUE</b>         |                       |                         |                       |
| Grants                 | (\$1,654,343.56)      | (\$3,666,355.96)        | 45%                   |
| User Fees              |                       |                         |                       |
| Sales                  | (13,057.28)           | (\$45,000.00)           | 29%                   |
| Donations              | (3,081.33)            | (\$22,275.00)           | 14%                   |
| Other income           | (18,169.59)           | (\$55,000.00)           | 33%                   |
| Prior Year Surplus     |                       | (\$83,579.73)           | 0%                    |
|                        | <u>(1,688,651.76)</u> | <u>(\$3,872,210.69)</u> | <u>44%</u>            |
| <b>EXPENDITURES</b>    |                       |                         |                       |
| Salaries and benefits  | 235,857.58            | \$862,830.88            | 27%                   |
| Books and periodicals  |                       |                         |                       |
| Donation expenditures  |                       |                         |                       |
| Utilities              |                       |                         |                       |
| Office expenditures    | 21,405.61             | \$105,962.92            | 20%                   |
| Operating expenditures | 7,821.06              | \$31,500.00             | 25%                   |
| Equipment purchases    | 50,085.66             | \$71,250.00             | 70%                   |
|                        | <u>315,169.91</u>     | <u>\$1,071,543.80</u>   | <u>29%</u>            |
| (Surplus)/Deficit      | (1,373,481.85)        | (\$2,800,666.89)        | 49%                   |



SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                         | Actual         | Budget           | Percentage<br>to Date |
|----------------------------------------------------|----------------|------------------|-----------------------|
| <b>REVENUE</b>                                     |                |                  |                       |
| Grants:                                            |                |                  |                       |
| 30-720-7201-5212 ONT SPEC GRANT OTHER              | (6,600.00)     | (\$8,726.00)     | 76%                   |
| 30-720-7201-5294 GRANTS MUNICIPAL                  | (1,629,409.50) | (\$3,258,819.06) | 50%                   |
| 30-720-7201-5311 CAN SPEC GRANT                    | (18,334.06)    | (\$5,116.00)     | 358%                  |
| 30-720-7201-5210 ONT SPEC GRANT PAY EQUITY         |                | (\$207,474.00)   | 0%                    |
| 30-720-7201-5211 ONT SPEC GRANT SUMMER<br>JOB SERV |                | (\$3,938.90)     | 0%                    |
| 30-720-7201-5291 ONT SPEC GRANT LIBRARY            |                | (\$160,595.00)   | 0%                    |
| 30-720-7201-5293 MUN GRANT CONTRACT<br>COMMUNIT    |                | (\$21,687.00)    | 0%                    |
| Total Grants                                       | (1,654,343.56) | (\$3,666,355.96) | 45%                   |
| User Fees                                          |                |                  |                       |
| Sales:                                             |                |                  |                       |
| 30-720-7201-5898 SALES FRIENDS OF THE<br>LIBRARY   | (13,057.28)    | (\$45,000.00)    | 29%                   |
| Total Sales                                        | (13,057.28)    | (\$45,000.00)    | 29%                   |
| Donations:                                         |                |                  |                       |
| 30-720-7201-5861 DONATIONS                         | (1,589.00)     | (\$7,000.00)     | 23%                   |
| 30-720-7201-5866 RESTRICTED DONATIONS              | (1,492.33)     | (\$15,000.00)    | 10%                   |
| 30-720-7201-5869 DONATIONS IN KIND                 |                | (\$275.00)       | 0%                    |
| Total Donations                                    | (3,081.33)     | (\$22,275.00)    | 14%                   |
| Other income:                                      |                |                  |                       |
| 30-720-7201-5847 INVESTMENT INCOME BANK            | (17,100.70)    | (\$55,000.00)    | 31%                   |
| 30-720-7201-5860 SUNDRY REVENUE                    | (1,068.89)     |                  | 0%                    |
| Total Other income                                 | (18,169.59)    | (\$55,000.00)    | 33%                   |
| Prior Year Surplus:                                |                |                  |                       |
| 30-720-7201-5901 SURPLUS PRIOR YEAR                |                | (\$83,579.73)    | 0%                    |
| Total Prior Year Surplus                           |                | (\$83,579.73)    | 0%                    |
|                                                    | (1,688,651.76) | (\$3,872,210.69) | 44%                   |

**EXPENDITURES**

|                                       |            |              |     |
|---------------------------------------|------------|--------------|-----|
| Salaries and benefits:                |            |              |     |
| 30-720-7201-6001 SALARIES FULL TIME   | 177,626.71 | \$648,380.80 | 27% |
| 30-720-7201-6011 SALARIES PART TIME   | 1,848.09   |              | 0%  |
| 30-720-7201-6031 CANADA PENSION PLAN  | 10,230.66  | \$29,246.46  | 35% |
| 30-720-7201-6032 EMPLOYMENT INSURANCE | 3,912.33   | \$10,322.70  | 38% |
| 30-720-7201-6033 EMPLOYER HEALTH TAX  | 3,526.72   | \$12,643.43  | 28% |
| 30-720-7201-6041 OMERS                | 17,016.28  | \$58,554.72  | 29% |
| 30-720-7201-6042 HEALTH CARE          | 5,729.68   | \$36,530.37  | 16% |
| 30-720-7201-6043 DENTAL               | 2,188.96   | \$13,795.32  | 16% |
| 30-720-7201-6044 GROUP INSURANCE      | 1,252.78   | \$6,361.98   | 20% |
| 30-720-7201-6045 LONG TERM DISABILITY | 2,739.95   | \$13,495.10  | 20% |
| 30-720-7201-6046 WSIB                 |            | \$2,500.00   | 0%  |
| 30-720-7201-6052 RETIRED HEALTH CARE  | 9,785.42   | \$31,000.00  | 32% |



SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                               | Actual         | Budget           | Percentage<br>to Date |
|----------------------------------------------------------|----------------|------------------|-----------------------|
| Total Salaries and benefits                              | 235,857.58     | \$862,830.88     | 27%                   |
| Books and periodicals                                    |                |                  |                       |
| Donation expenditures                                    |                |                  |                       |
| Utilities                                                |                |                  |                       |
| Office expenditures:                                     |                |                  |                       |
| 30-720-7201-6170 MEMBERSHIPS LICENSES &<br>SUBSCRIPTIONS | 6,819.85       | \$6,750.00       | 101%                  |
| 30-720-7201-6185 TRAINING                                | 5,742.66       | \$24,450.00      | 23%                   |
| 30-720-7201-6470 POSTAL SERVICE                          | 22.00          |                  | 0%                    |
| 30-720-7201-6474 CARTAGE                                 | 428.58         | \$7,500.00       | 6%                    |
| 30-720-7201-6500 AUDIT FEES                              | 25.00          | \$10,000.00      | 0%                    |
| 30-720-7201-6511 OTHER PROFESSIONAL FEES                 | 6,790.14       | \$27,643.52      | 25%                   |
| 30-720-7201-6542 PUBLIC RELATIONS                        | 1,289.13       | \$7,200.00       | 18%                   |
| 30-720-7201-6720 BANK CHARGES                            | 288.25         | \$3,000.00       | 10%                   |
| 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%                    |
| 30-720-7201-6506 BOOKKEEPING SERVICE                     |                | \$13,884.40      | 0%                    |
| 30-720-7201-6508 OTHER EMPLOYEE BENEFITS                 |                | \$85.00          | 0%                    |
| Total Office expenditures                                | 21,405.61      | \$105,962.92     | 20%                   |
| Operating expenditures:                                  |                |                  |                       |
| 30-720-7201-6316 MISCELLANEOUS<br>ADMINISTRATIVE         | 3,345.97       | \$1,500.00       | 223%                  |
| 30-720-7201-6462 INSURANCE                               | 4,475.09       | \$30,000.00      | 15%                   |
| Total Operating expenditures                             | 7,821.06       | \$31,500.00      | 25%                   |
| 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%                   |
|                                                          | 315,169.91     | \$1,071,543.80   | 29%                   |
| (Surplus)/Deficit                                        | (1,373,481.85) | (\$2,800,666.89) | 49%                   |



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department             | Actual             | Budget                | Percentage<br>to Date |
|------------------------|--------------------|-----------------------|-----------------------|
| <b>REVENUE</b>         |                    |                       |                       |
| Grants                 |                    |                       |                       |
| User Fees              | (2,209.65)         | (\$6,000.00)          | 37%                   |
| Sales                  | (8,085.32)         | (\$16,750.00)         | 48%                   |
| Donations              |                    |                       |                       |
| Other income           | (1,331.44)         | (\$4,500.00)          | 30%                   |
| Prior Year Surplus     |                    |                       |                       |
|                        | <u>(11,626.41)</u> | <u>(\$27,250.00)</u>  | <u>43%</u>            |
| <b>EXPENDITURES</b>    |                    |                       |                       |
| Salaries and benefits  | 553,578.37         | \$1,679,265.40        | 33%                   |
| Books and periodicals  | 46,917.83          | \$161,524.87          | 29%                   |
| Donation expenditures  |                    | \$5,792.23            | 0%                    |
| Utilities              | 29,099.11          | \$95,000.00           | 31%                   |
| Office expenditures    | 11,883.84          | \$79,765.03           | 15%                   |
| Operating expenditures | 66,824.74          | \$179,835.00          | 37%                   |
| Equipment purchases    | 535.26             | \$9,617.57            | 6%                    |
|                        | <u>708,839.15</u>  | <u>\$2,210,800.10</u> | <u>32%</u>            |
| (Surplus)/Deficit      | 697,212.74         | \$2,183,550.10        | 32%                   |



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                 | Actual      | Budget        | Percentage<br>to Date |
|--------------------------------------------|-------------|---------------|-----------------------|
| <b>REVENUE</b>                             |             |               |                       |
| Grants                                     |             |               |                       |
| User Fees:                                 |             |               |                       |
| 30-720-7202-5843 DAMAGE LOST OVERDUE FEES  | (2,209.65)  | (\$6,000.00)  | 37%                   |
| Total User Fees                            | (2,209.65)  | (\$6,000.00)  | 37%                   |
| Sales:                                     |             |               |                       |
| 30-720-7202-5891 SALES MERCHANDISE         | (124.71)    | (\$1,000.00)  | 12%                   |
| 30-720-7202-5892 MEMBERSHIP FEES           | (663.00)    | (\$1,500.00)  | 44%                   |
| 30-720-7202-5893 SALES COPIES PRINTS SCANS | (3,148.39)  | (\$9,000.00)  | 35%                   |
| 30-720-7202-5894 SALES SERVICES            | (273.78)    |               | 0%                    |
| 30-720-7202-5895 PROGRAM REGISTRATION FEES | (2,544.00)  | (\$750.00)    | 339%                  |
| 30-720-7202-5751 RENT PROGRAM ROOM A       | (1,114.61)  | (\$3,000.00)  | 37%                   |
| 30-720-7202-5752 RENT PROGRAM ROOM B       | (216.83)    | (\$1,500.00)  | 14%                   |
| Total Sales                                | (8,085.32)  | (\$16,750.00) | 48%                   |
| Donations                                  |             |               |                       |
| Other income:                              |             |               |                       |
| 30-720-7202-5751 RENT PROGRAM ROOM A       | (1,114.61)  | (\$3,000.00)  | 37%                   |
| 30-720-7202-5752 RENT PROGRAM ROOM B       | (216.83)    | (\$1,500.00)  | 14%                   |
| Total Other income                         | (1,331.44)  | (\$4,500.00)  | 30%                   |
| Prior Year Surplus                         |             |               |                       |
|                                            | (11,626.41) | (\$27,250.00) | 43%                   |

**EXPENDITURES**

|                                               |            |                |     |
|-----------------------------------------------|------------|----------------|-----|
| Salaries and benefits:                        |            |                |     |
| 30-720-7202-6001 SALARIES FULL TIME           | 335,821.14 | \$946,472.94   | 35% |
| 30-720-7202-6011 SALARIES PART TIME           | 116,843.49 | \$386,645.54   | 30% |
| 30-720-7202-6031 CANADA PENSION PLAN          | 24,232.86  | \$70,402.24    | 34% |
| 30-720-7202-6032 EMPLOYMENT INSURANCE         | 9,719.96   | \$28,126.33    | 35% |
| 30-720-7202-6033 EMPLOYER HEALTH TAX          | 8,594.66   | \$25,666.50    | 33% |
| 30-720-7202-6041 OMERS                        | 34,619.52  | \$113,038.73   | 31% |
| 30-720-7202-6042 HEALTH CARE                  | 12,730.52  | \$62,975.56    | 20% |
| 30-720-7202-6043 DENTAL                       | 7,707.73   | \$33,964.16    | 23% |
| 30-720-7202-6044 GROUP INSURANCE              | 1,056.12   | \$3,918.40     | 27% |
| 30-720-7202-6045 LONG TERM DISABILITY         | 2,252.37   | \$8,055.00     | 28% |
| Total Salaries and benefits                   | 553,578.37 | \$1,679,265.40 | 33% |
| Books and periodicals:                        |            |                |     |
| 30-720-7202-6133 BOOKS PROFESSIONAL           | 170.00     | \$383.00       | 44% |
| 30-720-7202-6135 BOOKS REFERENCE ADULT        | 423.00     | \$3,974.07     | 11% |
| 30-720-7202-6136 BOOKS ADULT                  | 4,442.53   | \$37,491.78    | 12% |
| 30-720-7202-6137 BOOKS JUVENILE               | 3,360.62   | \$16,957.33    | 20% |
| 30-720-7202-6138 BOOKS FRENCH                 | 598.02     | \$1,626.32     | 37% |
| 30-720-7202-6141 PERIODICALS                  | 4,234.40   | \$11,428.01    | 37% |
| 30-720-7202-6151 DIGITAL VIDEO DISCS ADULT    | 1,027.60   | \$5,479.23     | 19% |
| 30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE | 77.91      | \$757.67       | 10% |
| 30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT    | 3,338.05   | \$9,242.00     | 36% |



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                        | Actual            | Budget                | Percentage<br>to Date |
|---------------------------------------------------|-------------------|-----------------------|-----------------------|
| 30-720-7202-6155 GAMES ADULT & JUVENILE           | 178.25            | \$831.11              | 21%                   |
| 30-720-7202-6158 ELECTRONIC DATABASES             | 26,611.58         | \$49,231.16           | 54%                   |
| 30-720-7202-6159 AUDIO BOOKS ADULT                | 141.63            | \$793.05              | 18%                   |
| 30-720-7202-6160 AUDIO BOOKS JUVENILE             | 197.17            | \$1,765.42            | 11%                   |
| 30-720-7202-6165 MATERIALS PROCESSING             | 2,117.07          | \$20,000.00           | 11%                   |
| 30-720-7202-6134 MISCELLANEOUS<br>COLLECTIONS     |                   | \$564.72              | 0%                    |
| 30-720-7202-6154 EBOOKS EAUDIO BOOKS<br>JUVENILE  |                   | \$1,000.00            | 0%                    |
| Total Books and periodicals                       | 46,917.83         | \$161,524.87          | 29%                   |
| Donation expenditures:                            |                   |                       |                       |
| 30-720-7202-6166 RESTRICTED COLLECTION<br>EXPENSE |                   | \$5,792.23            | 0%                    |
| Total Donation expenditures                       |                   | \$5,792.23            | 0%                    |
| Utilities:                                        |                   |                       |                       |
| 30-720-7202-6252 WATER & ELECTRIC                 | 20,915.57         | \$73,000.00           | 29%                   |
| 30-720-7202-6254 NATURAL GAS                      | 8,183.54          | \$22,000.00           | 37%                   |
| Total Utilities                                   | 29,099.11         | \$95,000.00           | 31%                   |
| Office expenditures:                              |                   |                       |                       |
| 30-720-7202-6111 OFFICE EXPENSES                  | 4,895.18          | \$25,000.00           | 20%                   |
| 30-720-7202-6200 MILEAGE                          | 233.73            |                       | 0%                    |
| 30-720-7202-6470 POSTAL SERVICE                   | 1,248.51          | \$7,500.00            | 17%                   |
| 30-720-7202-6480 TELECOMMUNICATIONS               | 4,778.96          | \$18,000.00           | 27%                   |
| 30-720-7202-6560 PROGRAM SUPPLIES &<br>SERVICES   | 727.46            | \$29,265.03           | 2%                    |
| Total Office expenditures                         | 11,883.84         | \$79,765.03           | 15%                   |
| Operating expenditures:                           |                   |                       |                       |
| 30-720-7202-6316 MAIN CASH OVER/UNDER             | 28.58             | \$50.00               | 57%                   |
| 30-720-7202-6395 JANITORIAL SUPPLY                | 1,155.88          | \$7,500.00            | 15%                   |
| 30-720-7202-6400 MAINTENANCE OFFICE<br>EQUIPMENT  |                   | \$300.00              | 0%                    |
| 30-720-7202-6410 MAINTENANCE &<br>ALTERATIONS     | 34,616.82         | \$70,015.00           | 49%                   |
| 30-720-7202-6496 JANITORIAL SERVICE               | 12,411.66         | \$51,270.00           | 24%                   |
| 30-720-7202-6620 SECURITY                         | 16,317.71         | \$46,000.00           | 35%                   |
| 30-720-7202-6704 MACHINE RENTAL                   | 2,294.09          | \$4,700.00            | 49%                   |
| Total Operating expenditures                      | 66,824.74         | \$179,835.00          | 37%                   |
| Equipment purchases:                              |                   |                       |                       |
| 30-720-7202-8201 FURNITURE & FIXTURES             | 535.26            | \$5,617.57            | 10%                   |
| 30-720-7202-8271 LIBRARY EQUIPMENT                |                   | \$4,000.00            | 0%                    |
| Total Equipment purchases                         | 535.26            | \$9,617.57            | 6%                    |
|                                                   | <u>708,839.15</u> | <u>\$2,210,800.10</u> | <u>32%</u>            |
| (Surplus)/Deficit                                 | 697,212.74        | \$2,183,550.10        | 32%                   |



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department | Actual | Budget | Percentage<br>to Date |
|------------|--------|--------|-----------------------|
|------------|--------|--------|-----------------------|



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department             | Actual            | Budget               | Percentage<br>to Date |
|------------------------|-------------------|----------------------|-----------------------|
| <b>REVENUE</b>         |                   |                      |                       |
| Grants                 |                   |                      |                       |
| User Fees              | (268.13)          | (\$1,000.00)         | 27%                   |
| Sales                  | (5,628.72)        | (\$10,150.00)        | 55%                   |
| Donations              |                   |                      | 0%                    |
| Other income           | (3,504.32)        | (\$7,000.00)         | 50%                   |
| Prior Year Surplus     |                   |                      |                       |
|                        | <u>(9,401.17)</u> | <u>(\$18,150.00)</u> | <u>52%</u>            |
| <b>EXPENDITURES</b>    |                   |                      |                       |
| Salaries and benefits  | 103,860.05        | \$338,327.41         | 31%                   |
| Books and periodicals  | 7,730.71          | \$56,538.10          | 14%                   |
| Donation expenditures  |                   |                      |                       |
| Utilities              |                   |                      |                       |
| Office expenditures    | 1,920.04          | \$11,500.00          | 17%                   |
| Operating expenditures | 88,173.05         | \$214,701.00         | 41%                   |
| Equipment purchases    |                   | \$3,000.00           | 0%                    |
|                        | <u>201,683.85</u> | <u>\$624,066.51</u>  | <u>32%</u>            |
| (Surplus)/Deficit      | 192,282.68        | \$605,916.51         | 32%                   |



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                         | Actual     | Budget        | Percentage<br>to Date |
|----------------------------------------------------|------------|---------------|-----------------------|
| <b>REVENUE</b>                                     |            |               |                       |
| Grants                                             |            |               |                       |
| User Fees:                                         |            |               |                       |
| 30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES | (268.13)   | (\$1,000.00)  | 27%                   |
| Total User Fees                                    | (268.13)   | (\$1,000.00)  | 27%                   |
| Sales:                                             |            |               |                       |
| 30-720-7204-5891 SALES MERCHANDISE                 | (31.34)    | (\$100.00)    | 31%                   |
| 30-720-7204-5892 MEMBERSHIP FEES                   | (261.00)   | (\$400.00)    | 65%                   |
| 30-720-7204-5893 SALES COPIES PRINTS SCANS         | (1,396.06) | (\$2,500.00)  | 56%                   |
| 30-720-7204-5895 PROGRAM REGISTRATION FEES         | (436.00)   | (\$150.00)    | 291%                  |
| 30-720-7204-5751 RENT PROGRAM ROOM A               | (2,398.28) | (\$4,000.00)  | 60%                   |
| 30-720-7204-5752 RENT PROGRAM ROOM B               | (1,106.04) | (\$3,000.00)  | 37%                   |
| Total Sales                                        | (5,628.72) | (\$10,150.00) | 55%                   |
| Donations:                                         |            |               |                       |
| 30-720-7204-5866 RESTRICTED DONATIONS              |            |               | 0%                    |
| Total Donations                                    |            |               | 0%                    |
| Other income:                                      |            |               |                       |
| 30-720-7204-5751 RENT PROGRAM ROOM A               | (2,398.28) | (\$4,000.00)  | 60%                   |
| 30-720-7204-5752 RENT PROGRAM ROOM B               | (1,106.04) | (\$3,000.00)  | 37%                   |
| Total Other income                                 | (3,504.32) | (\$7,000.00)  | 50%                   |
| Prior Year Surplus                                 |            |               |                       |
|                                                    | (9,401.17) | (\$18,150.00) | 52%                   |

**EXPENDITURES**

|                                               |            |              |     |
|-----------------------------------------------|------------|--------------|-----|
| Salaries and benefits:                        |            |              |     |
| 30-720-7204-6001 SALARIES FULL TIME           | 58,850.13  | \$185,880.18 | 32% |
| 30-720-7204-6011 SALARIES PART TIME           | 25,813.24  | \$82,248.19  | 31% |
| 30-720-7204-6031 CANADA PENSION PLAN          | 4,530.80   | \$13,843.86  | 33% |
| 30-720-7204-6032 EMPLOYMENT INSURANCE         | 1,814.46   | \$5,660.10   | 32% |
| 30-720-7204-6033 EMPLOYER HEALTH TAX          | 1,651.79   | \$5,151.31   | 32% |
| 30-720-7204-6041 OMERS                        | 6,662.24   | \$23,775.29  | 28% |
| 30-720-7204-6042 HEALTH CARE                  | 2,402.08   | \$12,595.11  | 19% |
| 30-720-7204-6043 DENTAL                       | 1,518.26   | \$6,792.83   | 22% |
| 30-720-7204-6044 GROUP INSURANCE              | 192.79     | \$769.54     | 25% |
| 30-720-7204-6045 LONG TERM DISABILITY         | 424.26     | \$1,611.00   | 26% |
| Total Salaries and benefits                   | 103,860.05 | \$338,327.41 | 31% |
| Books and periodicals:                        |            |              |     |
| 30-720-7204-6136 BOOKS ADULT                  | 3,096.64   | \$17,951.70  | 17% |
| 30-720-7204-6137 BOOKS JUVENILE               | 2,699.53   | \$11,203.36  | 24% |
| 30-720-7204-6138 BOOKS FRENCH                 | 706.78     | \$1,848.45   | 38% |
| 30-720-7204-6151 DIGITAL VIDEO DISCS ADULT    | 481.10     | \$1,733.11   | 28% |
| 30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE | 68.42      | \$806.18     | 8%  |
| 30-720-7204-6155 GAMES ADULT & JUVENILE       | 85.58      | \$1,006.94   | 8%  |
| 30-720-7204-6159 AUDIO BOOKS ADULT            | 162.60     | \$1,184.65   | 14% |



SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Four Months Ending Wednesday, April 30, 2025

| Department                                    | Actual     | Budget       | Percentage<br>to Date |
|-----------------------------------------------|------------|--------------|-----------------------|
| 30-720-7204-6160 AUDIO BOOKS JUVENILE         | 430.06     | \$864.83     | 50%                   |
| 30-720-7204-6132 ARCHIVES                     |            | \$15,361.00  | 0%                    |
| 30-720-7204-6134 MISCELLANEOUS<br>COLLECTIONS |            | \$1,381.25   | 0%                    |
| 30-720-7204-6141 PERIODICALS                  |            | \$3,196.63   | 0%                    |
| Total Books and periodicals                   | 7,730.71   | \$56,538.10  | 14%                   |
| Donation expenditures                         |            |              |                       |
| Utilities                                     |            |              |                       |
| Office expenditures:                          |            |              |                       |
| 30-720-7204-6111 OFFICE EXPENSES              | 124.79     | \$1,500.00   | 8%                    |
| 30-720-7204-6480 TELECOMMUNICATIONS           | 1,795.25   | \$10,000.00  | 18%                   |
| Total Office expenditures                     | 1,920.04   | \$11,500.00  | 17%                   |
| Operating expenditures:                       |            |              |                       |
| 30-720-7204-6316 NORTH CASH OVER/UNDER        | 11.76      | \$20.00      | 59%                   |
| 30-720-7204-6620 SECURITY                     | 201.53     | \$300.00     | 67%                   |
| 30-720-7204-6700 RENT                         | 87,959.76  | \$212,031.00 | 41%                   |
| 30-720-7204-6410 MAINTENANCE &<br>ALTERATIONS |            | \$750.00     | 0%                    |
| 30-720-7204-6704 MACHINE RENTAL               |            | \$1,600.00   | 0%                    |
| Total Operating expenditures                  | 88,173.05  | \$214,701.00 | 41%                   |
| 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%                    |
|                                               | 201,683.85 | \$624,066.51 | 32%                   |
| (Surplus)/Deficit                             | 192,282.68 | \$605,916.51 | 32%                   |



| 2025 FRIENDS INCOME |                   |                      |                  |                          |                   |
|---------------------|-------------------|----------------------|------------------|--------------------------|-------------------|
| MONTH               | BOOKSALE<br>TABLE | FRIENDS<br>BOOKSTORE | ON-LINE<br>SALES | NORTH<br>BRANCH<br>SALES | MONTHLY<br>TOTALS |
| JANUARY             | \$ 127.00         | \$ 2,902.95          | -                | \$ 194.00                | \$ 3,223.95       |
| FEBRUARY            | \$ 75.00          | \$ 2,118.90          | -                | \$ 115.00                | \$ 2,308.90       |
| MARCH               | \$ 112.00         | \$ 2,659.95          | -                | \$ 203.00                | \$ 2,974.95       |
| 1st Quarter Totals  | \$ 314.00         | \$ 7,681.80          | -                | \$ 512.00                | \$ 8,507.80       |
| APRIL               | \$ 217.00         | \$ 2,768.25          | -                | \$ 277.00                | \$ 3,262.25       |
| MAY                 | \$ 24.00          | \$ 541.15            | -                | \$ 24.00                 | \$ 589.15         |
| JUNE                | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| 2nd Quarter Totals  | \$ 241.00         | \$ 3,309.40          | -                | \$ 301.00                | \$ 3,851.40       |
| JULY                | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| AUGUST              | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| SEPTEMBER           | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| 3rd Quarter Totals  | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| OCTOBER             | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| NOVEMBER            | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| DECEMBER            | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| 4th Quarter Totals  | \$ -              | \$ -                 | -                | \$ -                     | \$ -              |
| TOTALS Year To Date | \$ 555.00         | \$ 10,991.20         | \$ -             | \$ 813.00                | \$ 12,359.20      |
|                     |                   |                      |                  |                          |                   |
|                     | DATE              | LIBRARY              | FRIENDS          |                          | TOTAL             |
|                     |                   |                      |                  |                          |                   |
| 1st Quarter Totals  | JAN-MAR           | \$ 314.00            | \$ 7,681.80      | \$ -                     | \$ 8,507.80       |
| 2nd Quarter Totals  | APR-JUN           | \$ 241.00            | \$ 3,309.40      | \$ -                     | \$ 3,851.40       |
| 3rd Quarter Totals  | JUL-SEP           | \$ -                 | \$ -             | \$ -                     | \$ -              |
| 4th Quarter Totals  | OCT-DEC           | \$ -                 | \$ -             | \$ -                     | \$ -              |
| Annual Total        | JAN-DEC           | \$ 555.00            | \$ 10,991.20     | \$ -                     | \$ 12,359.20      |
|                     |                   |                      |                  |                          |                   |
|                     |                   |                      |                  |                          |                   |
|                     |                   |                      |                  |                          |                   |
|                     |                   |                      |                  |                          | \$ -              |
| Grand Total         |                   | \$ 12,359.20         | \$ -             | \$ -                     | \$ 12,359.20      |





## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

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

**Members Absent:** Erin Ferlaino

**Meeting Date:** April 1, 2025

### **Review:**

The Committee reviewed and revised 200-04 Strategic Alliances Policy, 300-18 Friends of the Sault Ste. Marie Public Library Policy, 400-11 Retirement Gratuity Policy, and 400-13 Expression of Sympathy Policy.

No policies were rescinded.

No new policies were developed.

The Committee reviewed a proposed draft City of Sault Ste. Marie By-law establishing the Public Library created by the CEO. Suggestions for improvements were made. The second draft will be reviewed at the next Policy Committee meeting.

The Committee discussed the possibility of the Library adopting Statements of Commitment. The CEO will provide some drafts of statements for the Committee to review.





**Recommendations:**

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

That the Board approve the following revised policies as presented:

200-04 Strategic Alliances Policy

300-18 Friends of the Sault Ste. Marie Public Library Policy

400-11 Retirement Gratuity Policy

400-13 Expression of Sympathy Policy





## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

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

**Members Absent:** Paolo Bruni, Wayne Greco

**Meeting Date:** May 6, 2025

### **Review:**

The Committee reviewed and revised 300-12 Emergency Closing Policy, 300-15 Meeting Room Use and Rental Policy, and 300-26 Computer & Internet Use Policy.

No policies were rescinded.

The Committee reviewed and recommended a new policy, 300-11 Teen/Ya Services Policy.

The Committee agreed to the creation of a new policy category, Commitment Statements. The Committee is recommending the approval of the first commitment statement, CS-01 Intellectual Freedom.

The Committee revised a draft City of Sault Ste. Marie By-law establishing the Public Library created by the CEO.

### **Recommendations:**

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

That the Board approve the following revised policies as presented:





300-12 Emergency Closing Policy

300-15 Meeting Room Use and Rental Policy

300-26 Computer & Internet Use Policy

That the Board approve the following new policies as presented

300-11 Teen/Ya Services Policy

CS-01 Intellectual Freedom

That the Board recommend that City Council adopt a by-law establishing the Public Library and provide council with the draft by-law written by the policy committee.



|                       |                                                         |                              |
|-----------------------|---------------------------------------------------------|------------------------------|
| <b>Title:</b>         | Strategic Alliances Policy                              | <b>Policy Number:</b> 200-04 |
| <b>Policy Type:</b>   | Business/Financial                                      |                              |
| <b>Approval By:</b>   | Resolution Number RB 2013-04-15                         |                              |
| <b>Approval Date:</b> | April 15, 2013                                          |                              |
| <b>Revised Dates:</b> | June 20, 2016; June 24, 2019; May 30 2022; May 26, 2025 |                              |
| <b>Review Date:</b>   | June 2028                                               |                              |

## **PURPOSE**

This policy sets out the principles for the negotiation of strategic alliances between the Library and external organizations.

## **SCOPE**

This policy governs strategic alliances including, but not limited to collaborative arrangements, and partnerships undertaken by the Library.

## **DEFINITIONS**

**Strategic Alliance** – a partnership between two (or more) entities to achieve strategically significant objectives that are mutually beneficial.

**Letter of Agreement** – a legally binding contract that states what has been agreed to between two or more parties.

**Memorandum of Understanding (MOU)** - an agreement between two or more parties outlined in a formal document. A MOU is not legally binding but signals the willingness of the parties to work together.

**MFIPPA** - the Municipal Freedom of Information and Protection of Privacy Act.

**Partnership** – a mutually beneficial agreement that assists participating organizations in the delivery of a service to a target audience(s).

## **POLICY STATEMENT**

It is the Library's policy that it will enter into strategic alliances that:

- are aligned with and further the Library's strategic plan;
- enhance the Library's image in the community;
- ensure equity of access to Library services;
- build and implement value-added services;
- are conducted in a transparent, consultative and accountable manner, and
- adhere to all policies of the Library.

## **PARAMETERS OF AGREEMENT DEVELOPMENT**

The Library will enter into a strategic alliance through the development of either a MOU or Letter of Agreement which will include, but not be limited to, the following:



- joint understanding and statement of the goals and expected outcomes (including success measures) for the alliance;
- establishment of organizational boundaries and the principles of working relationships;
- definition of resource contributions and/or costs and clarification of financial responsibilities for each organization;
- completion of legal agreements, as appropriate and required;
- application of all federal, provincial and municipal legislative requirements;
- communication plan addressing internal and external communications;
- clarification of recognition for each organization;
- milestones and timelines;
- identification of key staff contacts in each organization and joint understanding of their roles and accountabilities, and
- any other terms and conditions.

MOUs and Letter of Agreement must be signed by parties that have authority to enter into an agreement for their organization.

## **PARTNERS AND COLLABORATORS**

The vision, mission and values of the partner or collaborating agency, the value added by a strategic alliance and the expectations around each entity's participation must be well-defined and acceptable to the Library before entering into an alliance.

A strategic alliance may involve the provision by a third party of goods or services, provided this relationship with the partner is well-defined and acceptable to the Library.

## **ACKNOWLEDGEMENT**

The Library reserves the right to determine appropriate publicity, advertising, acknowledgement and recognition of partners and collaborators.

## **CONFIDENTIALITY**

The Library will ensure the confidentiality of personal information held by the Library, in accordance with its policies and with the requirements of the MFIPPA.

## **TERMINATION OF STRATEGIC ALLIANCES**

The Library reserves the right to terminate the strategic alliance for reasons including, but not limited to:

- the alliance organization uses the Library's name and/or trademarks outside the parameters of the agreed upon association and without prior consent;
- the organization develops a public image inappropriate to the Library's services and/or objectives;
- the failure of the organization(s) to deliver the agreed upon resources and services, or
- whenever any terms set out in the MOU or Letter of Agreement are not met.



## **ACCOUNTABILITY**

The CEO is responsible and accountable for documenting, implementing, enforcing, monitoring and updating strategic alliance agreements developed under this policy.

## **RELATED POLICIES**

200-03 Fundraising, Donations and Sponsorship Policy



|                       |                                                                                         |                              |
|-----------------------|-----------------------------------------------------------------------------------------|------------------------------|
| <b>Title:</b>         | Emergency Closing Policy                                                                | <b>Policy Number:</b> 300-12 |
| <b>Policy Type:</b>   | Operational                                                                             |                              |
| <b>Approval By:</b>   | Resolution Number RB 2000-06-26                                                         |                              |
| <b>Approval Date:</b> | June 26, 2000                                                                           |                              |
| <b>Revised Dates:</b> | February 25, 2008, September 19, 2016; October 28, 2019, January 28, 2022, May 26, 2025 |                              |
| <b>Review Date:</b>   | September 2028                                                                          |                              |

## **PURPOSE**

This policy outlines unscheduled closing of Library facilities due to inclement weather, facility issues and/or other emergency reasons.

## **DEFINITIONS**

**Emergency** - a serious, unexpected, and often dangerous situation disrupting normal business operations usually requiring immediate action.

## **POLICY STATEMENT**

The library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt its normal operations. The decision to close and reopen the Library will be made by the CEO and will be based on the Closing Threshold Chart (Appendix A). All other decisions to close the Library shall be made jointly by the Board Chair and the CEO.

If either or both the Board Chair or the CEO are not available, the Vice-Chair and the CEO's designate shall act in their place.

## **CONDITIONS WARRANTING CLOSURE**

**Cybercrime** – The Library may close its facilities if a cybercrime disrupts library networks and/or the Integrated Library System (ILS).

**Emergency Evacuations** – A library location may be temporarily evacuated and closed because of a fire, gas leak, bomb threat, etc. The location may reopen only after emergency personnel give the all clear and the building is safe to reoccupy.

**Facility Issues** – A library location may close if there are unsafe working conditions including biohazards, such as mold, mechanical failures, such as failure of heating/cooling equipment during periods of extreme weather, and compromised superstructure, such as a roof collapse.

**Inclement Weather** - The decision to close one or all Library facilities because of inclement weather shall be guided by the action of local federal, provincial, and municipal departments. Such a decision may be determined by conditions prevailing or likely to prevail at each location and does not have to be systemwide.



Public Health Emergencies – The library may receive a mandate from the government to close due to a public health emergency. Alternatively, the Library may need to close one or more of its facilities during a health emergency due to a staffing shortage. One or more library facilities may reopen once adequate staffing is reestablished.

## **EMPLOYEE IMPACT**

### **Redeployment of Staff in Partial Closing Situations**

If an emergency situation requires the partial closing of Library facilities, every effort shall be made to redeploy qualified employees to suitable positions at another Library location that is open. Some staff may be assigned work from home tasks and training.

### **Employee Pay**

All scheduled employees shall be paid in accordance with the Collective Agreements and the Employment Standards Act when the Library is closed due to an emergency or inclement weather.

For delayed openings, all employees will be deemed to be “on call” for what would otherwise be a regular workday and available to return to work upon notification by library management or other library communication channels.

### **Extended Closure of Library Facilities**

Should the emergency or situation requiring the closure of one or more Library facilities be expected to continue longer than the first day, the Chair and CEO shall jointly decide whether a temporary lay-off of staff is required.

## **COMMUNICATION**

The Library will communicate all unscheduled closures to the public through media releases and social media. Signs will be posted at front doors when they are able to be posted.

## **RELATED POLICIES**

100-04 Executive Limitations Policy  
300-04 Hours of Operation Policy  
300-10 Business Continuity Plan Policy  
400-03 Health and Safety Commitment Policy



## **APPENDIX A**

### **CLOSING THRESHOLD CHART**

The following chart provides guidance to decision makers as to when a library facility is required to be closed for staff and public safety.

| <b>Condition</b>        | <b>Closing Threshold</b>                                                                  | <b>Conditions for Reopening</b>                       |
|-------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Active Threats/Lockdown | Immediately                                                                               | All Clear from Police Department                      |
| Bomb Threat             | Immediately                                                                               | All Clear from Police and/or Fire Departments         |
| Critical Incident       | Immediately                                                                               | All clear from applicable authorities                 |
| Fire                    | Upon detection                                                                            | All Clear from Fire Department                        |
| Flood                   | When water impedes entrances and exits to the building or presents a biohazard            | When flood waters recede and any biohazard is removed |
| Gas Leak                | Upon detection                                                                            | All Clear from Enbridge Gas                           |
| High Temperatures       | Temperatures exceed 29°C within the building                                              | Temperature is 29°C or lower within the building      |
| Inclement Weather       | When the municipality declares municipal facilities closed and public transport suspended | The following day after the weather event             |
| Low Temperatures        | Temperatures below 15°C within the building                                               | Temperature is 15°C or higher within the building     |
| Power Outage            | If the power is not restored within 45 minutes                                            | Power Restored                                        |



|                        |                                                         |                      |
|------------------------|---------------------------------------------------------|----------------------|
| <b>Title:</b>          | Meeting Room Use & Rental Policy                        |                      |
| <b>Policy Type:</b>    | Operations                                              | Policy Number 300-15 |
| <b>Approval By:</b>    | Resolution Number RB 2013-05                            |                      |
| <b>Approval Date:</b>  | May 2013                                                |                      |
| <b>Reviewed Dates:</b> | October 2016, February 2020; October 2022, May 26, 2025 |                      |
| <b>Review Date:</b>    | September 2028                                          |                      |

## **PURPOSE**

This policy provides direction on the use of meeting rooms available for the community to rent, or provide programs in partnership with the Library.

## **SCOPE**

This policy applies to individuals, groups and organizations who rent meeting rooms at any of the Library's locations.

## **POLICY STATEMENT**

The Library provides affordable meeting rooms for rent to individuals, groups, and outside organizations.

The rooms that have been designated as rentable are as follows:

- James L. McIntyre Centennial Library – Program Room A
- James L. McIntyre Centennial Library - Program Room B
- North Branch – Program Room A
- North Branch - Program Room B

Library facilities are available to the public so long as they respect and operate within the Library's policies, as well as all federal, provincial, and municipal regulations/laws.

Library staff may book meeting rooms in advance for library and library-related business. Thereafter, all bookings shall be on a first come, first served basis.

Meeting rooms are available for rent at the rates set by the Library Board and shall be listed in the Fees Schedule.

The following apply:

- Recurring bookings must be approved by a Senior Technician or Manager.
- Renters must sign a Meeting Room Rental Form prior to the room usage.
- Rental fees are due at the time of booking. Exceptions will be made for organizations requiring an invoice.
- Cancellation of room rental must be reported to the Library 48 hours in advance.





- No refund will be issued without proper notice.
- If the Library is unable to provide the meeting room due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be canceled and a full refund paid.
- The Library is not responsible for damage to, theft or loss of articles or property belonging to renters and/or to program attendees.
- Requests to serve food and beverages must be placed at time of booking. All food and beverage arrangements, set-up and clean-up are the responsibility of the renter. The renter must abide by Algoma Public Health Standards for all public events.
- The Library will provide sufficient tables and chairs (within posted occupancy limits).
- Organizations and groups are responsible for the set-up and clean-up of the room, leaving it in its original state. Any damages and/or messes which require the attention of cleaning or maintenance staff may result in additional charges. Any time required for set-up and clean-up needs to be included in the room booking.
- All publicity and signage related to the meeting room rentals must be approved by library staff.
- Meeting rooms may not be used by private businesses or individuals for sales, marketing or ticketed events.

Failure to follow this policy will result in the cancellation of any future room bookings and suspension of any future room privileges.

## **RELATED POLICIES**

100-10 Library and Political Elections Policy  
200-04 Strategic Alliances Policy  
200-06 Fees Policy  
300-09 Rules of Conduct Policy  
300-13 Sales and Soliciting Policy  
300-23 Accessible Customer Service Policy  
300-25 Use of Building Policy



|                       |                                                                |                              |
|-----------------------|----------------------------------------------------------------|------------------------------|
| <b>Title:</b>         | Friends of the Sault Ste. Marie Public Library Policy          |                              |
| <b>Policy Type:</b>   | Operations                                                     | <b>Policy Number:</b> 300-18 |
| <b>Approval By:</b>   | Resolution Number RB1989-10-16                                 |                              |
| <b>Approval Date:</b> | October 16, 1989                                               |                              |
| <b>Revised Dates:</b> | April 15, 2013; June 19, 2017; November 28, 2022; May 26, 2025 |                              |
| <b>Review Date:</b>   | June 2028                                                      |                              |

## **PURPOSE**

This policy identifies the conditions under which the Friends of the Sault Ste. Marie Public Library operates.

## **SCOPE**

This policy applies to the Friends of the Sault Ste. Marie Public Library and related activities.

## **DEFINITIONS**

**Friends** – the Friends of the Sault Ste. Marie Public Library

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

## **POLICY STATEMENT**

The Friends is an independent, not-for-profit organization that works collaboratively with the Board. The organization, purposes, executive, membership, and operations of the Friends are governed by the Bylaws of the Friends. The Friends organization supports the mission and goals of the Library through its activities and projects.

## **FRIENDS/BOARD RELATIONSHIP**

The Friends was established and exists only with the approval of the Board. The relationship between the Friends and the Library:

- The Board is responsible for library policy, planning, goal setting, and operations to which the Friends will be subject;
- The Friends By-laws require review by the Library Board to ensure the Friends mandate continues to support the Library;
- The Friends support and further the goals and objectives of the Library and Board through its activities and projects;
- Friends is task-oriented, related to particular projects, fundraising activities, or special situations.
- The Friends will keep the Board and the CEO informed of their activities.
- The Board welcomes input from the Friends but is not obligated to carry forward suggestions, recommendations or proposals of the Friends.
- The Library's liability insurance will cover the activities of the Friends.
- The CEO or designate will attend regular meetings of the Friends as an ex officio non-voting member.
- The Friends will not enter into legal obligations or debt without the authorization of the CEO and the Library Board.
- The Friends, through the CEO, will report to the Board on a regular basis.





- A Friends Annual Report will be presented at the Library's Annual General Meeting by a representative of the Friends.

## **FRIENDS ACTIVITIES**

The purposes of the Friends are to:

- promote and publicize library services in the community;
- advocate for the library at local levels of government and in the community;
- recruit members, and
- fundraise.

All fund-raising and other projects of the Friends, including volunteer activities require prior approval of the CEO or designate.

Specific fund-raising projects of the Friends will focus on service enhancements and other items not addressed in the Library's operating budget.

The Friends shall adhere to Library policies and procedures. Friends' volunteers will be trained and managed according to the Library's Volunteer Program Policy.

## **BOOKSTORE**

The Friends shall operate the Bookstore at the James L. McIntyre Centennial Library and conduct book sales on behalf of the Library Board. The Friends shall be considered a tenant of the bookstore. Additionally, the Friends are permitted to sell books at other library locations and within the community with approval of the CEO.

## **ADMINISTRATIVE SUPPORT**

The CEO will determine an appropriate level of resource support to the Friends, including:

- Staff support as advisors, resource personnel, or other appropriate role for specific Friends projects, and
- Library facilities and resource support (including office space, photo-copying, furniture and equipment, etc.)

## **RELATED POLICIES**

200-03 Fundraising, Donations and Sponsorship Policy

300-09 Rules of Conduct

300-13 Sales and Soliciting Policy

300-17 Volunteer Program Policy

300-06 Social Media Policy

400-03 Health and Safety Commitment Policy

400-05 Workplace Code of Conduct Policy

400-09 Human Rights Policy; Anti-harassment/discrimination/violence



|                       |                                                     |                              |
|-----------------------|-----------------------------------------------------|------------------------------|
| <b>Title:</b>         | Computer & Internet Use Policy                      | <b>Policy Number:</b> 300-26 |
| <b>Policy Type:</b>   | Operational                                         |                              |
| <b>Approval By:</b>   | Resolution Number                                   |                              |
| <b>Approval Date:</b> | November 19, 2018                                   |                              |
| <b>Revised Dates:</b> | November 19, 2018; September 26, 2022; May 26, 2025 |                              |
| <b>Review Date:</b>   | September 2028                                      |                              |

## **PURPOSE**

This policy provides guidelines for public access to the Internet and devices or technologies using the Library's networks.

## **SCOPE:**

This policy applies to all individuals, groups, and organizations that use the Library's Internet connections and networks.

## **DEFINITIONS**

**Library networks** - wired and wireless Internet services controlled by the Library.

**Devices and Technologies** –computers, laptops and mobile devices using the Library's network and/or other wireless services.

## **POLICY STATEMENT**

Internet access is a core service provided at all Library locations at no cost to ensure equitable access to online information and resources, meeting community needs relating to literacy, knowledge, and well-being and supporting the principles of intellectual freedom and open access.

While the Internet provides access to vast amounts of information and resources, users should be aware that information on the Internet may not be accurate, complete, age-appropriate, or current. The Library does not assume any responsibility for the content of any website found on the internet, and users are responsible for evaluating the reliability and validity of any information or resources.

## **PUBLIC ACCESS**

Computer workstations and networks, including Wi-Fi, are made available for people of all ages, backgrounds, and sensibilities. Users are expected to consider other Library users when using public computers and internet services within the Library. Library equipment and networks are not to be used for illegal purposes and all users are subject to federal, provincial, and municipal laws when using the Internet at the Library.

The library reserves the right to set daily time limits in order to maximize the number of patrons who can access the public computers each day.

The Internet is not a secure medium and the Library does not guarantee the security or confidentiality of any transaction when using Library equipment or networks. The Library will not be held responsible for any direct or indirect claims for damages arising from using Library networks.

Library computers are shared by members of the public. Users should not save any information or files to a Library computer hard drive.





Library computers are equipped with anti-virus software. However, the library does not take responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. The Board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damages sustained while using a personal device.

### **USERS RESPONSIBILITIES**

Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or when using personal mobile devices.

Users are not permitted to damage or modify any hardware, software, or network configurations.

It is the responsibility of a child's parent or guardian to enforce any limitations that a parent or guardian may place on a child's use of the Internet. The Library does not act in the place of, or in the absence of a parent or guardian.

Any individual that violates The Computer and Internet Use Policy may have their privileges suspended and those individuals will be legally and financially responsible for any damages incurred as a result of their violation.

### **FILTERING**

The Library offers a mix of filtered and unfiltered Internet access to block offensive websites or websites that promote illegal activity. No filtering product is perfect and the Library assumes no responsibility for the effectiveness of its filtering product to block offensive sites.

### **ADAPTIVE WORKSTATIONS**

The Library provides adaptive workstations and software to assist users with visual, learning, or physical disabilities.

Users with special needs have priority use of these workstations.

### **RELATED POLICIES**

- 300-02 Records Management and Protection of Privacy Policy
- 300-06 Social Media Policy
- 300-09 Rules of Conduct Policy
- 300-14 Children's Services Policy
- 300-22 Website Policy
- 300-23 Accessible Customer Service Policy
- 400-04 Internal Internet Usage Policy
- 400-10 Electronic Monitoring Policy
- 400-15 Using Artificial Intelligence Policy



|                       |                                                                                                |                              |
|-----------------------|------------------------------------------------------------------------------------------------|------------------------------|
| <b>Title:</b>         | Retirement Gratuity Policy                                                                     | <b>Policy Number:</b> 400-11 |
| <b>Policy Type:</b>   | Human Resources                                                                                |                              |
| <b>Approval By:</b>   | Resolution Number RB1987-06-15                                                                 |                              |
| <b>Approval Date:</b> | June 15, 1987                                                                                  |                              |
| <b>Revised Dates:</b> | February 17, 1997; March 20, 2002; December 19, 2016; January 2020; October 2022, May 26, 2025 |                              |
| <b>Review Date:</b>   | May 2028                                                                                       |                              |

## **PURPOSE**

This policy outlines the eligibility for retirement gratuity of Library employees.

## **SCOPE**

This policy applies to only full-time employees of the Library who have 25 years or more of completed service with the Library.

## **DENITIONS**

**Notice of Intent** - An unconditional and irrevocable written notice from an employee of their intent to retire.

**Retiree** - An employee who meets the minimum retirement requirements of Ontario Municipal Employees Retirement System (OMERS) upon cessation of active employment.

## **POLICY STATEMENT**

An eligible, retiring employee of the Library shall receive a retirement gratuity cheque equal to two (2) weeks of regular earnings excluding benefits provided they have given at least six (6) weeks notice (Notice of Intent). Failure of the retiree to provide the aforementioned notice will forfeit the two (2) week gratuity payment.

This pay may be directed to an RRSP in accordance with the Income Tax Act.

## **RELATED POLICIES**

400-12 Employee Recognition Policy



|                       |                                                             |                              |
|-----------------------|-------------------------------------------------------------|------------------------------|
| <b>Title:</b>         | Expression of Sympathy Policy                               | <b>Policy Number:</b> 400-13 |
| <b>Policy Type:</b>   | Human Resources                                             |                              |
| <b>Approval By:</b>   | Resolution Number RB 1985-01-21                             |                              |
| <b>Approval Date:</b> | January 21, 1985                                            |                              |
| <b>Revised Dates:</b> | December 19, 2016; January 2020; October 2022, May 26, 2025 |                              |
| <b>Review Date:</b>   | May 2025                                                    |                              |

## **PURPOSE**

This policy outlines the Library Board's method of expression of sympathy.

## **SCOPE**

This policy applies to current employees and Library Board members and their immediate families.

## **DEFINITIONS**

**Immediate family** – refers to spouse/partner, son, daughter, mother, father, grandchildren, grandparents, mother-in-law, and father-in-law.

**Spouse** – refers to the following:

- (a) to whom the person is married, or
- (b) with whom the person is living outside marriage in a conjugal relationship, if the two persons,
  - (i) have cohabited for at least one year,
  - (ii) are together the parents of a child, or
  - (iii) have together entered into a cohabitation agreement under section 53 of the *Family Law Act*; ("conjunct")

## **POLICY STATEMENT**

The Board shall recognize the passing of a current employee or Library Board member, and their immediate family by sending an expression of sympathy with the value determined annually by the Board.

The CEO may grant approval for other unforeseen situations that are deemed appropriate.

The employee's supervisor shall be responsible for notifying Administration of the death. Administration shall then make the necessary arrangements.

## **CONFIDENTIALITY AND DISCRETION**

The Library will ensure that any personal information shared about the employee's or Board member's situation (such as family details or the nature of the loss) is kept confidential unless explicitly shared by the affected individual.



**RELATED POLICIES**

400-12 Employee Recognition Policy





# Sault Ste. Marie Public Library

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

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## AGENDA ITEM: 6.5

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** MAY 26, 2025

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

### RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the March 31, 2025, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the April 22, 2025, meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the May 20, 2025, meeting as presented.
4. The expenditures for the month of March 2025, which include wages, benefits and RBC Visa in the amount of \$295,756.05 be confirmed paid.
5. The expenditures for the month of April 2025, which include wages, benefits and RBC Visa in the amount of \$861,075.35 be confirmed paid.
6. The Sault Ste. Marie Public Library Board approves the Financial Reports ending April 30, 2025, as presented.
7. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the April 1, 2025, meeting as presented.
8. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the May 6, 2025, meeting as presented.



9. The following revised policies be approved as presented:

200-04 Strategic Alliances Policy  
300-12 Emergency Closing Policy  
300-15 Meeting Room Policy  
300-18 Friends of the Sault Ste. Marie Public Library Policy  
300-26 Computer & Internet Use Policy  
400-11 Retirement Gratuity Policy  
400-13 Expression of Sympathy Policy

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the May 26, 2025, meeting as presented/amended:

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

|                           |       |
|---------------------------|-------|
| _____                     | _____ |
| Chair of the SSM PL Board | Date  |
| _____                     | _____ |
| CEO                       | Date  |



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

## **PURPOSE**

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

## **SCOPE**

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

## **DEFINITIONS**

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

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

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

## **POLICY STATEMENT**

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

## **COLLECTIONS**

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

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



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

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

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

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

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

There are specific situations which require specific guidance:

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

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

#### **Duty to Report**

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

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

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



## **SPACES**

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

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

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

## **CONFIDENTIALITY AND PRIVACY**

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

## **RELATED POLICIES**

300-03 Collection Development Policy

300-05 Membership Policy

300-09 Rules of Conduct Policy

300-17 Volunteer Program Policy

300-22 Website Policy

300-23 Accessible Customer Service Policy

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



## **Teen's rights in the Public Library**

### **Goals for Library Services for Teens:**

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

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

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

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

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

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

#### **1. Intellectual freedom**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



|                       |                                   |                             |
|-----------------------|-----------------------------------|-----------------------------|
| <b>Title:</b>         | Statement on Intellectual Freedom |                             |
| <b>Policy Type:</b>   | Commitment Statement              | <b>Policy Number:</b> CS-01 |
| <b>Approved By:</b>   |                                   |                             |
| <b>Approval Date:</b> | May 26, 2025                      |                             |
| <b>Revised Dates:</b> |                                   |                             |

## **COMMITMENT STATEMENT**

The Sault Ste. Marie Public Library fully endorses the Ontario Library Association's (OLA) *Statement on Intellectual Freedom and the Intellectual Rights of the Individual* (January 30, 2020). To that end, our library shall facilitate the free expression of ideas, creativity, and opinions, including those that may be unconventional or unpopular. Our library shall continue to strive for equitable access to library services and spaces, where individuals can freely explore diverse ideas, including political, religious, and moral perspectives, without censorship or restrictions. Our Library will make available materials and resources, including books, films, and electronic resources, without discrimination based on race, ethnicity, gender, or other personal characteristics and will continue to resist efforts to censor or restrict access to information.

## **RELATED POLICIES**

300-03 Collection Development Policy  
 300-06 Social Media Policy  
 300-14 Children's Services Policy  
 300-16 Public Art Policy  
 300-20 Information Services Policy  
 300-21 Programming Policy  
 300-26 Computer and Internet Policy



## **Ontario Library Association**

### **Statement on Intellectual Freedom and the Intellectual Rights of the Individual**

#### **Introduction**

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

#### **Library Service, Collections and Resources**

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

#### **Library Programming, Events, and Space Bookings**

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.



8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

**Applicable legislation:**

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.

***Revision approved at the OLA AGM, January 30, 2020***





# Sault Ste. Marie Public Library

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

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AGENDA ITEM: 12

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** STRATEGIC PLAN PROGRESS UPDATE  
**DATE:** MAY 26, 2025

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## **PURPOSE**

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

## **STRATEGIC PRIORITY**

All

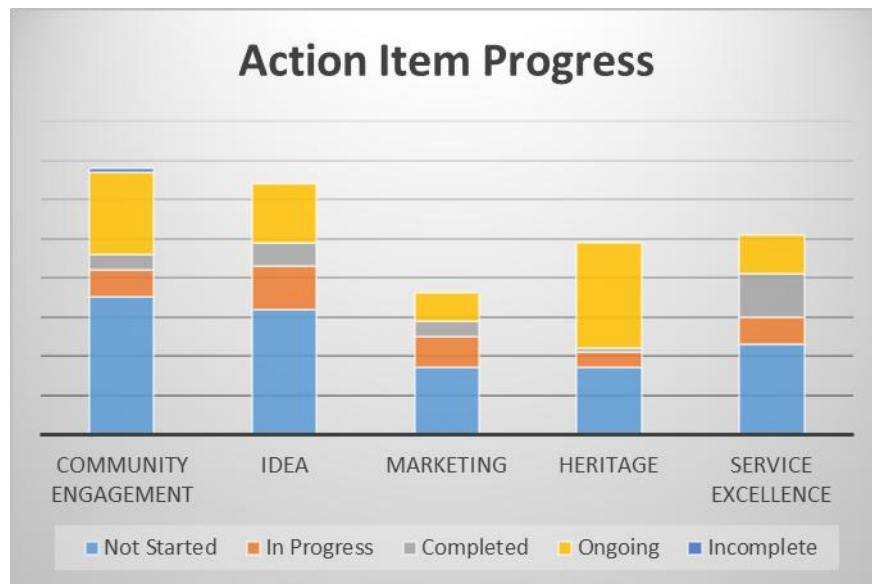
## **ACTION ITEMS SUMMARY**

The progress made since March 2025 on the Library's Strategic Plan's action items is as follows:

|               |     |       |
|---------------|-----|-------|
| Completed -   | 26  | (↑ 2) |
| Ongoing -     | 80  | ( - ) |
| In progress - | 37  | (↑ 5) |
| Incomplete -  | 1   | ( - ) |
| Not Started - | 124 | (↓ 7) |

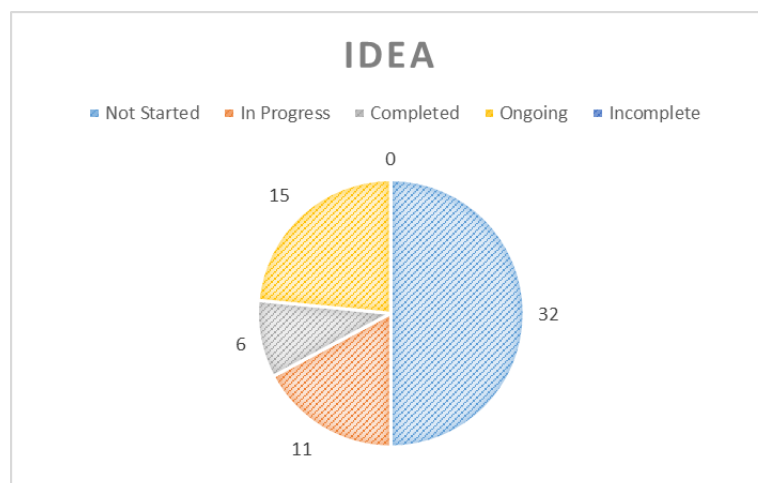
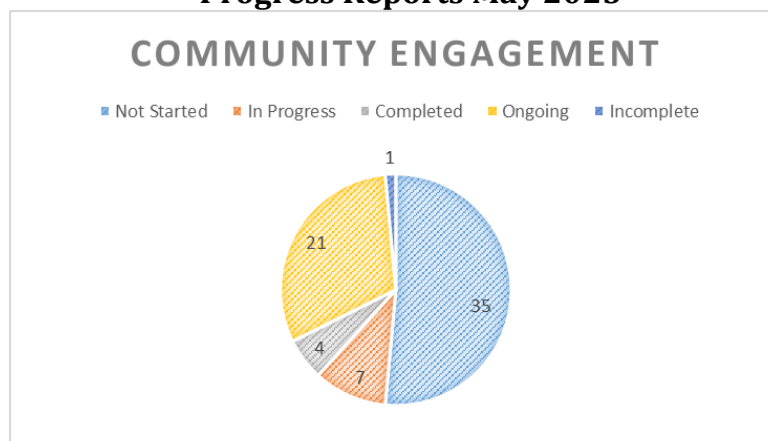
The Strategic Plan is 9.7% complete. Progress has been made on 53.4% of the Strategic Plan action items (inclusive of completed actions).





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

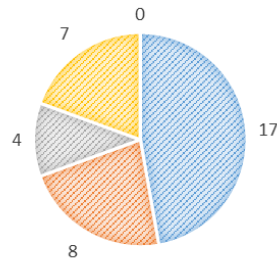
### Progress Reports May 2025





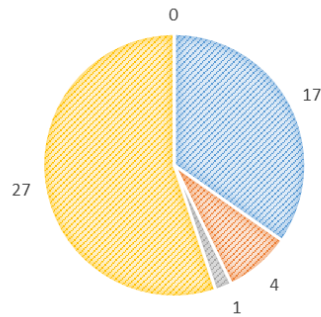
## MARKETING & COMMUNICATIONS

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



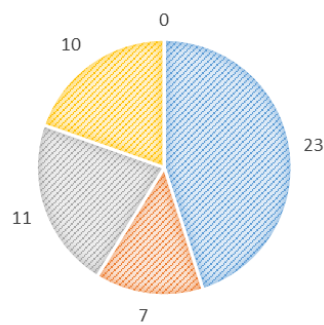
## HERITAGE & CULTURE

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



## SERVICE EXCELLENCE

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



Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer





# Sault Ste. Marie Public Library

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

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## AGENDA ITEM: 13

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**TO:** LIBRARY BOARD  
**FROM:** KAITRIN AALTONEN, BUSINESS ADMINISTRATOR, MICHAEL LYSYJ, MANAGER OF TECHNOLOGY AND COLLECTIONS, & MATTHEW MACDONALD, CEO  
**SUBJECT:** INTEGRATED LIBRARY SYSTEM SWITCH  
**DATE:** MAY 26, 2025

---

### **PURPOSE**

To seek approval from the Board to join the Ontario Library Consortium (OLC) and to switch the Library's Integrated Library System (ILS) from The Library Corporation (TLC) to SirsiDynix Symphony.

### **STRATEGIC PRIORITY**

Service Excellence

### **STRATEGIC GOAL**

Deliver exceptional customer experiences.

### **STRATEGIC OBJECTIVE**

Integrate the latest technologies, innovations and trends to elevate customer experience.

### **ACTION ITEM**

Regularly review and update library technology and systems.

### **PROVIDED**

- OLC Membership Quote
- About the Consortium
- ILS Symphony Information booklet



## **SUMMARY**

The Library Management team is seeking the Board's approval to forgo the standard RFP Process, as outlined in Policy 200-01 and join the Ontario Library Consortium (OLC) to adopt its integrated library system, SirsiDynix Symphony. This change will enhance financial sustainability and operational efficiency. OLC membership provides access to experienced technical support, Canadian-based hosting, as well as collaboration with other Ontario libraries.

The current ILS, TLC, poses ongoing issues, including reliance on outdated hardware and software, cyber security concerns, and lack of updates. Its annual cost—\$45,114 in 2025—represents an unsustainable portion of the Library's budget. Moving to SirsiDynix offers significant savings and greater flexibility for long-term planning.

SirsiDynix delivers a more modern and fully integrated experience, with tools like program registration calendars, a dedicated outreach module, text alerts, and advanced reporting—many of which are unavailable or paywalled under TLC. Remote hosting through OLC also eliminates the need for internal server management.

This transition supports improved service delivery, stronger technical support, cost efficiency, and aligns with the Library's strategic priorities.

## **FORGOING THE RFP PROCESS**

The Management team is seeking approval from the Board to forgo the Request for Proposal (RFP) process as outlined in 200-01 Purchasing and Procurement Policy and instead join the Ontario Library Consortium.

There are numerous benefits in joining the Consortium, which include:

- Discounted Software
- Access to OLC Support staff technical and system administration support
- Joining a network of other Ontario Public Libraries
- Access to free training through SirsiDynix Mentor training and remote sessions with OLC Support
- The OLC system SirsiDynix SaaS is Canadian-based and is located in Montreal.

In addition to these benefits of joining the Consortium, forgoing the RFP process will save a considerable amount of time and staff resources which would need to be spent on drafting detailed specifications, managing vendor communications, coordinating evaluation committees, reviewing and scoring proposals, conducting vendor interviews or demos, negotiating contracts, and handling potential procurement challenges. By avoiding this lengthy and resource-intensive process, our Library can redirect its focus on other strategic goals.

## **COSTS**

Cost-savings are a large driver in the decision to explore other ILS systems. In 2025, the annual subscription fee for TLC was \$45,114.00 and represented a 9.5% increase over 2024. This represents 96% of our total software budget – and 21% of our total operational expenditures outside of salaries and benefits overall.



In 2011, the total capital cost for migration from our previous system, Dynix, to TLC was \$141,658. Below is a total breakdown of the costs:

|                              |                  |
|------------------------------|------------------|
| Conversion Services          | \$14,450         |
| Hardware                     | \$17,749         |
| Shipping                     | Included         |
| Software                     | \$89,923         |
| Annual Database Subscription | \$2,736          |
| Installation and Training    | \$16,800         |
| <b>Total</b>                 | <b>\$141,658</b> |

*(From The Library Corporation contract for the Sault Ste. Marie Public Library Board signed October 26, 2011, by then CEO Elizabeth Rossnagel)*

Detailed costs are available in the attached OLC Membership quote, however, the current estimate for setup, migration, implementation and training for SirsiDynix is

|                           |                 |
|---------------------------|-----------------|
| SirsiDynix Data Migration | \$21,970        |
| OLC Implementation        | \$4,000         |
| Training                  | Included        |
| <b>Total</b>              | <b>\$25,970</b> |

Additionally, operating expenses for SirsiDynix– including both annual licenses and OLC membership fees – are estimated to be \$27,147.

This means that, 14 years later, the implementation cost SirsiDynix is 37% of the previous migration costs, and the annual operating cost will be 40% less than it is today.

## **DIFFERENCES BETWEEN ILS SYSTEMS**

**Book Rivers** – TLC has a more attractive book river than SirsiDynix. SirsiDynix's, through Bibliocommons, has book rivers with more functionality.

**Calendars** - SirsiDynix's, through Bibliocommons offers a programming calendar which connects to its ILS. Registrations can be done online with a library card. Currently our library uses Eventbrite for online registrations, which does not connect to TLC. TLC's current ILS does not connect with online programming calendars.

**Catalogue Searches** - TLC and SirsiDynix offer very similar search options which can be integrated within the Library's website. Notable differences include:

- TLC offers a browse shelf feature allowing users to view the records of books shelved near the one they are viewing which SirsiDynix does not
- SirsiDynix offers a "Didn't Find what you are looking for?" feature which connects users to other library resources such as HOOPLA and Interlibrary Loans which TLC does not
- SirsiDynix offers a "Available at the Library" feature which filters out checked out books from search results, whereas TLC does not have an availability filter
- TLC user reviews and ratings are based on SSMPL patron contributions while SirsiDynix user reviews and ratings are based on the entire consortium users' contributions, allowing for better curated lists like "Recently Rated."



- SirsiDynix stacks results for titles showing a list of available formats, whereas TLC lists each Title its format separately

### TLC Search Results for Anne of Green Gables

Library Catalog 166

Searching All Locations Change

All Ages Adult / General Juvenile

Format Book 43 Projected 13 DVD 11 Video Recording 11 eBook 7 eResource 7 Show More

New Titles

Author

AR Reading Level

AR Interest Level

Series

Collection

Media Characteristics

Form of Content

Contributor Role

Content Rating

Search Results for **anne of green gables** (Save Search) View As List | Flow

Sort By Relevance Select Action

**Anne of Green Gables (uuuu)** □  
By Campbell, Norman.  
**1 Available in All Locations** (View All Locations)  
Place Hold Add To List  
☆☆☆☆☆

**Anne of Green Gables (2020)** □  
By Montgomery, L. M.  
**1 Available in All Locations** (View All Locations)  
Place Hold Add To List  
☆☆☆☆☆

**Anne of Green Gables (2000)** □  
By Montgomery, L. M.  
AR Reading Level: 3.5  
**2 Available in All Locations** (View All Locations)  
Place Hold Add To List  
☆☆☆☆☆

**Anne of Green Gables : a new beginning (2008)** □  
By Montgomery, L. M.  
**2 Available in All Locations** (View All Locations)  
Place Hold Add To List  
☆☆☆☆☆

### SirsiDynix Search Results for Anne of Green Gables

Keyword search: **anne of green gables** Save search Search other resources

Broaden search 1

Filter your results by...

Available at the library

Format

Books 17

Board Book (4)

Graphic Novel (4)

Picture Book (1)

Movies & TV 4

DVD (4)

Other 1

Mixed Material (1)

Content

Audience

Form/Genre

Topic

Regions

Author

Sort by: Relevance 1 to 10 of 30 results

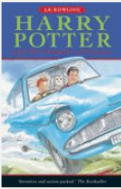
**Anne of Green Gables**  
by Montgomery, L. M.  
★★★★★  
Book - 2000  
J FIC Montg  
**Available now** [View location availability](#)  
Place hold  
For Later

**Anne of Green Gables**  
by Montgomery, L. M.  
Mixed Material - 2021  
LIT FIC Monte  
**Available now** [View location availability](#)  
Place hold  
For Later

**Anne of Green Gables**  
A Graphic Novel  
by Marsden, Mariah  
Graphic Novel - 2017  
J GRFX FIC Marsd  
**Available now** [View location availability](#)  
Place hold  
For Later

### SirsiDynix Stacked Search Result














### Harry Potter and the Chamber of Secrets

by Rowling, J. K.

★★★★☆

|                                                                                                                                                                                                           |                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|  Downloadable Audiobook - 2015   Unabridged.<br>cloudLibrary<br><a href="#">Whole product</a>                            |  For Later                       |
|  eBook - 2015<br>cloudLibrary<br><a href="#">Whole product</a>                                                           |  For Later                       |
|  Book - 2014<br>J FIC Rowll<br><b>Available now</b> <a href="#">View location availability</a>                           | <div>Place hold</div>  For Later |
|  Audiobook CD - 1999   Unabridged.<br>J BCD FIC Rowll<br><b>Available now</b> <a href="#">View location availability</a> | <div>Place hold</div>  For Later |

## TLC UnStacked Search Result



Book on CD

★★★★☆

### Harry Potter and the chamber of secrets (1999)

By Rowling, J. K.

Series: Harry Potter Series ; Bk. 2

**2 Available in All Locations** ([View All Locations](#))

Place Hold

Add To List



eBook

★★★★☆

### Harry Potter and the Chamber of Secrets (2012)

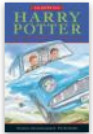
By Rowling, J. K.

Series: Harry Potter Series 2.

**Downloadable**

More Options

Add To List



Book

★★★★☆

### Harry Potter and the chamber of secrets. [v.2] (2000)

By Rowling, J. K.


Series: Harry Potter Series, Bk. 2

AR Reading Level: 5.7

**5 Available in All Locations** ([View All Locations](#))

Place Hold

Add To List



eAudiobook

★★★★☆

### Harry Potter and the chamber of secrets (2012)

By Rowling, J. K.

Series: Harry Potter ; Bk. 2.

**Downloadable**

More Options

Add To List



**Children's Catalogue** - TLC offers an interactive children's catalogue while SirsiDynix does not. However, it should be noted that the TLC children's catalogue has not been updated since our Library began using TLC and it is very dated.

**Increased Functionality** – SirsiDynix Symphony includes numerous built-in functionalities and web services that are either unavailable or paywalled by TLC, including text-message alerts, improved API and integration options, and enhanced reporting tools available through OLC.

**Outreach Module** – SirsiDynix offers a module specific for shut-in and home delivery service which may complement the Library's Visiting Library Service. TLC does not offer an outreach module.

**Remote Hosting** – SirsiDynix is a SaaS offered through OLC, hosted in Montreal. This removes the need for in-house server infrastructure and maintenance for the ILS - avoiding historical issues with server updates and changes entirely. The OLC provides system administrators who oversee server maintenance and security. System-wide changes are voted on by the OLC at monthly Technical Services meetings.

## **RECOMMENDATION**

### **MOTION**

Whereas the costs of the Library's current Integrated Library System (ILS) contracted from The Library Corporation (TLC) have continually increased and are beyond sustainable levels,

And whereas considerable savings can be had by switching to the SirsiDynix ILS through the Ontario Library Consortium (OLC),

And whereas, TLC has unsatisfactorily provided software updates and technical support to the Library,

Be it Resolved that the Sault Ste. Marie Public Library Board gives its approval for the Sault Ste. Marie Public Library to join the Ontario Library Consortium (OLC);

Further, that the Sault Ste. Marie Public Library switches its ILS from TLC to the consortium system SirsiDynix and migrates all its data to the new system.

Further, that the Sault Ste. Marie Public Library may end its services with TLC once migration of the Library's data is complete.

Respectfully submitted,  
Kaitrin Aaltonen, Business Administrator  
Michael Lysyj, Manager of Technology and Collections  
Matthew MacDonald, Chief Executive Officer





# ONTARIO LIBRARY CONSORTIUM

c/o OSNGUP Library, 824 1<sup>st</sup> Avenue West, Owen Sound ON N4K 4K4

Matthew MacDonald  
Sault Ste. Marie Public Library

May 16, 2025

Dear Matthew,

Thank you for your interest in joining OLC and migrating from your local system to the OLC system on SirsiDynix SaaS in Montreal. The consortium is a group of 29 library systems that joined in 1986 to share the cost of integrated library systems and other products. OLC Support provides support services, system administration and consulting to OLC members. In 2014, the group issued an RFI and selected SirsiDynix Symphony and its SaaS option based in Montreal. In 2021 the consortium implemented BiblioCore as a discovery layer.

The OLC has a licence for multiple SirsiDynix modules, including:

- Symphony Cataloguing, Circulation, Z3950 server, Authority control, Backup Circ, inventory, Reports, Serials, SmartPort (import Marc records), SMS notifications
- Unicode server extension
- Acquisitions, 9xx, EDI
- MARC Authority processing and quarterly updates
- Universal SIP2 (allows exchange of Circ info to 3<sup>rd</sup> party software such as Envisionware)
- Outreach module (for shut-ins, nursing homes, etc.)
- VPN
- Bibliocommons discovery layer
- Syndetics enriched content (book jackets)
- Portfolio Digital collection management (separate)
- BLUEcloud Analytics
- BLUEcloud Cataloging
- Bluecloud Mobile (separate)
- MobileStaff
- Mentor online training

Full membership includes technical and system administration support by OLC Support staff, voting privileges, and participation in OLC meetings. The following is a list of estimated capital and operating costs for Sault Ste. Marie Public Library to participate in the OLC project in 2025 as a full member in the shared database. To calculate costs, we will use 2021 census data population of 76,731 and prorate based on SSM joining in the fall. Note costs will be adjusted in the future based on any changes to the membership or annual membership fee.



## **A. CAPITAL COSTS (one time cost)**

### **1. SirsiDynix DATA MIGRATION**

SirsiDynix will provide a quote on the Deluxe package which includes Serials and Acquisitions data. SSM can discuss options with SirsiDynix. The estimate is \$21,970.

### **2. OLC IMPLEMENTATION**

There is a onetime implementation fee of \$8,000 for new members to cover set up, integration and onsite visits. This will be discounted by 50%.

|                       |                               |
|-----------------------|-------------------------------|
| <b>Implementation</b> | <b>\$4,000</b> (50% discount) |
|-----------------------|-------------------------------|

### **3. TRAINING**

OLC members receive full Symphony training on site as a benefit of membership. Training is no charge and available through SirsiDynix Mentor training and remote sessions with OLC Support.

|                 |                  |
|-----------------|------------------|
| <b>Training</b> | <b>no charge</b> |
|-----------------|------------------|

## **B. OPERATING COSTS (ongoing)**

### **1. SOFTWARE**

OLC members receive a discount on annual support of the bulk license. Costs are based on the percentage of the population served for each library. At this time, we exclude the mobile app BLUEcloud Mobile since BCMobile2 will be implemented later in the year. Sirsi can provide a quote to add SSM. Below are costs for 2025 (prorated) and 2026.

#### **2025**

|                     |                                       |
|---------------------|---------------------------------------|
| <b>Symphony</b>     | <b>\$ 2,287</b> (prorated 25%)        |
| <b>Bibliocore</b>   | <b><u>\$ 2,500</u></b> (prorated 25%) |
| <b>Total annual</b> | <b>\$ 4,787</b>                       |

#### **2026**

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| <b>Symphony</b>     | <b>\$ 9,147</b>                                        |
| <b>Bibliocore</b>   | <b><u>\$10,000</u></b> (est. Bibliocommons to confirm) |
| <b>Total annual</b> | <b>\$19,147</b>                                        |

### **2. OLC MEMBERSHIP FEE**

The group votes on the membership fee at the September AGM. The 2025 annual membership fee is \$8,000. The fee for new members is prorated in the first year of membership. For example, if SSM joins in the fall, the 2025 fee is \$2,000.

|                              |                               |
|------------------------------|-------------------------------|
| <b>OLC fee (full member)</b> | <b>\$2,000</b> (prorated 25%) |
|------------------------------|-------------------------------|



## **C. SUMMARY OF CAPITAL AND OPERATING COSTS**

### **CAPITAL 2025**

|                    |           |
|--------------------|-----------|
| OLC implementation | \$ 4,000  |
| Training           | No charge |

### **OPERATING 2025**

|                   |          |
|-------------------|----------|
| Software Licences | \$ 4,787 |
| OLC membership    | \$ 2,000 |

|              |                |
|--------------|----------------|
| <b>Total</b> | <b>\$6,787</b> |
|--------------|----------------|

### **OPERATING 2026**

|                   |          |
|-------------------|----------|
| Software Licences | \$19,147 |
| OLC membership    | \$ 8,000 |

|              |                 |
|--------------|-----------------|
| <b>Total</b> | <b>\$27,147</b> |
|--------------|-----------------|

The procedure to join OLC is to send a letter to the OLC Executive requesting OLC membership. In addition, majority agreement by the membership is required. There is more information about OLC and its members at the website: [www.onlibcon.on.ca](http://www.onlibcon.on.ca)

Let me know if you require more information.

Sincerely,

Jamie Anderson  
President, OLC Ontario Library Consortium  
Library Director/CEO  
Kawartha Lakes Public Library  
Tel: 705-324-9411 ext.1260





## About the Consortium

**The Ontario Library Consortium (OLC)** consists of 29 library systems: 9 county and regional municipality public libraries and 20 medium-sized public libraries located across southern Ontario. It includes over 160 branch libraries and 30 headquarters, serving approximately 8% of the Ontario population.

-----

The OLC continues to develop library processes together through joint custom programming, negotiations of bulk rates with vendors, and co-operative training and support.

Priorities, activities and membership costs of the OLC are determined by the members:

- 1. To provide library users in Ontario with an integrated network of library services.*
- 2. To ensure that library users in Ontario achieve maximum benefit from advanced technology by means of cooperative use of resources.*
- 3. To ensure that member libraries achieve maximum benefits at a lower cost and by increased efficiency through cooperative purchase of equipment, services and materials.*

## Member Libraries

Belleville Public Library & John M. Parrott  
Art Gallery  
Brighton Public Library  
Brockville Public Library  
Bruce County Public Library  
Caledon Public Libraries  
Carleton Place Public Library  
County of Brant Public Library  
East Gwillimbury Public Library  
Georgina Public Library

Haliburton County Library  
Huron County Library  
Kawartha Lakes Public Library  
King Township Public Library  
Leeds and the Thousand Islands Public  
Library  
Lennox and Addington Libraries  
Mississippi Mills Public Library  
North Grenville Public Library  
Orangeville Public Library



Owen Sound & North Grey Union Public  
Library  
Oxford County Library  
Petawawa Public Library  
Port Hope Public Library  
Prince Edward County Public Library

Quinte West Public Library  
Region of Waterloo Library  
Rideau Lakes Public Library  
Trent Hills Public Library  
Wellington County Library  
Woodstock Public Library

*Retrieved from [https://olco.ent.sirsiidynix.net/client/en\\_US/default](https://olco.ent.sirsiidynix.net/client/en_US/default) May 23, 2025*



# SYMPHONY

Your ILS today. Your future LSP.



SirsiDynix®



# We believe in the POWER OF LIBRARIES™

At SirsiDynix, we believe in the power of libraries. We believe libraries have the power to transform, improve, and enrich our communities. Our mission is to advance the libraries' impact in their communities through software and services. SirsiDynix solutions are built to help libraries fulfill their

missions and adapt to changing demands. Our product line is called "BLUEcloud"—BLUE standing for "Best Library User Experience." We create solutions that allow both your staff and community to have the best experience possible. We do what we do, to help you and your community accomplish great things.

## Table of Contents

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# Symphony

SirsiDynix Symphony® is a progressive Integrated Library System (ILS) designed to support your library now and into the future. Recognized as a long-standing, scalable, reliable ILS, Symphony leads the industry as one of the most thorough and robust library management solutions.





## A Cornerstone

Symphony plays a unique role in the future of SirsiDynix technology. Symphony connects your patrons and librarians serving as the cornerstone of your library.

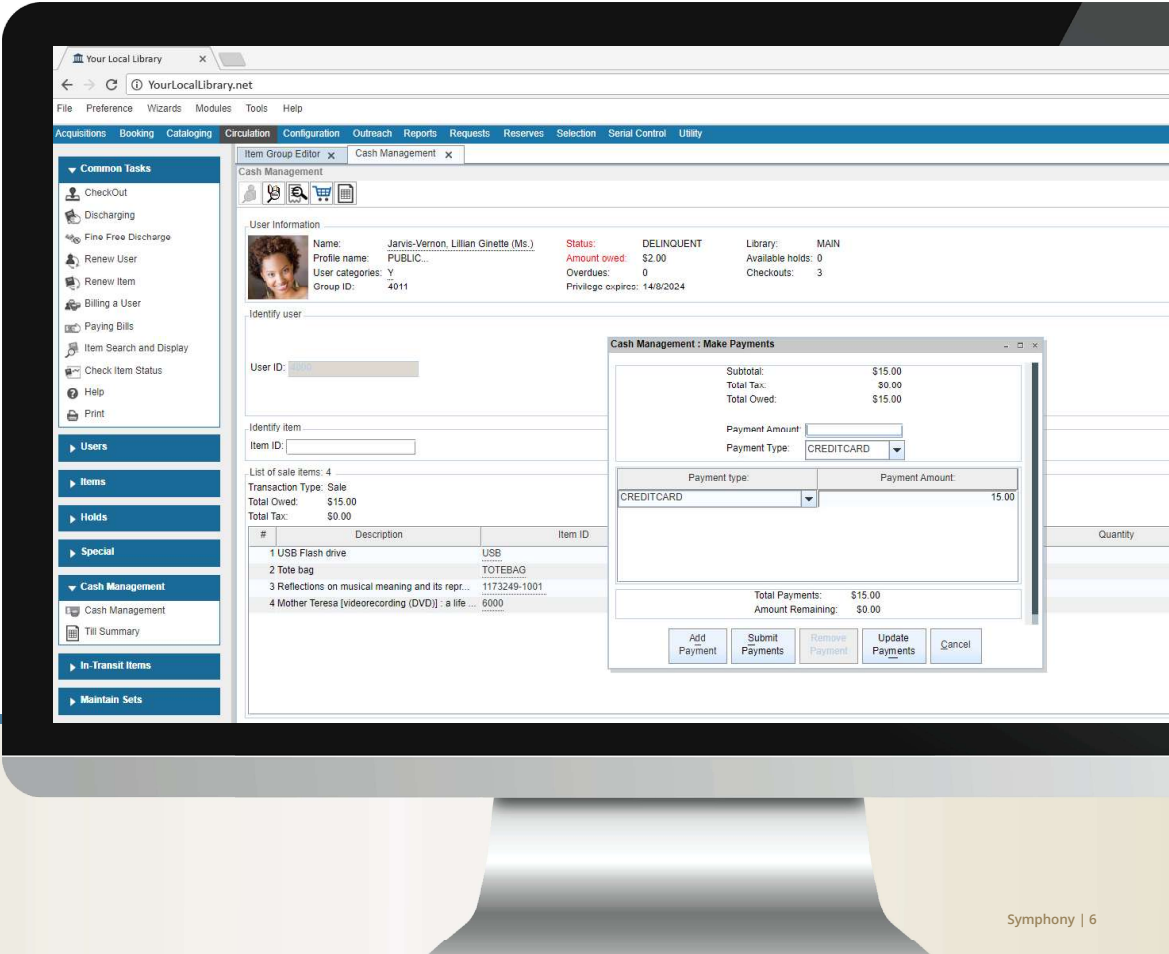


# Symphony ILS, supporting libraries for over 30 years.

During this time, Symphony has developed a reputation as a highly dependable ILS. It has earned this legacy through progressive evolution. Constant development keeps Symphony modern. By building on a dependable foundation, SirsiDynix has been able to focus on functionality. Symphony now stands as one of the most full-featured ILSs in the industry.

Symphony is the cornerstone in the SirsiDynix plan for the future of library technology. It plays a dual role as a modern solution, serving libraries now, and the gateway to the future. SirsiDynix helps libraries make a smooth transition to the cloud-based future by building the next generation on the foundation of the present. When the time comes for Symphony libraries to upgrade to the next-generation, the shared architecture allows libraries to make the move without a migration.

Symphony offers options and advantages to libraries. As the cornerstone of a long-term vision, Symphony gives libraries the options they need to grow and adapt to the needs of the future.





# Why choose Symphony?

Enjoy the benefits of an advanced library management solution. Symphony's advanced functionality gives it the distinct characteristics of an evolved and established solution.







“Symphony makes my work-life easy. It's straightforward, fast, and reliable. With it I can stay focused on helping patrons and students. And if I ever need support SirsiDynix is right there for me, friendly and responsive.”

Staff Librarian

## Flexible

Symphony gives libraries options and responds to your unique needs. With hosting options, flexible consortia configuration, and APIs and web services for customization, you can tailor Symphony to your organization.

## Powerful

Robust functionality allows Symphony to help you accomplish anything your library wants to do. Whether it's Circulation, Cataloging or Configuration—Symphony's well-developed modules offer granular rules to let you shape and administrate your ILS the way you want.

## Reliable

SirsiDynix makes dependability a priority. That's why we offer 24/7 support, hosting with over 99.95% uptime, and industry-leading security certifications.



# Who is Symphony for?

Symphony is equipped to fill the needs of any library type or role. Scalability and extensive functionality allow Symphony to adapt to each library's specialized needs.

## • Consortium

Flexibility to respond to unique member-library needs and keep your consortium organized and administration efficient. Easily create library groups, configure your libraries, and apply different rules to different groups. Exercise control, while delivering robust functionality to all your libraries.

## • Academic

Manage your library and integrate into campus with a single ILS. Symphony's comprehensive APIs let you connect seamlessly to your institutions' other software, like your LMS. Friendly UI and intuitive searching support your students' learning, from undergrad to postgrad.

## • Public

Expansive functionality streamlines workflows, so staff can focus on your collections and patrons, not software. Symphony's well-known dependability means your library is always there for your community.

## • Special

Scalability adapts Symphony to your size and needs. Advanced module capabilities help you stay organized and respond to the unique organizational demands on your library. No need to change your workflows—Symphony changes for you.

## • School

Support your students—and their parents—with an easy-to-learn and easy-to-use solution. Use Symphony to manage a small school library or serve the entire district with the system that lets you keep the focus on learning, not your ILS.



A man with a beard and short dark hair, wearing a light blue button-down shirt, is sitting at a desk in a modern office. He is looking at a computer monitor and has his hands on the keyboard. A white coffee cup sits on the desk next to him. The office has large windows in the background and modern orange pendant lights hanging from the ceiling. The overall atmosphere is bright and professional.

# What can Symphony do?

Symphony handles all your library's workflows with specially designed modules. Rich functionality gives your staff the support they need in all their tasks. The streamlined capabilities and flow that Symphony brings are the reason the platform is known as WorkFlows.

“Symphony gives us the ability to customize our system according to the specific needs of each library. It's everything we want from our library software—flexible, easy-to-use, and robust.”

System Administrator



# Modules

## Acquisitions

Complete your acquisitions from selection to payment in a single module. Search vendor databases, place orders, automatically load orders, and track your items through ordering, claiming, receiving, invoicing, and processing—all within Symphony.

## Cataloging

Take control of cataloging, no matter your needs. For simple editing, use the MARC editor with built-in validation and MARC help. For advanced group item editing, take advantage of parameter-based batch editing tools.

## Circulation

Streamline your workflow with Symphony's flexible circulation policies. Track and fulfill patron needs with easy-to-use demand management tools. Reach out to your patrons with books by mail, intelligent holds processing, and user groups for families, book clubs, or proxy borrowers.

## Configuration

Establish parameters for library activities, workstations, and users. Set policies to control what actions are permitted and performed by Symphony, from establishing who can check out what materials to determining how newly-loaded records are indexed.

## Offline

Just because your server's down doesn't mean your library is down. Check out materials, register new users, and process returns all in offline mode. When you are able to reconnect, data used by Offline WorkFlows is automatically uploaded and downloaded.

## Outreach

Symphony's Outreach module helps your library extend its services beyond your walls. Streamline the delivery process for homebound users with special user records, interest profiles, and reading histories for easy selection, delivery, and returns.

## Reports

Spot trends and learn how to better serve your community with the power of Symphony Reports. Available for all types of records, these powerful reports guide your team as you make informed decisions and help you illustrate your library's value.

## Requests

Library users can communicate their needs or requests to the library by sending a request via the online catalog. Organize, manage, and respond to patron requests with the automated Requests module.

## Reserves

Give teachers, students, and staff simple tools for finding and reserving materials. Items in reserve may be from the library's main collection, loaned to the library from an instructor, or through interlibrary loan.

## Selection

Help your staff make informed decisions in acquiring new and replacement titles. Selection List policies support your processes by gathering statistics about control records as well as tracking processing and selection orders. Speed your process along with automatic notifications to staff and centralized control over lists.

## Serial Control

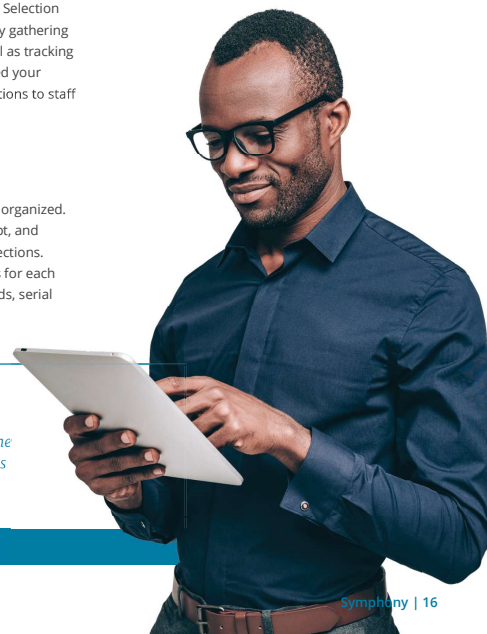
Keep even your most irregular serials organized. Symphony manages prediction, receipt, and routing for all your library's serial collections. Generate and maintain MARC records for each volume. Even manage your title records, serial control records, and claim records.

## Utility

The Utility module maximizes your functionality through tracking transactions to and from vendors, importing and exporting bibliographic records, creating and sending SMS notifications to library patrons, and much more.

“The modules in Symphony make it a powerful ILS. We've customized each module for the needs of the staff, their various roles, and for each of our locations.”

Staff Librarian



Symphony | 16



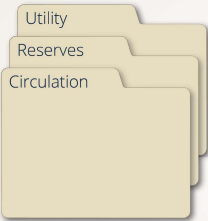
Modules

|             |            |             |                |
|-------------|------------|-------------|----------------|
| Acquisition | Cataloging | Circulation | Configuration  |
| ILL         | Offline    | Outreach    | Reports        |
| Request     | Reserves   | Selection   | Serial Control |
| Utility     |            |             |                |

# Customizable Workflows for every staff role

No matter the tasks or roles your staff are responsible for, Symphony can be configured to bring an efficient flow to your process. No matter the tasks or roles your staff are responsible for, Symphony can be configured to bring an efficient flow to your process.

Workflow #1



Workflow #2



Workflow #3



Workflow #4





# Symphony gives you options

Symphony is versatile and ready to support all of your library's needs. You can deploy Symphony in a variety of ways, according to what works best for you.



## Local

If you want full control over your ILS, server, and workstations, Symphony clients and servers can be installed locally for all of your libraries.

## Server Hosted

If you are looking to reduce server hassles and maintenance, Symphony server hosting is available through SirsiDynix. This gives you reliability, without all the work. Workflows, the client companion to Symphony, can then be installed on your local machines.

## Hosted

The most convenient option is to have both your server and client hosted with SirsiDynix. This gives you peace of mind knowing that you will always be running.

### Local

#### Option 1

| Client     | Server     |
|------------|------------|
| Not Hosted | Not Hosted |

- Manually upgrade to latest version of Symphony
- Manually manage hardware
- Manually manage 3rd party connections to Symphony

### Server Hosted

#### Option 2

| Client     | Server |
|------------|--------|
| Not Hosted | Hosted |

- Automatic Symphony upgrades
- Managed server configuration
- Managed 3rd-party integrations
- Automatic hardware upgrades incl.
- Off-site, automatic back-ups
- Scalable server size
- Over 99.95% up time
- NIST SP 800-53 accreditation
- ISO 27001 and TRUSTe certifications
- 24/7 system monitoring and threat protection

### Hosted

#### Option 3

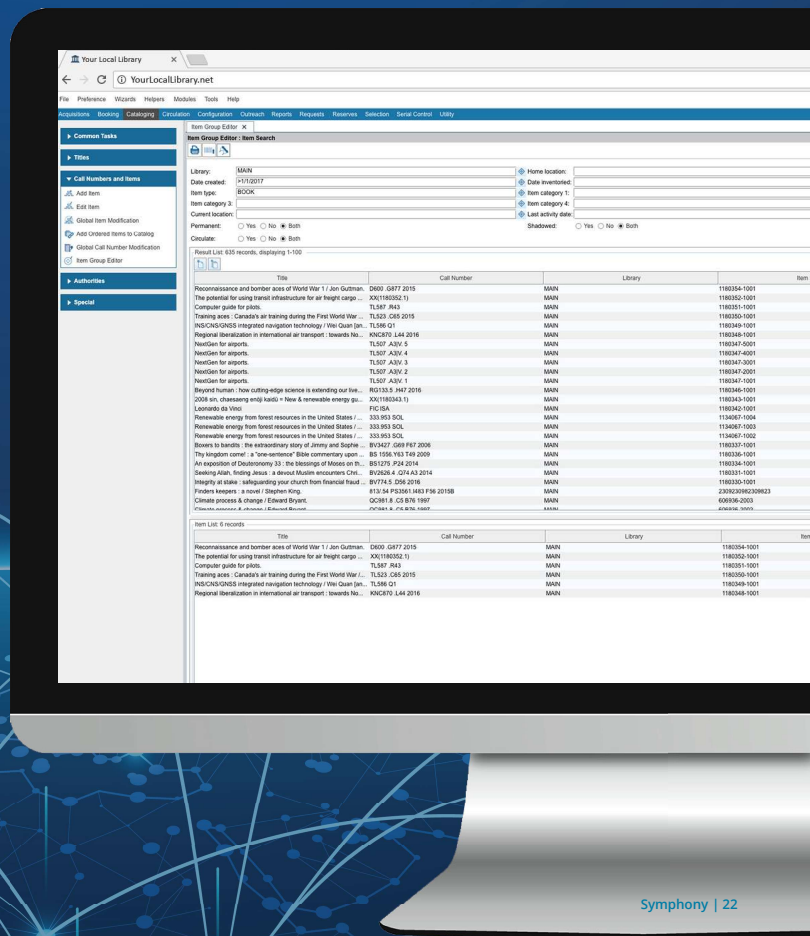
| Client | Server |
|--------|--------|
| Hosted | Hosted |

- Automatic Symphony upgrades
- Managed server configuration
- Managed 3rd-party integrations
- Automatic hardware upgrades incl.
- Off-site, automatic back-ups
- Scalable server size
- Over 99.95% up time
- NIST SP 800-53 accreditation
- ISO 27001 and TRUSTe certifications
- 24/7 monitoring and protection
- Client (SymphonyWeb) access with browser
- Clients always run latest version
- Simplified client hardware and software administration



# What is SymphonyWeb?

If your library is looking for a cloud-based solution, SymphonyWeb is the answer. With all the functionality of a local WorkFlows client, SymphonyWeb untethers your staff from your library desktops.







# All you need is a browser

SymphonyWeb is Symphony's browser-based client. Replacing Workflows, the locally installed client, SymphonyWeb stays updated via hosting in our cloud, so you can eliminate time spent on updates and administration.







# Empowering your library with Symphony

You know what's best for your team and your community. This is why SirsiDynix believes in freeing libraries from restrictions on technology via our 'Best-of-Breed' approach.

“Customizing Symphony was really easy. I worked hand-in-hand with the Professional Services team and our library was up and running in no time. And with SirsiDynix' Best-of-Breed approach, we were able to keep our favorite vendors and integrate them seamlessly with Symphony.”

Staff Librarian



## Partners

At SirsiDynix, we are dedicated to providing you with the best experience possible, which also means giving you options. We have designed Symphony to be open for and easy to integrate with your favorite solutions. Our Best-of-Breed philosophy means that you have choices, and the ability to select which integrations are best for you.

**bibliotheca**

**EBSCO**

**Solus**

**hoopla**

**zepheira**

**AH Askews & Holts**  
LIBRARY SERVICES LTD

**StackMap**

**imagine easy**  
SOLUTIONS

**altarama**

**THOMSON REUTERS**

**biblioboard**

**CLCD**

**BAKER & TAYLOR**

**TALKINGTECH**  
engaging customers... better smarter

**OverDrive**

**LexisNexis**

**wheelers**

**ChiliFresh**

**OPEN**  
LIBRARY

**EnvisionWare**

**KAPLAN**

**INGRAM**

**ODILO**

**MACKIN**

**clio**

**ProQuest**

**BetterWorldBooks**

**prenda**

**pretnumerique.ca**

**Bowker**

**MicroStrategy**

**KHAN**  
ACADEMY

**JSTOR**

**Bolinda**  
digital

**3M**



**“** I love that SirsiDynix isn't just a 'one size fits all.' With Symphony's flexibility we are able to choose what is best for us.”

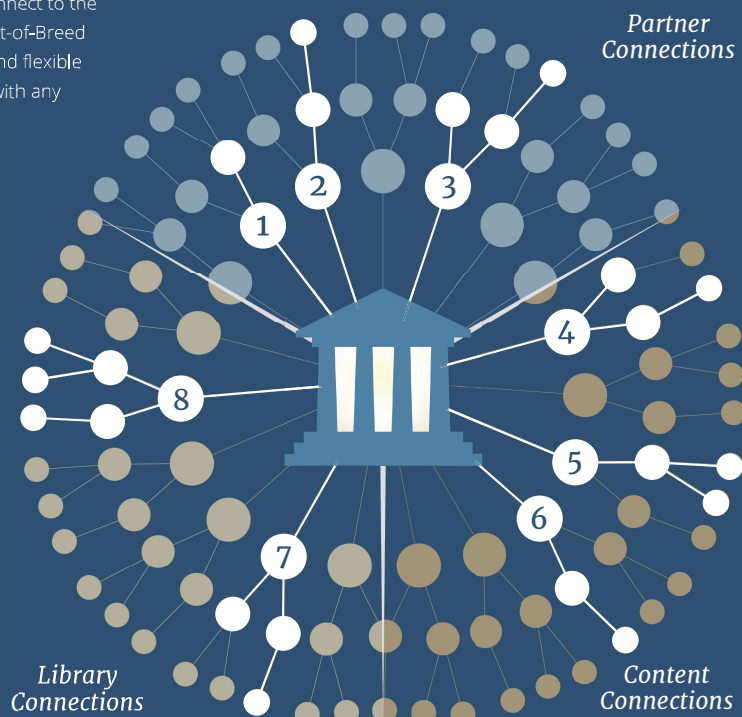
**Library Director**



# Best-of-Breed

Symphony is built with our Best-of-Breed methodology so you can connect to the best solutions available. Best-of-Breed means Symphony is open and flexible so you can easily integrate with any third-party solutions.

1. EBSCO
2. Solus
3.  zepheira
4.  Recorded Books
5. OverDrive
6. hoopla
7. Branch #1
8. Branch #2



## APIs and Web Services

Part of this Best-of-Breed approach are the APIs and web services built into Symphony's architecture. APIs enable your library to get at the core of your Symphony ILS. With developer-level API access you can modify your solution to function the way you want. With web services, your solutions are able to perform the way your users expect.

Use APIs to connect your ILS to other solutions in your institution, like Learning Management System, Student Management System, authentication services, enterprise resource planning systems, and more.

In the big picture of your library, APIs play a small role, but without them your library can be isolated. With APIs, your library is open and interconnected with your institution's other solutions.

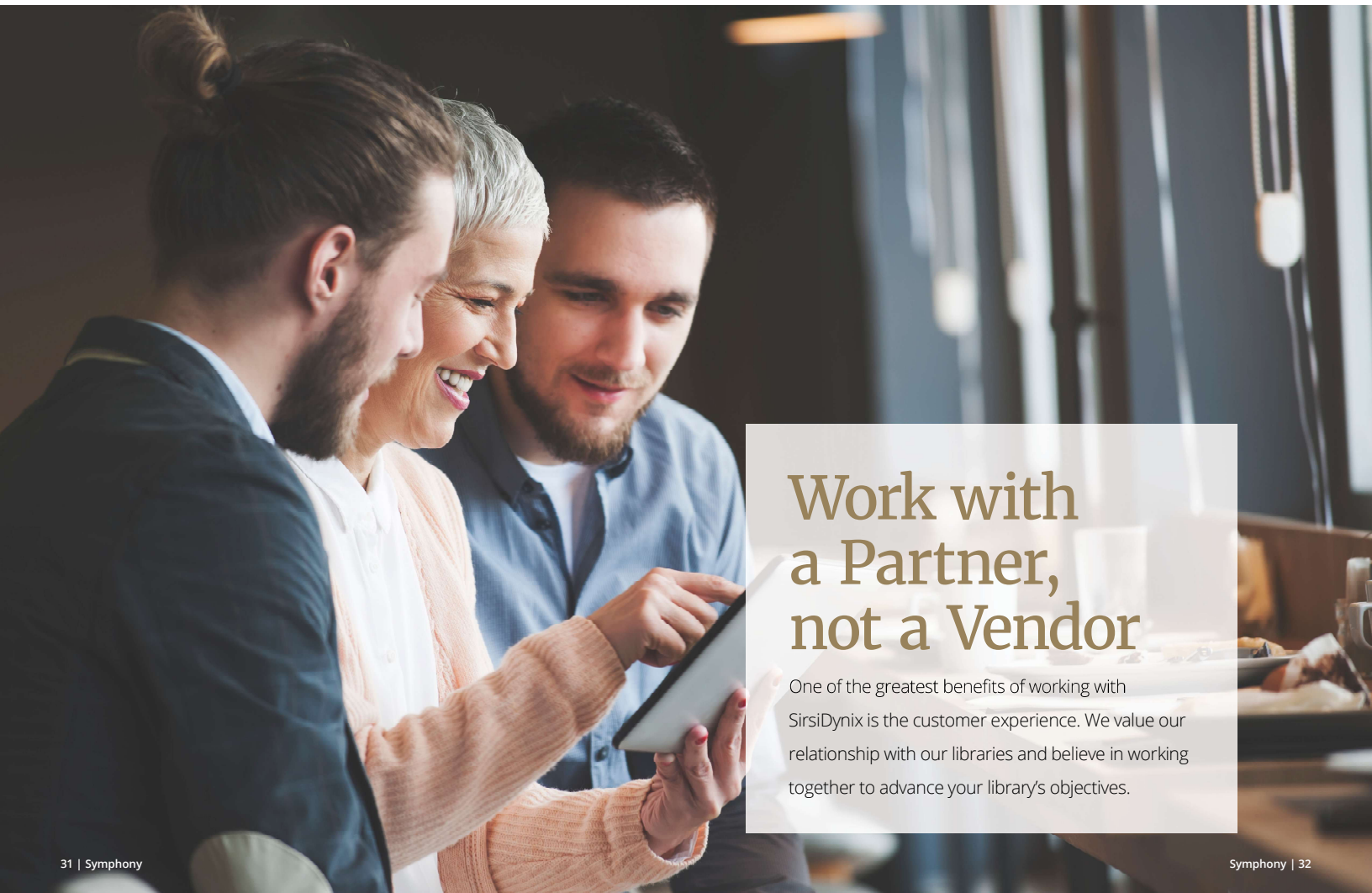
For more about APIs and Web Services visit [SirsiDynix.com](http://SirsiDynix.com) to download

Case Study:  
*How BYU Uses APIs and Web Services to Support Powerful Custom Applications*

eBook:  
*The Librarian's Guide to Web Services*

Connecting your ILS to third party solutions is one of the most important uses of APIs. SirsiDynix makes these connections easy through partnerships with library solution vendors—a further example of our Best-of-Breed philosophy in action. SirsiDynix partners with some of the leading vendors or library technology and content. Our close partnerships enable us to deliver tight integration with these third-party vendors, as well as streamlined access to partner content.





## Work with a Partner, not a Vendor

One of the greatest benefits of working with SirsiDynix is the customer experience. We value our relationship with our libraries and believe in working together to advance your library's objectives.



# Programs and Services



## Strategic Partner Program

Strategic Partner Program is a formal program through which we work with our partner libraries to develop and enhance SirsiDynix solutions.



## Library Relations Managers

Library Relations Managers are SirsiDynix representatives specifically assigned to care for the needs of each individual library.



## SirsiDynix Support

SirsiDynix Support has been recognized as some of the leading support in the industry. The Support Team is available to you 24/7 to help with all your needs.



## Continuous Learning

Continuous learning is supported through SirsiDynix Mentor and through our website. We provide webinars for continued training on our solutions as well as professional development.



## A Culture that's all about community

Culture is the everyday, not the exception. When you shoot a quick email to your account rep, or have a quick question for support, the type and timeliness of the response you receive is an indication of the culture in a company. At SirsiDynix, we pride ourselves on a culture that prioritizes the right values. We value our people, and our people value you.

Our teams are set up to deliver the best possible service to our libraries. We have knowledgeable staff, with our average employee offering more than 9 years of tenure with SirsiDynix. Departments all across our company, from Development to our Executive team, draw on the expertise of qualified librarians. Our Consulting, Support, and SaaS teams have specialized expertise in their fields, making for reliable and dependable partners to serve you.

### Have you heard about COSUGI, COSA, or COSI?

*Every year our library user group COSUGI (Customers of SirsiDynix Users Group Inc.) pull together a fantastic conference. These conferences with SirsiDynix, are your opportunity to learn from and network with other users and exchange ideas. Check out the user group website:*

*COSUGI: [www.cosugi.org](http://www.cosugi.org)*

*COSA [www.cosa.asn.org](http://www.cosa.asn.org)*

*COSI: [www.cosiemea.org](http://www.cosiemea.org)*

In addition to our in-house community, one of our greatest benefits of being a SirsiDynix customer is the family of library users that you join. The SirsiDynix user Listserv is known for being active, outgoing, and helpful. The Listserv contains hundreds of customer-created help articles, creative ideas, and folks that are happy to respond to new needs. Though our library users are not an official service of SirsiDynix, the friendly and helpful community is remarkable. And we would be remiss if we didn't mention their ongoing contributions to the culture at SirsiDynix.





*We believe in the...*




# POWER OF LIBRARIES™


We recognize the important role you play in your community. Symphony allows everyone to have the best experience possible—from library staff to patrons and students. We want to help you and your community accomplish great things.

To learn more about Symphony,  
visit [SirsiDynix.com](http://SirsiDynix.com) or request a demo.



SirsiDynix®

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