

LIBRARY BOARD
Regular Meeting
Monday, November 25, 2024 – 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 – E. Ferlaino
 - 1.3 OLA's Commitment Towards Inclusive Librarianship
 - 1.4 Acting Manager of Public Services Introduction
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 October 7, 2024 Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: Laser Multimedia Entertainment from Michel Poirier
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 November Finance Committee Report
 - 6.3.2 September Monthly Expenditure Report
 - 6.3.3 Financial Reports ending September 2024
 - 6.3.4 Friends Report – October 2024
 - 6.3.5 Fees Schedule 2025
 - 6.3.6 Library 2025 Operational Budget Presentation
 - 6.3.7 Updating Signing Authorities
 - 6.4 Policy Committee
 - 6.4.1 November Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.3.1 400-07 Dress Code and Casual Dress Policy
 - 6.4.3.2 400-09 Human Rights Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 NONE
 - 6.5 Summary of Motions
7. Items Removed from Consent
8. Business Arising from the Minutes
 - 8.1 NONE

9. Information Items
 - 9.1 Thank you from NOHLA
 - 9.2 December Open Houses
 - 9.3

10. Board Development
 - 10.1 Board meeting Calendar 2025
 - 10.2 OLA Superconference
 - 10.3 Board Training

11. New Policies
 - 11.1 300-21 Programming Policy
 - 11.2 400-12 Employee Recognition Policy
 - 11.3 400-15 Using Artificial Intelligence Policy

12. Strategic Plan Update

13. Holiday Hours Adjustments

14. Asset Management Plan Summary

15. Operational Hours Report

16. 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. 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

17. Report of the Closed Session

18. New Business
 - 18.1 City-Library MOU

19. Board meetings
 - 19.1 Regular Meeting January 27, 2025

20. 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.**

Subject: FW: FW: OLA's Commitment Towards Inclusive Librarianship



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Dear Sault Ste. Marie Public Library,

We are reaching out today with news that we believe will make a real difference in our community. We've just finalized and approved OLA's Anti-Racism Statement – A Commitment Towards Inclusive Librarianship, and we couldn't be prouder of the work that's gone into it.

This statement isn't just words on paper. It's a commitment – OLA's commitment – to creating a more inclusive and equitable library sector. It's going to shape everything we do moving forward, from our strategic planning to our day-to-day work plans.

Huge shout-outs to Lily Kwok and Lisa MacVicar for leading this effort. They've poured their hearts into this over the past four months. And to all of the members of OLA's Anti-Racism Committee, the Indigenous Advisory Council, and the Cultural Diversity and Inclusion Committee – your honest feedback and insights have been invaluable. You've helped us understand what truly inclusive librarianship looks like in practice.

But our work doesn't stop here. In fact, it's just the beginning. We're going to need your help to bring these commitments to life. We would love to hear your thoughts at one of our upcoming Strategic Planning OnLibChats this fall. Your voice matters in this conversation.

Remember, we're all in this together. As Audre Lorde so wisely said "It is not our differences that divide us. It is our inability to recognize, accept and celebrate those differences." Let's celebrate our differences and work towards a future where everyone feels welcome and valued in our sector.

Looking forward to continuing this journey with you,

Caroline Goulding, OLA Board President

Michelle Arbuckle, OLA Executive Director

OLA's Commitment Towards Inclusive Librarianship

This living document serves as the Ontario Library Association (OLA)'s commitment to meaningfully address oppression in all its forms within the Association. In this commitment, we affirm our position of inclusive librarianship. The OLA acknowledges that it has been complicit in perpetuating the oppressive systems that form the foundation of Canada and its institutions. Founded and operating on the traditional territories of the First Nations, Inuit and Métis, the OLA recognizes that oppression at all levels – [personal, interpersonal and structural](#) – persists within the Association and the Canadian library sector. Despite this, the OLA is determined that we can build a profession that reflects the principles of libraries as institutions that foster a more equitable society.

The OLA is committed to dismantling harmful practices within our organization and sector that perpetuate racism, white supremacy and colonial attitudes.

Moving forward, the OLA commits to:

- Integrating Reconciliation, anti-oppression, and Equity, Diversity and Inclusion (EDI) into our strategic planning.
- Approaching this work with an Indigenous lens and holding space for all our relationships, both with each other and with our natural environment.
- Ensuring that this work is informed by the perspectives of marginalized and underrepresented communities.
- Developing and proactively implementing a multi-year anti-racism strategy for the OLA, informed by research, assessment, and sector engagement, including a survey on the state of inclusive librarianship in the Ontario library sector.
- Continue working collaboratively and learning with other organizations prioritizing Reconciliation and EDI.

- Leveraging our position and power as a prominent library association to drive meaningful change across the sector, both provincially and nationally.

Even though library professionals interact with individuals from diverse backgrounds and identities daily, our sector does not reflect the communities we serve. With the support of an EDI Consultant, the OLA is now ready to embark on a new direction in our work towards inclusive librarianship, starting with a focus on anti-racism. Anti-racism, defined as proactively combatting racism in all its forms, is only a first step towards addressing the systemic barriers that have led to a lack of diversity in Canadian librarianship. While we stand by our [2020 statement on anti-racism](#) and the progress made, extensive work still needs to be done.

Building a profession of inclusive librarianship is a significant undertaking, touching on multiple [intersectionalities](#). The OLA acknowledges and honours the role of intersectionality in this work, along with the unique position of Truth and Reconciliation in the context of EDI. This is important to recognize given the colonial history of Canada – a nation built on the ongoing genocide of Indigenous Peoples on their homeland.

This work is necessary and urgent. The OLA commits to owning each step of this endeavour and taking accountability for any errors we will make along the way. We will approach this work holistically by soliciting the input and lived experiences of OLA membership, and ensuring diverse voices are represented in shaping the outcomes. We will be guided by OLA's Council and Committee members as leaders within the Association.

We call upon our members to also commit to enacting structural change. Dismantling systemic oppressive practices is a collective effort. Together we will work towards creating an equitable, inclusive community of library professionals.

Resources

- [What is an Anti-Oppressive Practice?](#), by Centre for Innovation in Campus Mental Health
- [Anti-Racism Resources for Libraries](#), by the [OLA Cultural Diversity and Inclusion Committee](#)
- [Indigenous Matters Information Brief](#), by the [OLA Indigenous Advisory Council](#)
- [CFLA-FCAB Truth and Reconciliation Report and Recommendations](#)

- [Anti-Oppressive Framework: A Primer](#), by Elementary Teachers' Federation of Ontario (ETFO)
- [Anti-Racist Resource Guide](#), by Federation of Ontario Public Libraries (FOPL)
- ["Theory in practice: Moving from systemic racism to anti-racism in Ontario public libraries"](#), by Amber Matthews for OLA's [Open Shelf](#) magazine
- [EDI Strategies for Recruitment Toolkit](#), by British Columbia Library Association (BCLA)
- [Collection Diversity Toolkit](#), by Canadian School Libraries (CSL)
- [Trauma-Informed Meeting Guidelines](#), by [The Commons Consulting](#)

Approved by the OLA Board of Directors on August 12, 2024.

Learn

Learn More

To read the French version of this statement, please visit the [OLA website](#).

*Every young person should have access to Canadian books. The **I Read Canadian Fund** was created to make sure kids have every opportunity to read great books. Help us raise \$25,000 for the I Read Canadian Fund. [Donate today!](#)*



Ontario Library Association (OLA), Centre for Social Innovation, 192 Spadina Avenue, Suite 205, Toronto ON M5T 2C2

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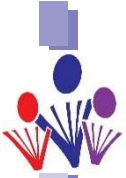
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**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, October 7, 2024 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Kevin Harrison
Wayne Greco	Steve Murray
Lisa Dobrovnik	Mike Olejnik

Absent: Hannah Caicco, Erin Ferlaino and Paolo Bruni

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:

The Sault Ste. Marie Public Library Board resolves that the following Board Members be excused from the regular meeting: Hannah Caicco, Erin Ferlaino and Paolo Bruni

Moved: J. van Haaften Seconded: L. Dobrovnik **CARRIED**

1.2 Land Recognition

L. Dobrovnik read the land acknowledgement statement.

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 October 7, 2024 meeting as amended.

Add 10.1 OLS Virtual Conference

Moved: S. Murray Seconded: M. Olejnik **CARRIED**

4. Delegations

NONE

5. Chair's Report

The Board Chair presented a report on his activities as Chair over the previous month. He attended a FOPL meeting last month and brought back documents to share on the value of being part of FOPL. The funding for Ontario Digital Libraries will benefit those even if they are not a member of FOPL.

Jennifer Misener has a 25-year club inductee dinner on Friday. Wayne is unable to attend and asked a member of the Board to go in his place. Jami van Haaften volunteered to attend.

The Chair wanted to recognize the retirement of Sharon Wigney and on behalf of the Board they wanted to thank her for her years of service.

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 June 24, 2024 Regular Board Meeting Minutes

6.1.2 August 8, 2024 Special Budget Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: NONE

6.2.2 Out-going: NONE

6.3 Financials

6.3.1 September Financial Committee Report

6.3.2 June Monthly Expenditure Report

6.3.3 July Monthly Expenditure Report

6.3.4 August Monthly Expenditure Report

6.3.5 Financial Reports ending July 31, 2024

6.3.6 Friends Report – August 2024

6.4 Policy Committee

6.4.1 September Policy Committee Report

6.4.2 Revised Policies

6.4.2.1 200-01 Purchasing and Procurement Policy

6.4.2.2 400-06 Health Care and Sick Leave Policy

6.4.3 Policies to be Rescinded

6.4.4.1 300-14 Children Unattended Policy

6.5 2025 Library Closures and Holiday Openings

6.6 Signature Event – Book Tasting Event

6.7 Summary of Motions

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the October 7, 2024, meeting as presented.

Moved: L. Dobrovnik

Seconded: K. Harrison

CARRIED

7. Items Removed from Consent

NONE

8. Business Arising from the Minutes

NONE

9. Information Items

9.1 Membership Drive

There was less return this year doing it. Manager of Community Engagement recommended doing it on a bi-annual basis. J. van Haaften asked if we could target a specific demographic like school groups, new immigrants, or seniors.

9.2 Ontario Public Library Week 2024

Theme of 2024 is Libraries for Life. There is a writeup in the newsletter about it. There will be a number of events planned to include Authorpalooza.

9.3 Brazilian Festival

We have partnered with NOHLA to help put on the Brazilian Festival in October at the downtown Plaza.

9.4 Save Our School Libraries

We do not typically put out petitions but we did push this campaign joining libraries and schools across the province.

9.5 Lifejacket Lending

These were new items this year added to our object library. These go back to the pool for storage.

9.6 Retirement of Sharon Wigney, Manager of Public Services

This is a big loss for the Library. We are losing a lot of expertise and knowledge. She gave 41 dedicated years. Right now, we are recruiting for her role. We can fill her role but we

can't replace her. We have not received a lot of quality applications. Getting someone who is both a Librarian and a Manager is difficult. We could take it to OLA. J. van Haaften asked if we could send it out to other local Libraries (Sault College and Algoma University). M. MacDonald could look into that but doesn't want to keep taking Librarians from this local network.

9.7 Letter of Thank you to Ross Romano, MPP

W. Greco and M. MacDonald met with Ross Romano earlier this year to discuss funding from FOPL for First Nation Libraries. M. MacDonald sent a thank you to R. Romano.

9.8 Northern Ontario Libraries 2023 Statistics

Could think of if there is anything we can do differently that can bring in more numbers.

10. Board Development

10.1 OLS Virtual Conference

J. van Haaften added this item to the agenda. OLS has a virtual conference on October 24, 2024. It is on ZOOM. W. Greco asked if each Board member received a link. M. MacDonald said he would send the link to everyone. A lot of the conference is recorded and you can review it after the fact.

11. New Policies

11.1 300-14 Children Services Policy

This policy is needed for accreditation. W. Greco wanted to omit the words 'then' and 'notify' in policy in regard to when CEO is notified. The CEO should be aware of what is going on immediately.

MOTION

The Sault Ste. Marie Public Library Board approves the new Children Services Policy as amended.

Moved: S. Murray

Seconded: M. Olejnik

CARRIED

11.2 300-20 Information Services Policy

MOTION

The Sault Ste. Marie Public Library Board approves the new Information Services Policy as presented.

Moved: L. Dobrovnik

Seconded: J. van Haaften

CARRIED

12. Strategic Plan Update

December will be one year since implementing our current Strategic Plan. In less than a year we have accomplished a lot. If the Board completes any action items under governance let M. MacDonald know. We are aiming for the end of the year 2025. We might have to wait for 2026.

J. van Haaften sent a list of items to M. MacDonald that she thought wasn't started but they were all started.

13. June 27, 2024 Incident

M. MacDonald updated the Board on the incident and the reason for needing emergency repairs.

14. Closed Session

MOTION

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: Labour Relations or relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in

Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

BE IT FURTHER RESOLVED THAT the following person(s) be permitted to attend, M. MacDonald and R. Verdone.

Moved: L. Dobrovnik

Seconded: M. Olejnik

CARRIED

15. Report of the Closed Session

Be it resolved that the Chair of the Board will respond concerning the Finance Committee Meeting Minutes of June 18, 2024.

16. New Business

NONE

17. Board meetings

17.1 Board Development Meeting

Meeting on October 28, 2024, followed by the Every Moment Matters Volunteer Reception.

17.2 Regular Board Meeting

The next regular Board meeting will be November 25, 2024.

18. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn October 7, 2024, meeting at 5:51 p.m.

Moved: K. Harrison

Seconded: M. Olejnik

CARRIED

Chairperson, Library Board

From: northern.lights@shaw.ca
To: [ssmpl board](#)
Subject: Laser Multimedia Entertainment - teen night
Date: Sunday, October 27, 2024 3:40:52 PM

**This email originated outside of the Corporation of the City of Sault Ste. Marie.
Do not open attachments or click links unless you verify the sender and know the content is safe.**

Good day, my name is Michel Poirier, general manager/owner of a laser multimedia studio called Northern Lights. I am interested in a recurring laser multimedia entertainment operation at the program room A, Northern Branch. The ticketed laser entertainment would be open to the general public especially teens. If a recurring schedule can be achieved, I would like to see if our laser projector can be permanently installed in this venue space to shorten any setup time. I am prepared to meet with the board to discuss this initiative further. I invite you all to view our website at www.northernlightlasers.com to consider the proposal.

Michel Poirier C.E.T.
www.northernlightlasers.com
705-297-1054



REPORT OF THE SSMPL BOARD

FINANCE COMMITTEE

Committee Members in Attendance: Lisa Dobrovnik, Erin Ferlaino, Jami van Haaften, Kevin Harrison, Steve Murray, Mike Olejnik, Wayne Greco

Members Absent: NONE

Meeting Date: November 19, 2024

Review:

The Committee reviewed the September 2024 Expenditures Reports.

The Committee reviewed the Financial Reports as of September 30, 2024.

The Budget Presentation presented at the November 18, 2024 City Council meeting was reviewed. City Council Budget deliberations are scheduled for Dec 8th and 9th, 2024. Afterwards the 2025 municipal grant for the Sault Ste. Marie Public Library will be announced.

No new capital projects.

The new server is installed and the project is almost complete.

The City has included funding from the City's 2025 Asset Management fund to conduct an engineering study to replace pneumatic controls at the JLM Centennial Library.

The exterior cladding project at the JLM Centennial Library is now complete.

The Board reviewed and discussed the 2025 Fees Schedule.



The back door at the JLM Centennial Library has been replaced. Accessible openers have been installed on the door and a staff hallway door. Additional accessible openers to be installed in 2025.

Information Items:

Migration from the Library's RBC accounts to Scotia Bank accounts continues and is expected to be completed by December 31, 2024.

Submission Q3 HST has been filed, and the Library expected and received a return of \$13,616.45.

The Library has applied for this year's Public Library Operating Grant from the Ontario Government.

KPMG is updating the Management Representation Letter. The audit will soon be finalized.

Recommendations:

That the Board accept the November 2024 Finance Committee Report as presented.

That the expenditures for the month of September 2024, which include wages, benefits and RBC Visa in the amount of \$283,167.87 be confirmed paid.

That the Financial Results as of September 30th, 2024 be approved.

That the 2025 Fees Schedule be approved as revised.

That the Finance Committee minutes be kept out of Board Package until approved by the Finance Committee.

That the Finance Committee recommendations coming from the Finance Committee meeting be included in a separate Committee Report in the Board Package.



Sault Ste. Marie Public Library

Monthly Expenditure Report for September 2024

Cheque Register

September 5, 2024	90,245.85
September 12, 2024	38,807.77
September 19, 2024	32,900.42
September 26, 2024	4,331.78
Subtotal	<u>\$166,285.82</u>

EFT from Bank Statements

Wages	113,271.34
RBC Visa	3,430.17
Service Fees	180.54
Subtotal	<u>\$116,882.05</u>
Total	<u>\$283,167.87</u>

Recommendation:

The expenditures for the month of September 2024, which include wages, benefits and RBC Visa in the amount of \$283,167.87 be confirmed paid.

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,401,242.25)	(\$3,620,953.12)	66%
Fines	(7,344.88)	(\$4,250.00)	173%
Concessions	(1,308.22)	(\$1,000.00)	131%
Sales	(44,381.18)	(\$58,900.00)	75%
Donations	(74,804.46)	(\$52,976.53)	141%
Other income	(73,716.23)	(\$23,300.00)	316%
Change in future employee benefits			0%
Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	<u>(2,612,920.42)</u>	<u>(\$3,801,700.76)</u>	<u>69%</u>
EXPENDITURES			
Salaries and benefits	1,944,201.03	\$2,799,807.42	69%
Future employee benefits			0%
Books and periodicals	147,229.69	\$218,835.01	67%
Utilities	59,224.47	\$102,000.00	58%
Office expenditures	121,760.02	\$156,443.47	78%
Operating expenditures	309,778.40	\$433,850.00	71%
Equipment purchases	89,852.09	\$89,486.11	100%
Depreciation			0%
Default			0%
	<u>2,672,045.70</u>	<u>\$3,800,422.01</u>	<u>70%</u>
(Surplus)/Deficit	59,125.28	(\$1,278.75)	(4,624%)

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
LIBRARY ADMINISTRATION - Grants	(2,401,242.25)	(\$3,620,953.12)	66%
LIBRARY MAIN BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
Total Grants	(2,401,242.25)	(\$3,620,953.12)	66%
Fines:			
LIBRARY ADMINISTRATION - Fines			
LIBRARY MAIN BRANCH - Fines	(6,174.61)	(\$3,500.00)	176%
LIBRARY NORTH BRANCH - Fines	(1,170.27)	(\$750.00)	156%
Total Fines	(7,344.88)	(\$4,250.00)	173%
Concessions:			
LIBRARY ADMINISTRATION - Concessions			
LIBRARY MAIN BRANCH - Concessions			
LIBRARY NORTH BRANCH - Concessions			
Total Concessions	(1,308.22)	(\$1,000.00)	131%
Sales:			
LIBRARY ADMINISTRATION - Sales	(33,055.82)	(\$40,000.00)	83%
LIBRARY MAIN BRANCH - Sales	(8,850.97)	(\$16,750.00)	53%
LIBRARY NORTH BRANCH - Sales	(2,474.39)	(\$2,150.00)	115%
Total Sales	(44,381.18)	(\$58,900.00)	75%
Donations:			
LIBRARY ADMINISTRATION - Donations	(60,294.56)	(\$38,466.63)	157%
LIBRARY MAIN BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(14,509.90)	(\$14,509.90)	100%
Total Donations	(74,804.46)	(\$52,976.53)	141%
Other income:			
LIBRARY ADMINISTRATION - Other income	(64,455.87)	(\$16,000.00)	403%
LIBRARY MAIN BRANCH - Other income	(2,850.29)	(\$4,500.00)	63%
LIBRARY NORTH BRANCH - Other income	(6,410.07)	(\$2,800.00)	229%
Total Other income	(73,716.23)	(\$23,300.00)	316%
Change in future employee benefits			0%
Surplus, prior year:			
LIBRARY ADMINISTRATION - Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
LIBRARY MAIN BRANCH - Surplus, prior year			
LIBRARY NORTH BRANCH - Surplus, prior year			
Total Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	(2,569,171.70)	(\$3,755,740.86)	68%
	(17,875.87)	(\$24,750.00)	72%
	(24,564.63)	(\$20,209.90)	122%
	(2,612,920.42)	(\$3,801,700.76)	69%

EXPENDITURES

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	581,066.53	\$861,904.76	67%
LIBRARY MAIN BRANCH - Salaries and benefits	1,107,610.76	\$1,616,465.97	69%
LIBRARY NORTH BRANCH - Salaries and benefits	255,523.74	\$321,436.69	79%
Total Salaries and benefits	1,944,201.03	\$2,799,807.42	69%
Future employee benefits			0%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals	2,944.06	\$6,183.46	48%
LIBRARY MAIN BRANCH - Books and periodicals	127,460.93	\$154,367.55	83%
LIBRARY NORTH BRANCH - Books and periodicals	16,824.70	\$58,284.00	29%
Total Books and periodicals	147,229.69	\$218,835.01	67%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	59,224.47	\$102,000.00	58%
LIBRARY NORTH BRANCH - Utilities			
Total Utilities	59,224.47	\$102,000.00	58%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	64,038.67	\$77,435.30	83%
LIBRARY MAIN BRANCH - Office expenditures	49,264.86	\$66,508.17	74%
LIBRARY NORTH BRANCH - Office expenditures	8,456.49	\$12,500.00	68%
Total Office expenditures	121,760.02	\$156,443.47	78%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	5,135.54	\$31,000.00	17%
LIBRARY MAIN BRANCH - Operating expenditures	121,341.37	\$189,836.00	64%
LIBRARY NORTH BRANCH - Operating expenditures	176,267.09	\$212,014.00	83%
Total Operating expenditures	309,778.40	\$433,850.00	71%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	83,749.76	\$77,986.11	107%
LIBRARY MAIN BRANCH - Equipment purchases	6,102.33	\$10,000.00	61%
LIBRARY NORTH BRANCH - Equipment purchases		\$1,500.00	0%
Total Equipment purchases	89,852.09	\$89,486.11	100%
Depreciation			0%
Default			0%
	736,934.56	\$1,054,509.63	70%
	1,471,004.72	\$2,139,177.69	69%
	457,072.02	\$605,734.69	75%
	2,672,045.70	\$3,800,422.01	70%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,832,237.14)	(\$2,701,231.23)	68%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,453,128.85	\$2,114,427.69	69%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	432,507.39	\$585,524.79	74%

SSM LIBRARY
Summary of All Units
For the Nine Months Ending Monday, September 30, 2024

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
Total (Surplus)/Deficit	59,125.28	(\$1,278.75)	(4,624%)

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$2,401,242.25)	(\$3,620,953.12)	66%
Fines			
Concessions			
Sales	(33,055.82)	(\$40,000.00)	83%
Donations	(60,294.56)	(\$38,466.63)	157%
Other income	(64,455.87)	(\$16,000.00)	403%
Change in future employee benefits			
Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	<u>(2,569,171.70)</u>	<u>(\$3,755,740.86)</u>	<u>68%</u>
EXPENDITURES			
Salaries and benefits	581,066.53	\$861,904.76	67%
Future employee benefits			
Books and periodicals	2,944.06	\$6,183.46	48%
Utilities			
Office expenditures	64,038.67	\$77,435.30	83%
Operating expenditures	5,135.54	\$31,000.00	17%
Equipment purchases	83,749.76	\$77,986.11	107%
Depreciation			
Default			
	<u>736,934.56</u>	<u>\$1,054,509.63</u>	<u>70%</u>
(Surplus)/Deficit	(1,832,237.14)	(\$2,701,231.23)	68%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants:			
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV	(3,816.00)	(\$3,938.90)	97%
30-720-7201-5212 ONT SPEC GRANT OTHER	(1,842.00)	(\$9,726.00)	19%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT	(5,482.00)	(\$21,687.00)	25%
30-720-7201-5294 GRANTS MUNICIPAL	(2,390,102.25)	(\$3,186,803.00)	75%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5311 CAN SPEC GRANT		(\$30,729.22)	0%
Total Grants	(2,401,242.25)	(\$3,620,953.12)	66%
Fines			
Concessions			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(33,055.82)	(\$40,000.00)	83%
Total Sales	(33,055.82)	(\$40,000.00)	83%
Donations:			
30-720-7201-5861 DONATIONS	(4,186.70)	(\$10,000.00)	42%
30-720-7201-5866 RESTRICTED DONATIONS	(33,916.23)	(\$6,000.00)	565%
30-720-7201-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR	(22,191.63)	(\$22,191.63)	100%
30-720-7201-5869 DONATIONS IN KIND		(\$275.00)	0%
Total Donations	(60,294.56)	(\$38,466.63)	157%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(64,455.87)	(\$16,000.00)	403%
Total Other income	(64,455.87)	(\$16,000.00)	403%
Change in future employee benefits			
Surplus, prior year:			
30-720-7201-5901 SURPLUS PRIOR YEAR	(10,123.20)	(\$40,321.11)	25%
Total Surplus, prior year	(10,123.20)	(\$40,321.11)	25%
	(2,569,171.70)	(\$3,755,740.86)	68%
EXPENDITURES			
Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	437,492.06	\$649,115.40	67%
30-720-7201-6011 SALARIES PART TIME	494.21	\$3,938.90	13%
30-720-7201-6015 SALARIES SUMMER STUDENTS	3,956.89		0%
30-720-7201-6031 CANADA PENSION PLAN	23,096.95	\$30,436.71	76%
30-720-7201-6032 EMPLOYMENT INSURANCE	8,644.35	\$9,487.22	91%
30-720-7201-6033 EMPLOYER HEALTH TAX	8,875.59	\$12,734.56	70%
30-720-7201-6041 OMERS	39,696.83	\$58,051.06	68%
30-720-7201-6042 HEALTH CARE	16,851.29	\$29,903.16	56%
30-720-7201-6043 DENTAL	5,931.44	\$13,320.72	45%
30-720-7201-6044 GROUP INSURANCE	3,840.79	\$6,140.89	63%
30-720-7201-6045 LONG TERM DISABILITY	7,849.71	\$13,026.14	60%
30-720-7201-6052 RETIRED HEALTH CARE	24,336.42	\$31,000.00	79%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
30-720-7201-6046 WSIB		\$4,750.00	0%
Total Salaries and benefits	581,066.53	\$861,904.76	67%
Future employee benefits			
Books and periodicals:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	2,944.06	\$6,183.46	48%
Total Books and periodicals	2,944.06	\$6,183.46	48%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	8,114.23	\$6,750.00	120%
30-720-7201-6182 TRAVEL	1,530.08	\$5,300.00	29%
30-720-7201-6185 TRAINING	16,153.34	\$12,250.00	132%
30-720-7201-6200 MILEAGE	94.94	\$1,800.00	5%
30-720-7201-6470 POSTAL SERVICE	121.69	\$100.00	122%
30-720-7201-6474 CARTAGE	2,562.76	\$6,000.00	43%
30-720-7201-6480 TELECOMMUNICATIONS	37.81	\$200.00	19%
30-720-7201-6500 AUDIT FEES	7,424.41	\$14,000.00	53%
30-720-7201-6506 BOOKKEEPING SERVICE	13,480.30	\$13,480.30	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	8,545.80	\$5,130.00	167%
30-720-7201-6542 PUBLIC RELATIONS	3,588.12	\$9,540.00	38%
30-720-7201-6720 BANK CHARGES	2,385.19	\$2,800.00	85%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	64,038.67	\$77,435.30	83%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	1,385.33	\$1,000.00	139%
30-720-7201-6462 INSURANCE	3,750.21	\$30,000.00	13%
Total Operating expenditures	5,135.54	\$31,000.00	17%
Equipment purchases:			
30-720-7201-8201 FURNITURE & FIXTURES	1,415.48		0%
30-720-7201-8202 COMPUTER EQUIPMENT	32,262.36	\$32,986.11	98%
30-720-7201-8300 SOFTWARE	50,071.92	\$45,000.00	111%
Total Equipment purchases	83,749.76	\$77,986.11	107%
Depreciation			
Default	736,934.56	\$1,054,509.63	70%
(Surplus)/Deficit	(1,832,237.14)	(\$2,701,231.23)	68%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(6,174.61)	(\$3,500.00)	176%
Concessions			
Sales	(8,850.97)	(\$16,750.00)	53%
Donations			
Other income	(2,850.29)	(\$4,500.00)	63%
Change in future employee benefits			
Surplus, prior year			
	<u>(17,875.87)</u>	<u>(\$24,750.00)</u>	<u>72%</u>
EXPENDITURES			
Salaries and benefits	1,107,610.76	\$1,616,465.97	69%
Future employee benefits			
Books and periodicals	127,460.93	\$154,367.55	83%
Utilities	59,224.47	\$102,000.00	58%
Office expenditures	49,264.86	\$66,508.17	74%
Operating expenditures	121,341.37	\$189,836.00	64%
Equipment purchases	6,102.33	\$10,000.00	61%
Depreciation			
Default			
	<u>1,471,004.72</u>	<u>\$2,139,177.69</u>	<u>69%</u>
(Surplus)/Deficit	1,453,128.85	\$2,114,427.69	69%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(6,174.61)	(\$3,500.00)	176%
Total Fines	(6,174.61)	(\$3,500.00)	176%
Concessions			
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(805.59)	(\$4,450.00)	18%
30-720-7202-5892 MEMBERSHIP FEES	(1,081.25)	(\$1,500.00)	72%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(6,614.13)	(\$9,000.00)	73%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(350.00)	(\$1,800.00)	19%
Total Sales	(8,850.97)	(\$16,750.00)	53%
Donations			
Other income:			
30-720-7202-5860 SUNDRY REVENUE	(26.54)		0%
30-720-7202-5751 RENT PROGRAM ROOM A	(1,689.25)	(\$3,500.00)	48%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,134.50)	(\$1,000.00)	113%
Total Other income	(2,850.29)	(\$4,500.00)	63%
Change in future employee benefits Surplus, prior year	(17,875.87)	(\$24,750.00)	72%
EXPENDITURES			
Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	658,752.89	\$917,795.68	72%
30-720-7202-6011 SALARIES PART TIME	237,946.52	\$374,647.77	64%
30-720-7202-6031 CANADA PENSION PLAN	47,668.00	\$68,005.26	70%
30-720-7202-6032 EMPLOYMENT INSURANCE	19,481.27	\$26,934.08	72%
30-720-7202-6033 EMPLOYER HEALTH TAX	17,309.12	\$24,880.94	70%
30-720-7202-6041 OMERS	68,551.87	\$109,570.97	63%
30-720-7202-6042 HEALTH CARE	30,849.89	\$49,980.60	62%
30-720-7202-6043 DENTAL	19,491.63	\$32,796.00	59%
30-720-7202-6044 GROUP INSURANCE	2,365.61	\$3,799.67	62%
30-720-7202-6045 LONG TERM DISABILITY	5,193.96	\$8,055.00	64%
Total Salaries and benefits	1,107,610.76	\$1,616,465.97	69%
Future employee benefits			
Books and periodicals:			
30-720-7202-6133 BOOKS PROFESSIONAL	47.72	\$250.00	19%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS	432.42	\$497.14	87%
30-720-7202-6135 BOOKS REFERENCE ADULT	960.63	\$3,369.20	29%
30-720-7202-6136 BOOKS ADULT	27,124.88	\$30,914.22	88%
30-720-7202-6137 BOOKS JUVENILE	10,754.00	\$14,314.67	75%
30-720-7202-6138 BOOKS FRENCH	630.47	\$1,437.88	44%
30-720-7202-6141 PERIODICALS	13,451.94	\$10,744.79	125%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	5,192.35	\$10,298.66	50%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	308.19	\$615.10	50%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	8,662.33	\$9,060.59	96%
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	673.64	\$649.24	104%
30-720-7202-6155 GAMES ADULT & JUVENILE	356.13	\$956.13	37%
30-720-7202-6158 ELECTRONIC DATABASES	44,837.72	\$48,655.10	92%
30-720-7202-6159 AUDIO BOOKS ADULT	228.04	\$975.47	23%
30-720-7202-6160 AUDIO BOOKS JUVENILE	726.99	\$1,029.36	71%
30-720-7202-6165 MATERIALS PROCESSING	13,073.48	\$19,500.00	67%
30-720-7202-6156 CD MUSIC ADULT		\$825.00	0%
30-720-7202-6161 IN KIND DONATIONS		\$275.00	0%
Total Books and periodicals	127,460.93	\$154,367.55	83%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	48,599.71	\$80,000.00	61%
30-720-7202-6254 NATURAL GAS	10,624.76	\$22,000.00	48%
Total Utilities	59,224.47	\$102,000.00	58%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	18,445.20	\$25,000.00	74%
30-720-7202-6200 MILEAGE	828.73		0%
30-720-7202-6470 POSTAL SERVICE	4,372.15	\$7,000.00	62%
30-720-7202-6480 TELECOMMUNICATIONS	11,060.80	\$18,500.00	60%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	14,555.50	\$16,008.17	91%
30-720-7202-6726 US \$ EXCHANGE	2.48		0%
Total Office expenditures	49,264.86	\$66,508.17	74%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	(58.00)	\$100.00	(58%)
30-720-7202-6395 JANITORIAL SUPPLY	3,918.91	\$10,000.00	39%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	46,001.89	\$81,000.00	57%
30-720-7202-6496 JANITORIAL SERVICE	32,182.38	\$49,320.00	65%
30-720-7202-6620 SECURITY	33,925.59	\$42,416.00	80%
30-720-7202-6704 MACHINE RENTAL	5,370.60	\$5,100.00	105%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT		\$1,900.00	0%
Total Operating expenditures	121,341.37	\$189,836.00	64%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	6,102.33	\$7,000.00	87%
30-720-7202-8271 LIBRARY EQUIPMENT		\$3,000.00	0%
Total Equipment purchases	6,102.33	\$10,000.00	61%
Depreciation			
Default	1,471,004.72	\$2,139,177.69	69%
(Surplus)/Deficit	1,453,128.85	\$2,114,427.69	69%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Nine Months Ending Monday, September 30, 2024

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
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SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(1,170.27)	(\$750.00)	156%
Concessions			
Sales	(2,474.39)	(\$2,150.00)	115%
Donations	(14,509.90)	(\$14,509.90)	100%
Other income	(6,410.07)	(\$2,800.00)	229%
Change in future employee benefits			
Surplus, prior year			
	<u>(24,564.63)</u>	<u>(\$20,209.90)</u>	<u>122%</u>
EXPENDITURES			
Salaries and benefits	255,523.74	\$321,436.69	79%
Future employee benefits			
Books and periodicals	16,824.70	\$58,284.00	29%
Utilities			
Office expenditures	8,456.49	\$12,500.00	68%
Operating expenditures	176,267.09	\$212,014.00	83%
Equipment purchases		\$1,500.00	0%
Depreciation			
Default			
	<u>457,072.02</u>	<u>\$605,734.69</u>	<u>75%</u>
(Surplus)/Deficit	432,507.39	\$585,524.79	74%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Monday, September 30, 2024

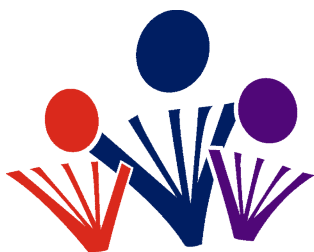
Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(1,170.27)	(\$750.00)	156%
Total Fines	(1,170.27)	(\$750.00)	156%
Concessions			
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(82.59)	(\$100.00)	83%
30-720-7204-5892 MEMBERSHIP FEES	(273.00)	(\$150.00)	182%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(1,938.80)	(\$1,750.00)	111%
30-720-7204-5898 SALES FRIENDS OF THE LIBRARY	(180.00)		0%
30-720-7204-5895 PROGRAM REGISTRATION FEES		(\$150.00)	0%
Total Sales	(2,474.39)	(\$2,150.00)	115%
Donations:			
30-720-7204-5902 SURPLUS RESTRICTED DONATIONS PRIOR YEAR	(14,509.90)	(\$14,509.90)	100%
Total Donations	(14,509.90)	(\$14,509.90)	100%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(3,837.62)	(\$2,000.00)	192%
30-720-7204-5752 RENT PROGRAM ROOM B	(2,572.45)	(\$800.00)	322%
Total Other income	(6,410.07)	(\$2,800.00)	229%
Change in future employee benefits			
Surplus, prior year	(24,564.63)	(\$20,209.90)	122%
EXPENDITURES			
Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	138,882.91	\$177,097.65	78%
30-720-7204-6011 SALARIES PART TIME	68,605.18	\$79,299.21	87%
30-720-7204-6031 CANADA PENSION PLAN	10,768.21	\$13,147.28	82%
30-720-7204-6032 EMPLOYMENT INSURANCE	4,460.23	\$5,348.40	83%
30-720-7204-6033 EMPLOYER HEALTH TAX	4,016.22	\$4,923.02	82%
30-720-7204-6041 OMERS	15,883.47	\$22,721.63	70%
30-720-7204-6042 HEALTH CARE	6,924.76	\$9,996.12	69%
30-720-7204-6043 DENTAL	4,382.32	\$6,559.20	67%
30-720-7204-6044 GROUP INSURANCE	487.54	\$733.18	66%
30-720-7204-6045 LONG TERM DISABILITY	1,112.90	\$1,611.00	69%
Total Salaries and benefits	255,523.74	\$321,436.69	79%
Future employee benefits			
Books and periodicals:			
30-720-7204-6132 ARCHIVES	53.93	\$14,509.90	0%
30-720-7204-6136 BOOKS ADULT	6,358.71	\$18,703.19	34%
30-720-7204-6137 BOOKS JUVENILE	6,884.93	\$11,090.05	62%
30-720-7204-6138 BOOKS FRENCH	1,084.65	\$1,637.60	66%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,225.64	\$4,749.77	26%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Nine Months Ending Monday, September 30, 2024

Department	Actual	Budget	Percentage to Date
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	196.07	\$525.19	37%
30-720-7204-6155 GAMES ADULT & JUVENILE	388.53	\$684.28	57%
30-720-7204-6159 AUDIO BOOKS ADULT	322.24	\$1,344.08	24%
30-720-7204-6160 AUDIO BOOKS JUVENILE	310.00	\$1,103.25	28%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$837.18	0%
30-720-7204-6141 PERIODICALS		\$3,099.51	0%
 Total Books and periodicals	 16,824.70	 \$58,284.00	 29%
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	845.70	\$2,500.00	34%
30-720-7204-6200 MILEAGE	2.80		0%
30-720-7204-6480 TELECOMMUNICATIONS	7,607.99	\$10,000.00	76%
 Total Office expenditures	 8,456.49	 \$12,500.00	 68%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	8.69	\$20.00	43%
30-720-7204-6410 MAINTENANCE & ALTERATIONS	765.24	\$1,000.00	77%
30-720-7204-6620 SECURITY	571.46	\$300.00	190%
30-720-7204-6700 RENT	174,386.70	\$209,394.00	83%
30-720-7204-6704 MACHINE RENTAL	535.00	\$1,200.00	45%
30-720-7204-6400 MAINTENANCE OFFICE EQUIPMENT		\$100.00	0%
 Total Operating expenditures	 176,267.09	 \$212,014.00	 83%
Equipment purchases:			
30-720-7204-8271 LIBRARY EQUIPMENT		\$1,500.00	0%
 Total Equipment purchases		 \$1,500.00	 0%
Depreciation Default			
	<u>457,072.02</u>	<u>\$605,734.69</u>	<u>75%</u>
 (Surplus)/Deficit	 432,507.39	 \$585,524.79	 74%

2024 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 101.50	\$ 3,199.85	-	\$ 3,301.35
FEBRUARY	\$ 114.00	\$ 3,011.21		\$ 3,125.21
MARCH	\$ 186.50	\$ 2,980.70	-	\$ 3,167.20
1st Quarter Totals	\$ 402.00	\$ 9,191.76	\$ -	\$ 9,593.76
APRIL	\$ 113.00	\$ 3,496.81	-	\$ 3,609.81
MAY	\$ 150.00	\$ 3,089.00	-	\$ 3,239.00
JUNE	\$ 229.00	\$ 3,072.50	\$ 643.06	\$ 3,944.56
2nd Quarter Totals	\$ 492.00	\$ 9,658.31	\$ 643.06	\$ 10,793.37
JULY	\$ 366.00	\$ 4,254.10	-	\$ 4,620.10
AUGUST	\$ 135.00	\$ 3,757.30	-	\$ 3,892.30
SEPTEMBER	\$ 147.00	\$ 3,046.30	-	\$ 3,193.30
3rd Quarter Totals	\$ 648.00	\$ 11,057.70	\$ -	\$ 11,705.70
OCTOBER	\$ 229.00	\$ 2,991.30		\$ 3,220.30
NOVEMBER	\$ 10.00	\$ 356.35	-	\$ 366.35
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ 239.00	\$ 3,347.65	\$ -	\$ 3,586.65
TOTALS Year To Date	\$ 1,781.00	\$ 33,255.42	\$ 643.06	\$ 35,679.48
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 402.00	\$ 9,191.76	\$ 9,593.76
2nd Quarter Totals	APR-JUN	\$ 492.00	\$ 9,658.31	\$ 10,793.37
3rd Quarter Totals	JUL-SEP	\$ 648.00	\$ 11,057.70	\$ 11,705.70
4th Quarter Totals	OCT-DEC	\$ 239.00	\$ 3,347.65	\$ 3,586.65
Annual Total	JAN-DEC	\$ 1,781.00	\$ 33,255.42	\$ 35,679.48
				\$ -
Grand Total		\$ 35,679.48	\$ -	\$ 35,679.48



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2025

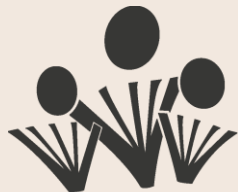
Particular	Price	Price with HST
Faxes, Photocopies, Prints & Scans		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Prints	\$0.22 per side + HST	\$0.25
Colour Copies/Prints	\$0.44 per side + HST	\$0.50
Scans (Public Machines)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.44 + HST per additional page	First 5 scans free, \$0.50 per additional page
Archive Scans (Prescanned)	FREE	
Photo-reproductions of Archival Copies	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Items for Purchase		
Promotional Items:		
Chocolate Bar	\$2.21 + HST	\$2.50
Cloth Bag	\$2.65 + HST	\$3.00
Magnet / Pin	\$1.77 + HST	\$2.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Supplies:		
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
Waste Tags	\$2.00 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous Communities:		
Residents of Garden River or Batchewana First Nations	Free	
First Nation or Metis Council members located in Ontario	Free	
Institutional Memberships:		
Organization located in Sault Ste. Marie	Free	
Organizations located in Garden River or Batchewana First Nation	Free	
Organizations located outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will <u>not</u> be refunded for returned items declared lost and paid for.	
U.S. Exchange Rate	Rate as provided by City Hall	
Overdues		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$1.00 per day (Max \$15.00)	
Object Collection	\$1.00 per day (Max \$10.00 per item)	



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2025

Particular	Price	Price with HST
Programming & Events		
Program Registration:	<i>Active cardholders receive a \$5.00 discount on Library programs.</i>	
Adult Book Clubs	\$26.55 + HST	\$30.00
Story Times	Free	
Teen Programs	Free	
Signature Events	Cost dependent on event	
Replacement Cost for Damaged or Lost Items		
Circulating Bags	\$5.75 + HST	\$6.50
Lending Laptops	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Magazines	\$4.43 + HST	\$5.00
Thermal Imaging Camera	\$530.97 + HST	\$600.00
Urban Poles	\$88.50 + HST	\$100.00
Room Rentals		
James L. McIntyre Centennial Library:	<i>Active cardholders receive a \$5.00 discount on Room Rentals.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
North Branch:	<i>Active cardholders receive a \$5.00 discount on Room Rentals.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
Laminations	\$.88 + HST per page	\$1 per page
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Rental Late Fee	\$10.00 per day (Max \$50.00)	
Research	\$39.82 per hour + HST	\$45.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50



Sault Ste. Marie
Public Library

2025 Budget Presentation

November 18, 2024
City Hall



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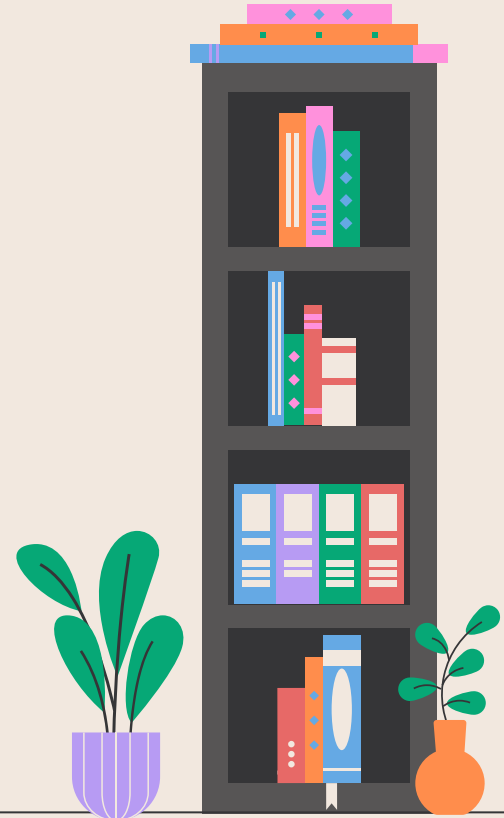
Library Operations in 2024

04

Security in 2024

05

2025 Part-Time Security Request



2025 Operational Budget Overview

Revenue	2025	2024	\$ Change	% Change
Municipal Grants	\$ 3,213,819	\$ 3,186,803	\$ 27,016	0.84%
Provincial Grants	\$ 407,537	\$ 434,150	\$ (26,613)	-6.53%
Donations	\$ 22,275	\$ 16,275	\$ 6,000	26.94%
Self-Generated	\$ 135,400	\$ 87,450	\$ 47,950	35.41%
Total	\$ 3,779,031	\$ 3,724,678		

Expenses	2025	2024	\$ Change	% Change
Salaries & Benefits	\$ 2,880,509	\$ 2,799,892	\$ 80,617	2.80%
Collections	\$ 190,730	\$ 186,705	\$ 4,025	2.11%
Downtown Building	\$ 217,563	\$ 223,320	\$ (5,757)	-2.65%
North Building	\$ 212,031	\$ 209,394	\$ 2,637	1.24%
Operating Expenses	\$ 288,748	\$ 332,972	\$ (44,224)	-15.32%
Total	\$ 3,789,581	\$ 3,752,283		

2025 Highlights

- 3.1% Contracted Wage Increase
- Pay Equity Compliance Assessment of \$25,000
- Accessibility Facility Upgrades
- Operating request restricted to inflationary rate (2%)



Operating expenses consist of staff training, freight & postage, telecommunications, professional fees, furniture and fixtures, software subscriptions, insurance, and supplies.

Budget Allocations Over Time

Over the past 20 years, the library's funding priorities have shifted significantly. In 2004, the Sault Ste. Marie Public Library operated four branches, with a larger portion of budget directed towards programs, technology, equipment, and collections.

As operational costs have risen, particularly for facility upkeep, funds allocated to community-centred resources have steadily decreased. Today, a substantial portion of our budget goes towards maintaining facilities, leaving fewer resources available to purchase programs and materials that benefit our patrons directly.



46% of facility assets at the downtown location have a remaining service life of 5 years or less.

Library Operations in 2024

So far in 2024, the Library has been home to:

- 54** Full and Part-Time Employees
- 39** Bookstore Volunteers
- 13** General Volunteers
- 12** Community-Partner Volunteers
- 1** Canine Volunteer

Who have facilitated:

- 387** Programs
- 7,786** Computer Bookings
- 31,765** Query Answers
- 38,745** Book Sales (and thousands more donations!)
- 1,111,358** Catalogue Searches

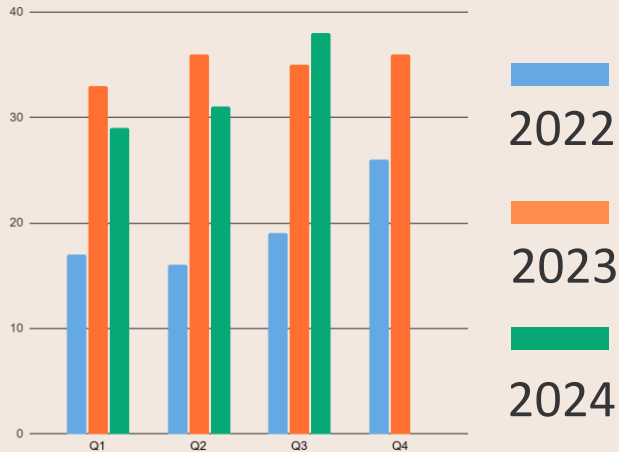


We've circulated a total of **175,779** in-person, physical materials from our locations this year – this is equal to a book checked out roughly every 3 minutes!

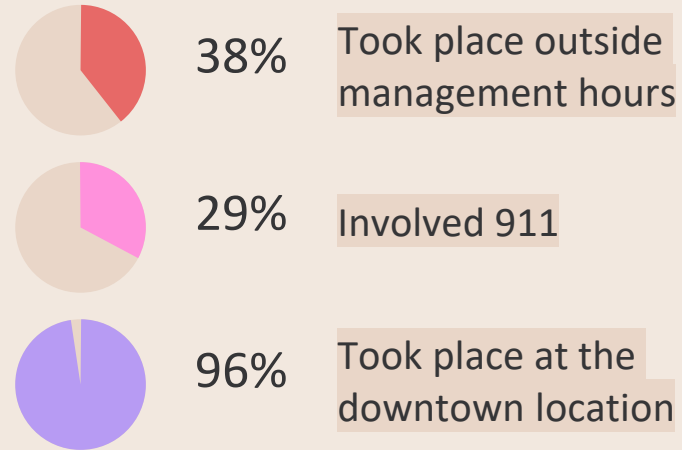


Security in 2024

Incidents per Year



Types of Incidents



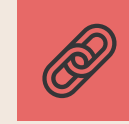
From January to October 2024, the Library spent \$12,970 of operational funds on major repairs and replacements related to incidents, including repairs to demolished walls, theft of assets, biohazard cleanup, and securing roof access.

2025 Part-Time Security Request

We are requesting a continuation to provide part-time security coverage at the JLMCL. The hours of security requested are times outside of 9-5, Monday-Friday.

Often, we require multiple individuals during the day to help address incidents. Outside of management hours, staffing levels are reduced and severely limit our ability to address situations effectively.

Security ensures that trained personnel are present to provide assistance that includes checking washrooms, providing first aid, de-escalation, escorting individuals from the premises, disposing of weapons and paraphernalia and when necessary, coordinating evacuations.



\$46,240

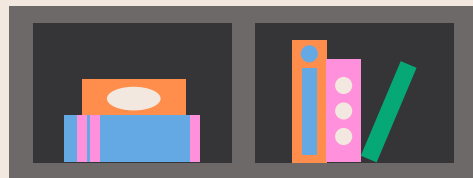
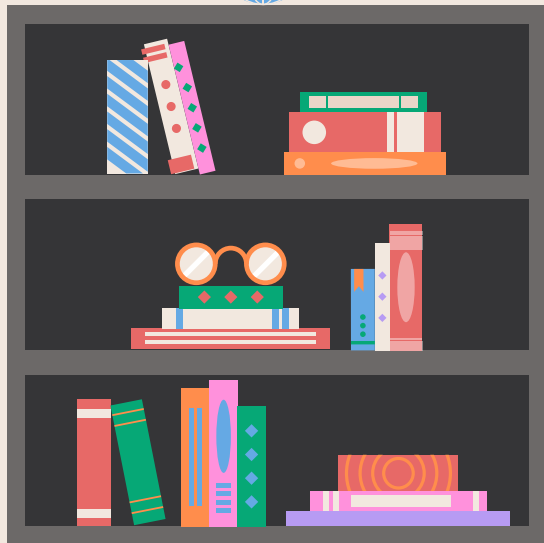
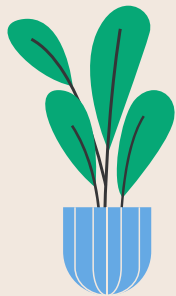
Supplemental Request for Jan-Dec 2025



Since receiving security funding, the number of police calls has dropped 21% compared to the same period last year.



Thank you!





Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 6.3.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: UPDATING SIGNING AUTHORITIES
DATE: NOVEMBER 25, 2024

PURPOSE

To update the Board's list of signing authorities following the retirement of one of the authorities.

STRATEGIC PRIORITY

NONE

BACKGROUND

Past practice has been that the Board has four (4) signing authorities. This ensures smooth operations and timely payments of the Boards expenses. According to the Signing Authority Policy:

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

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

100-08 Signing Authority Policy

The Board's current signing authorities are Matthew MacDonald, CEO/Secretary/Treasurer of the Board, Wayne Greco, Board Chair, Kaitrin Aaltonen, Business Administrator, and Sharon Wigney, former Manager of Public Services. With S. Wigney's retirement, Management is requesting that she be removed as a signing authority and that another Manager be given that

authority. Management is recommending Michael Lysyj, Manager of Technology and Collections, be made the fourth signing authority.

RECOMMENDED MOTION

MOTION

Resolved that the Sault Ste. Marie Public Library Board remove Sharon Wigney, former Manager of Public Services, from the Board's signing authorities.

Further, resolved that the Board approves the addition of Michael Lysyj, Manager of Technology and Collections, as a signing authority for the Board.

MOVED BY:

SECONDED:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



REPORT OF THE SSMPL BOARD

POLICY COMMITTEE

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

Members Absent: Paolo Bruni

Meeting Date: November 5, 2024

Review:

The Committee reviewed a revised 400-07 Dress Code and Casual Dress Policy and 400-09 Human Rights Policy.

No policies were rescinded.

The Committee developed new policies, including 300-21 Programming Policy, 400-12 Employee Recognition Policy, 400-15 Using Artificial Intelligence Policy.

The Board discussed the Board Legacy document as part of 100-12 Board member Recognition Policy.

Recommendations:

That the Board accept the November 2024 Policy Committee Report as presented.

That the Board approve the following revised policies as presented:

400-07 Dress Code and Casual Dress Policy

400-09 Human Rights Policy



That the Board approve the following new policies as presented:

300-21 Programming Policy

400-12 Employee Recognition Policy

400-15 Using Artificial Intelligence Policy

Title:	Dress Code and Casual Dress Policy	Policy Number: 400-07
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 2013-06-17	
Approval Date:	June 18, 2018	
Effective Date:	June 18, 2018	
Revised Dates:	June 18, 2018; September 21, 2009; October 19, 2004; November 25, 2024	
Review Date:	June 2027	

PURPOSE:

This policy supports the Library’s mission and goals by ensuring that the image the Library Staff present to its patrons and customers is maintained to the Board’s standards.

This policy was prepared to provide a broad statement on how the Board wishes to see its employees dress while on duty.

SCOPE:

This policy applies to all employees of the Library.

DEFINITIONS:

Business Casual - Less formal than traditional business attire but is still intended to appear professional and businesslike.

Casual Dress - A relaxed, occasional, and informal outfit suited for everyday use that is neat in appearance.

POLICY STATEMENT:

The Library is a professional workplace that emphasizes quality customer service. Library personnel represent the Library to the public, and as such, personal appearance is very important.

All employees must present a neat, professional appearance consistent with the mission and goals of the Library and be appropriate for the work performed. Generally, staff should dress in Business Casual except when otherwise specified. Staff are encouraged to wear Library logo wear in the workplace when available.

The Library is committed to providing and maintaining a safe and healthy workplace environment. Employees are therefore required to wear apparel appropriate for the duties assigned and in keeping with the Ontario Health and Safety Act and the Employment Standards Act. Staff may be required to wear Personal Protective Equipment in the course of their duties.

Exceptions to the Dress Code and Casual Dress Policy may be discussed with the CEO or designate.



From time to time employees may be required to work off site in an effort to promote the Library and its services. Under these circumstances employees may be asked to wear an article of clothing that has the Library's name and logo on it.

To foster staff team spirit, assist in promoting the Library and supporting community causes "casual dress" days will be allowed at the discretion of the CEO or designate only on approved days.

POLICY ENFORCEMENT:

The CEO or designate, Management Team members, and supervisors are to emulate and enforce the standard of dress as outlined by this policy. To ensure the standards are communicated to employees and that employees maintain these standards:

- The CEO shall ensure that an up-to-date copy of this policy is readily accessible to all employees;
- Library employees are encouraged to check with their supervisor when in doubt whether a specific item of clothing is acceptable for work;
- When a supervisor considers someone's dress or appearance to be inappropriate, the supervisor will meet privately and advise the staff member. If, after such a meeting, the situation does not improve, it will be considered a performance issue and dealt with as such, and;
- Final authority for interpreting the Dress Code and Casual Dress Policy rests with the CEO.

RELATED POLICIES:

300-09 Rules of Conduct

400-05 Workplace Code of Conduct

400-03 Health and Safety Commitment Policy

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

Title:	Human Rights Policy; Anti-Harassment/Discrimination/Violence	
Policy Type:	Human Resources	Policy Number: 400-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Revised Dates:	April 2017; April 2018; January 2020; February 22, 2021; January 20, 2022; October, 17, 2022; November 27, 2023, November 25, 2024	
Review Date:	November 2025	

PURPOSE:

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

SCOPE:

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

DEFINITIONS:

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

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

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

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

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

Personal harassment - includes but is not limited to:

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

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

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

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

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

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

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

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

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

Workplace sexual harassment

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

employee, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

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

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

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

POLICY STATEMENT

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

The Library will make every reasonable effort to:

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

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

A complaint filed under this Policy does not preclude an individual from pursuing other appropriate avenues of resolution.

SOURCES OF VIOLENCE/HARASSMENT

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

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

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

RESPONSIBILITIES

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

Employer Responsibilities (CEO and Board)

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

Management Responsibilities

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

Employee Responsibilities

- Attend and participate in training programs.
- Understand and comply with the violence and harassment policy.
- Be knowledgeable about workplace policies and procedures.
- Report any threats, acts of violence, or harassment in the workplace to their supervisor or employer.
- Ensure proper reporting and documenting.
- Co-operate with any subsequent Violence or Harassment Investigation.

TRAINING

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

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

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

CONFIDENTIALITY

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

PROHIBITION AGAINST RETALIATION/REPRISAL

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

PERIODIC WORKPLACE VIOLENCE RISK ASSESSMENTS

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

This policy shall be reviewed annually.

RELATED POLICIES

100-11 Board Code of Ethics

300-02 Records Management and Protection of Privacy policy



- 300-06 Social Media Policy
- 300-07 Exclusion, Reinstatement and Appeals Policy
- 300-09 Rules of Conduct Policy
- 300-17 Volunteer Program Policy
- 300-18 Friends of the Library Policy
- 300-23 Accessible Customer Service Policy
- 300-26 Computer & Internet Use Policy
- 400-01 Hiring Policy
- 400-03 Health and Safety Commitment Policy
- 400-05 Workplace Code of Conduct
- 400-07 Dress Code and Casual Dress Policy
- 400-08 Right to Disconnect Policy
- 400-10 Electronic Monitoring Policy
- 400-14 Performance Appraisal Policy

APPENDIX A

Harassment, Discrimination, Violence Program

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

1. Measures and Procedures to Control Risks

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

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

Engineering Controls

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

Administrative Controls

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

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

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

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

PPE

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

2. Reporting Harassment, Discrimination, Violence

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

In the case of an emergency, assistance will need to be summoned immediately. Staff should call out to other staff and/or bystanders if they are able and it is safe to do so. Staff may use their personal devices, library phones, and/or panic buttons to alert police services. They should provide as much detail about the threat and danger as possible to emergency services.

Reporting Harassment, Discrimination or Violence

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

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

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

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

3. Investigation

a. Commitment to Investigate

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

b. Who Will Investigate

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

c. Timing of the Investigation

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

d. Investigation Process

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

- The investigator must ensure the investigation is kept confidential. Any identifying information must not be disclosed unless necessary to the

investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.

- The investigator must thoroughly interview the complainant and the alleged harasser(s), if the alleged harasser is an employee. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview them.
- Both parties must be given the opportunity to respond to the specific allegations.
- Parties to the complaint may be temporarily reassigned during the investigation or put on administrative leave.
- The investigator must interview any relevant internal or external parties, collect and record any relevant information.
- The investigator must prepare a summarized written report which must set out findings of fact and come to a conclusion.

b. Results of the Investigation

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

c. Confidentiality

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

All records of the investigation will be kept confidential.

d. Reporting in Good Faith

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

e. Protection Against Reprisal

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

4. Support

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

5. Record Keeping

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

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

All records and documents of the investigation will be kept confidential unless necessary to investigate a subsequent incident or complaint, take corrective action or otherwise as required by law.



Sault Ste. Marie Public Library

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AGENDA ITEM: 6.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: NOVEMBER 25, 2024

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 October 7, 2024, meeting as presented.
 REMOVED FROM CONSENT

2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 19, 2024, meeting as presented.
 REMOVED FROM CONSENT

3. The expenditures for the month of September 2024, which include wages, benefits and RBC Visa in the amount of \$283,167.87 be confirmed paid.
 REMOVED FROM CONSENT

4. The Sault Ste. Marie Public Library Board approve the Financial Reports ending September 30, 2024, as presented.
 REMOVED FROM CONSENT

5. The Sault Ste. Marie Public Library Board approve the 2025 Fees Schedule as presented.
 REMOVED FROM CONSENT

6. The Sault Ste. Marie Public Library Board remove Sharon Wigney, former Manager of Public Services, from the Board's signing authorities.

Further, resolved that the Board approves the addition of Michael Lysyj, Manager of Technology and Collections, as a signing authority for the Board.

REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the November 5, 2024, meeting as presented.

REMOVED FROM CONSENT

8. The following revised policies be approved as presented:
400-07 Dress Code and Casual Dress Policy
400-09 Human Rights Policy

REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the November 25, 2024, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

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AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: NOVEMBER 25, 2024

9.1 THANK YOU FROM NOHLA

The Northern Ontario Latin-Hispanic Association (NOLHA) has expressed their appreciation to the Library for its staff's help in hosting their annual Latin Hispanic Celebration Brazilian Festival which was held on October 19, 2024.

PROVIDED

- Letter of thanks from NOHLA to Elise Schofield, Manager of Community Engagement

9.2 DECEMBER OPEN HOUSES

The Library will be hosting several open houses this holiday season.

The first is the Christmas Open House on Wednesday, December 4th at the James L. McIntyre Centennial Library from 1:00-4:00pm. Special guests from the Sault Symphony Orchestra will be playing from 3:00-4:00pm. Hot apple cider and seasonal treats will be served.

The second will be Christmas Open House on Wednesday, December 18th at North Branch from 1:00-5:00pm. This will be a Come and Go event, thanking the dedicated patrons who regularly (or not so regularly) visit the Branch. There will be hot chocolate, coffee, cookies, treats, and music playing.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

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



October 24, 2024

Elise Schofield
e.schofield@cityssm.on.ca

Dear Elise Schofield,

On behalf of the Northern Ontario Latin-Hispanic Association (NOLHA), we want to take this opportunity to sincerely thank you for the support you provided in hosting our Annual Latin Hispanic Celebration Brazilian Festival held on October 19, 2024, to celebrate Latin Hispanic Heritage Month in Sault Ste Marie. Thanks to your generous assistance, we can raise awareness among our community about our Brazilian Heritage, NOLHA association, and the social, cultural, and educational programs we are currently providing and will continue to provide to the community of Sault Ste. Marie.

This event could not have been such a great success without your generous assistance. We had around 320 people in attendance. We appreciate the willingness you have and will hopefully continue to promote our efforts to share the culture and traditions of people of Latin American and Hispanic descent in Sault Ste. Marie and the surrounding area.

One of our goals is to continue helping make this city the welcoming, inclusive, and diverse city we know and even a friendlier place in which to reside.

We sincerely hope that NOLHA will continue to thrive and you will show your support in our future endeavors.

Thank you

Sincerely,

Lucas Urrea
NOLHA Vicechair
On behalf of the NOLHA team and Sault Ste. Marie Public Library.

Northern Ontario Latin-Hispanic Association (NOLHA)
nolhacan@gmail.com



Sault Ste. Marie Public Library

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AGENDA ITEM: 10.1

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD MEETING CALENDAR 2025
DATE: NOVEMBER 25, 2024

PURPOSE

For the Board to set its calendar for the upcoming year.

PROVIDED

- Draft 2025 Board Meeting Calendar (Incomplete)

COMPLETING THE DRAFT

An incomplete meeting calendar has been provided so that the Board may make decisions regarding when it would like to hold committee and regular Board meetings. This year, the Finance Committee has struggled to find a consistent date each month to meet, often relying on polls. This is also an opportunity for the Board to discuss whether or not they are satisfied with the Board Development meetings, and determine if they would like them to continue or replace them. The Board may also wish to discuss the scheduling of its evaluations and/or add other items to its yearly agenda.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

2025 SSMPL Board Calendar

January	February	March	April
Policy Committee Meeting	Policy Committee Meeting	Policy Committee Meeting	Policy Committee Meeting
Finance Committee Meeting	Finance Committee Meeting	Finance Committee Meeting	Finance Committee Meeting
OLA Conference Jan 29— Feb 1	Library Board AGM Feb 24	Regular Meeting Mar 31	Board Development Meeting Apr 28
Regular Meeting Jan 27	Presentation of Annual Report	Board Member Self Reflection Survey	
May	June	July	August
Policy Committee Meeting	Policy Committee Meeting		
Finance Committee Meeting	Finance Committee Meeting		
Regular Meeting May 26	Regular Meeting Jun 23 or 30?		
	Review 2025 Operations Budget		
	Review Business Continuity Plan		
September	October	November	December
Policy Committee Meeting	Public Library Month	CEO Evaluation Committee Meeting	CEO Evaluation
Finance Committee Meeting	Policy Committee Meeting	Policy Committee Meeting	
Regular Meeting Sept 29	Finance Committee Meeting	Finance Committee Meeting	
Approval of 2026 Library Closures	Board Development Meeting Oct 27	Budget Presentation to Council	
Board Evaluation (Dalhousie Tool)	Volunteer and Donor Reception	Regular Meeting Nov 24	
		Approval of 2026 Fees Schedule	





Sault Ste. Marie Public Library

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AGENDA ITEM: 10.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OLA SUPERCONFERENCE
DATE: NOVEMBER 25, 2024

PURPOSE

To inform the Board of a learning and skills development opportunity for Library staff and Board members.

STRATEGIC PRIORITY

Service Excellence

CONFERENCE INFORMATION

The Ontario Library Association's annual conference will be held in Toronto from January 29 – February 1, 2025. The conference is Canada's largest continuing education event in librarianship.

Part of the conference is Saturday's Library Trustee Boot Camp. These sessions are tailored for Board members and CEOs. This year's Bootcamp topics include "The Curse of Leadership," "Navigating Memorandums of Understanding," "Responding to Safety Issues with your Library Board," and "Recruitment, and Succession Planning."

"Responding to Safety Issues with your Library Board" will be presented jointly by SSMPLE CEO, Matthew MacDonald, and Orillia Public Library CEO, Melissa Robertson.

For more information about the conference, visit <https://olasc25.vfairs.com/en/>



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Ontario Library Association

– nominations are open for OLBA representative for the Northeast

OLBA Boot Camp – Feb 1

Registration opens in mid-November and the OLA Member-Only Early Bird Discount ends at 5PM EST on Friday December 6th, 2024.

Virtual sessions do not include Saturday OLBA Boot Camp programming

This year there will be a session on Memorandums of Understanding

2024 Public Library Boards: Stronger Libraries. Stronger Communities. Virtual Conference – October 24

Recordings and resources available in LearnHQ

1. Access Activations: Advancing Cultural Accessibility in Ontario’s Public Sector

Ontario’s Accessibility for Ontarians with Disabilities Act (AODA) requires public institutions to identify, remove, and prevent barriers in their built environments training and funding to facilitate legislative compliance.

Public institutions need comprehensive accessibility plans. The public sector must work with disabled people to develop and implement accessibility plans specific to their organization.

- How can libraries shift its approach to disability and accessibility from that of an individual burden to a collective responsibility?
- How can libraries integrate cultural accessibility into their workplaces, public spaces, and events?
 - Hiring practices
 - Relaxing the workplace
 - Event planning
 - Accessibility policies

“Cultural accessibility” refers to flexible practices created by disabled people to meet the needs of diverse publics. An increasingly popular cultural accessibility practice is the provision of access guides; a plain language resource that provides details about specific sensory advisories, content information, and accessibility features that are disseminated to audiences in advance of an event.

Cultural accessibility practices can be adopted within the public sector to increase accessibility by centering disabled people and transforming culture.

2. AI and Libraries: Shaping the Future of Services with Fiona O'Connor, Toronto Public Library

AI is transforming library services and programs. Discover how TPL has integrated AI into its program offerings. Learn strategies for advancing AI education and literacy.

[Digital Citizenship](#) – programs and resources



Our new AI policy is a beginning in looking at the use of AI from an operational perspective and can be expanded with plans for programming, partnerships and staff training.

3. Board Momentum: The Art of Staying on Track with the OLS Consultants

Board tools – Self-evaluation (Dalhousie - September) and Board evaluation (Self-Reflection Survey - March)

- In Board Governance Processes and in Board calendar
- Are we using it to compare form year to year?
- Have we developed action plans to work to improve?

Legacy document – good time to start working on it, as we are at midway point in our term.

Function

- a guide for recruitment
- orientation for new members

Outlines

- strengths and weakness
- issues and challenges
- relationships with partners and stakeholders
- work yet to be done – recommendations for new Board
- future of Board – planning document – needs assessment – needed skills fo Board appointments

Provide supporting documents

Board Assembly Meeting – Nov. 14

Slide deck and summary circulated via email

Human Impact of Cybersecurity Incidents - November 15, 2024

ExLibris Association. Fall Webinar

Moe Hosseini-Ara – Toronto Public Library

Oct. 28, 2023 - March 1, 2024

TPL experienced a cybersecurity breach which shut down its entire technology infrastructure and its network for many months. As their IT staff worked around the clock on recovering the IT environment, public service and frontline staff continued to provide services to the public without having access to the internet, library catalogue, customer database or any technology whatsoever.

Toronto's Chief Information Security Officer - cyber governance

Cyber resiliency and cyber intelligence are keys to success in helping to secure the City of Toronto against emerging threats.

Cybersecurity Report - [21-cybersecurity_report.pdf](#)

Date: February 26, 2024

To: Toronto Public Library Board

From: City Librarian

TPL's Digital Strategy approved in 2021.

- the IT Security, Risk & Governance Program;
- the establishment of an Information Security Policy requiring annual security reports to the Board;
- participation in the City CISO Cybersecurity Confirmation Program;
- TPL's Enterprise Risk Management Program

Proactive business continuity plans providing support for:

- internal corporate communications distribution;
- priority-setting for service recovery and restoration;
- coordination of service orchestration across business teams.

Takeaway - "Not if but when"

Do we have cybersecurity insurance?

Toronto is like us – some shared IT infrastructure with city (HR, Payroll, Finance), some stand alone servers for catalogue, databases, software, WIFI

Title:	Programming Policy	Policy Number:	300-21
Policy Type:	Operational		
Approved by:			
Approval Date:	November 25, 2024		
Revised Dates:			
Review Date:	November 2025		

PURPOSE

This policy defines the provision of programs developed and facilitated by Library staff, volunteers and partnering businesses and organizations.

SCOPE

This policy applies to all programs including collaborative and sponsored programs.

This policy does not apply to programs or events offered by other organizations or individuals on Library premises where space is rented under the terms and conditions of 300-15 Meeting Room Use & Rental Policy or 300-25 Use of Building Policy.

DEFINITIONS

Program - an activity offered to the public that staff coordinate, plan and/or present.

Signature Event - a ticketed event that features unique programming, special guests, and/or exclusive activities.

POLICY STATEMENT

Programming provides information, invites public discussion, encourages curiosity and creativity, and promotes literacy and reading. It supports the Library's mission and vision to become a diverse and welcoming community hub that fuels innovation, demonstrates leadership, and promotes literacy aligned with our growing community. The Library will strive to deliver library programs for all, driven by knowledge sharing, partnerships, and new opportunities.

LIBRARY PROGRAMS

All programs are designed to be inclusive and safe spaces, providing activities that are innovative, and community driven. Programs are facilitated by staff, professional and subject matter experts, authors or performers. The Library accepts proposals for programs from external organizations and individuals, and evaluates them according to the criteria in this policy and in accordance with the Library's Strategic Plan.

Programs are open to everyone regardless of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, receipt of public assistance, level of literacy or any other similar factor. However, the Library reserves the right to limit attendance based on considerations of the program including age, skill level, special needs or space limitations.

Program attendance requires compliance with the Library's policies, including the Rules of Conduct.

LIBRARY PROGRAMMING GUIDING PRINCIPLES

The Library will:

- a) make available a wide spectrum of opinions and viewpoints;
- b) select programs based on the interests and needs of the community;
- c) use programs to promote interest in, and the joy of, reading and literacy;
- d) make programs available free of charge with limited exceptions, including; Signature Events or cost recovery for some craft programs;
- e) offer programs for a variety of ages including infants, children, young adults, adults, seniors and families;
- f) make programs open to all, based on a first come, first served basis, either with advanced registration or at the door;
- g) not offer programming that is purely commercial in nature or intent;
- h) assess the credibility of any partners involved in delivering programs;
- i) regularly evaluate the planning and delivery of library programs;
- j) make available a process for user feedback and expressions of opinions/concerns about programs;
- h) limit program attendance based on safe use of space, or when demand for a program requires it;
- i) participate in cooperative programs with other agencies, organizations, institutions or individuals; and
- j) promote programs through posters, newsletters, news releases, and the library's website.

SPONSORSHIP

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

FEEDBACK

The Library welcomes suggestions, compliments or feedback about its programs. Some programs may solicit feedback through evaluation forms at the conclusion of the program.

ACCESSIBILITY

The Library is committed to ensuring that library programs are accessible to every member of our community. Participation in library programming should be inclusive and welcoming, regardless of individuals' abilities or circumstances.

Library programming will adhere to the Library's Accessibility Plan. Staff shall design programs with accessibility in mind, and offer reasonable accommodations upon request.

COMMUNICATION OF PROGRAMMING

Information about library programs will be communicated through various channels, including:

- The library's website
- Social media platforms
- Newsletters
- Community bulletin boards
- Local media outlets

All promotional materials will use clear language, engaging visuals, and accurate information. Content will highlight the benefits of participation and provide necessary details, including dates, times, locations, and registration requirements.

REPORTING

To assess and evaluate library programming, and to comply with the requirements of the *Annual Survey of Public Libraries*, statistics on library programs will be kept and analyzed.

Any programs that are challenged will be reported to the Centre for Free Expression.

PROTEST

The Library, as a public institution, values inclusivity and neutrality. The Library will not offer programming containing highly political or controversial content, religious focus, or commercial activity.

The Library may however deliver programs that present controversial or opposing points of view. The Library recognizes the right of individuals or groups to object to programs based on personal beliefs. Such objection does not provide any individual or group the right to restrict the freedom of others to

participate in library programs. Community members are expected to respect the rights and freedoms of others when expressing concern over any specific program. All expressions of concern should be addressed, in writing, to the CEO of the Library.

CONFIDENTIALITY

Staff will respect and protect the confidential information of those registering for Library programs. Identifying and personal information will be destroyed and/or deleted following library programs completion.

RELATED POLICIES

- 100-10 Library and Political Elections Policy
- 200-03 Donor and Sponsorship Policy
- 200-04 Strategic Alliances Policy
- 200-07 Library Fee-Based Services Policy
- 300-02 Records Management and Protection of Privacy Policy
- 300-06 Social Media Policy
- 300-13 Sales and Soliciting Policy
- 300-14 Children's Services Policy
- 300-15 Meeting Room Use & Rental Policy
- 300-22 Website Policy
- 300-23 Accessible Customer Service Policy
- 300-25 Use of Building Policy

Title:	Employee Recognition Policy	Policy Number: 400-12
Policy Type:	Human Resources	
Approval By:		
Approval Date:		
Revised Dates:	November 25, 2024	
Review Date:	November 2025	

PURPOSE

To acknowledge and thank employees for their accomplishments and contributions through an employee recognition program based on years of service.

SCOPE

This policy applies to all employees of the Sault Ste. Marie Public Library.

DEFINITIONS

25-year Club – a group of employees who worked for the Library for 25 years or more.

Bookplate –a decorative label or inscription placed on the inside cover of a book.

POLICY STATEMENT

The Library Board deeply values and appreciates the dedication of its employees, acknowledging the exceptional work they do and the positive impact they have on the Library's success. The contributions of Library staff enrich the community's social, cultural, and economic fabric. Celebrating their achievements fosters a supportive work environment and helps attract and retain motivated and engaged team members.

An employee shall receive recognition for their dedication and service at the end of each increment of five years completed service with the Library, in accordance with the Milestone Chart (Appendix A). Employees will be recognized at the Library's annual Staff Development Day.

ELIGIBILITY

All employees of the Library Board are eligible for recognition under this program. An employee is eligible for recognition at the end of each increment of five years of service completed.

An employee's years of service will be calculated using the employee's anniversary date of first hire. For the purposes of this policy, years of service for part-time employees will not be pro-rated.

An employee will not be eligible for recognition if:

- a. the employee resigns or retires from the library prior to completing an increment of 5 full years of service;
- b. the employee is currently receiving disciplinary action;
- c. the employee is terminated.



RELATED POLICIES

- 100-12 Board Member Recognition Policy
- 400-11 Retirement Gratuity Policy
- 400-13 Expression of Sympathy Policy

APPENDIX A

MILESTONE CHART

Service Years	Recognition
5 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 5 years of service
10 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 10 years of service • A congratulatory letter from the Board Chair
15 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 15 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
20 years	<ul style="list-style-type: none"> • An engraved plaque recognizing 20 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
25 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 25 years of service • Name added to 25 years service plaque • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair • Induction into the 25-year club • Eligible for Retirement Gratuity
30 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 30 years of service • Name added to 30 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
35 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 35 years of service • Name added to 35 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
40 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 40 years of service • Name added to 40 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date
45 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 45 years of service • Name added to 45 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date

Title:	Using Artificial Intelligence Policy	Policy Number: 400-15
Policy Type:	Human Resources	
Approval By:		
Approval Date:		
Revised Dates:	November 25, 2024	
Review Date:	November 2025	

PURPOSE

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

SCOPE

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

DEFINITIONS

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

POLICY STATEMENT

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

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

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

ETHICAL USE OF AI

Library staff will use AI technologies that comply with copyright laws and respect the intellectual property rights of authors and creators.

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

Staff members are responsible for the accuracy and integrity of the information they present, and they must ensure that any use of AI technology aligns with ethical guidelines and the Library's mission.



PRIVACY AND DATA USE

Library staff are strictly prohibited from inputting sensitive or personal information into any AI systems. This includes, but is not limited to, personally identifiable information, health data, financial information, and any other data that could compromise privacy or confidentiality of the organization or its users.

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

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

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy
300-22 Website Policy
400-04 Internal Internet Usage Policy



Sault Ste. Marie Public Library

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AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: NOVEMBER 25, 2024

PURPOSE

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

STRATEGIC PRIORITY

All

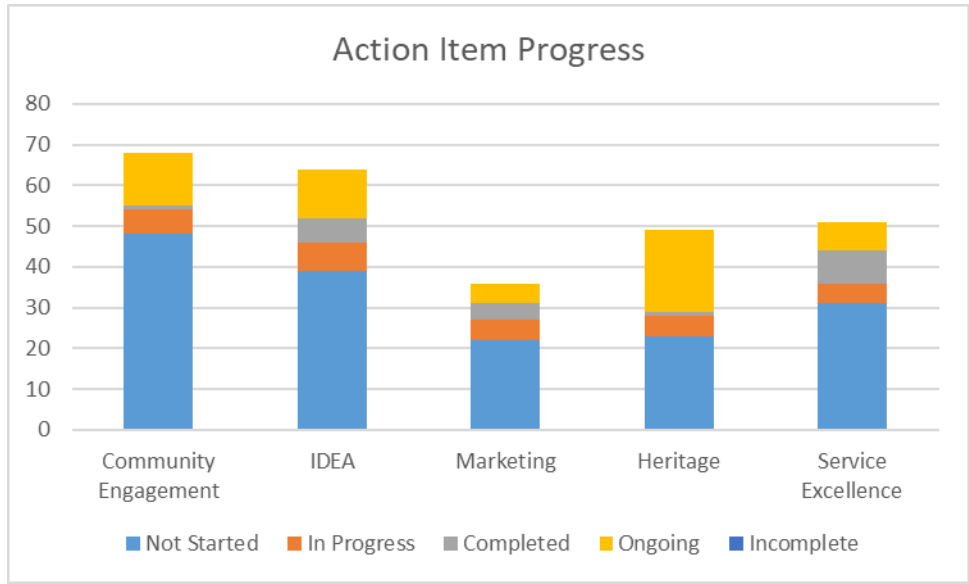
ACTION ITEMS SUMMARY

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

Completed -	20	(↑ 2)
Ongoing -	57	(↑ 10)
In progress -	28	(↓ 6)
Incomplete -	0	(-)
Not Started -	163	(↓ 6)

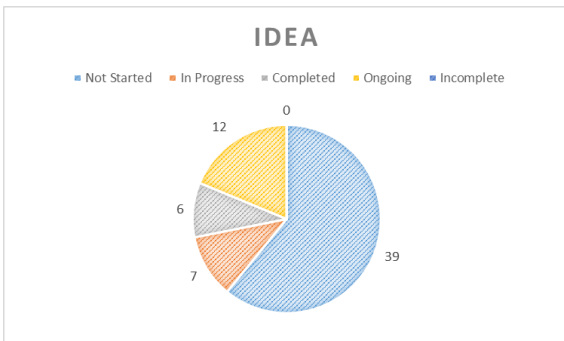
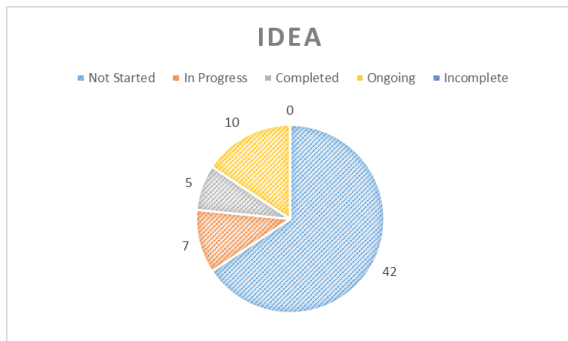
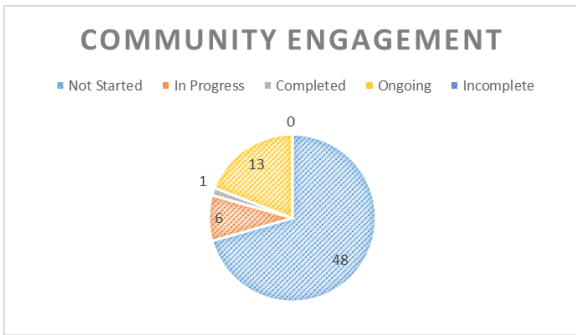
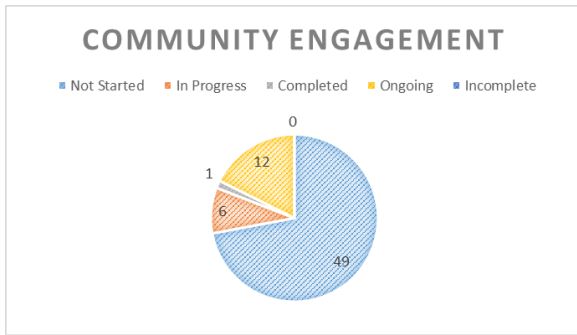
The differences represent changes since the September 30, 2024, report.

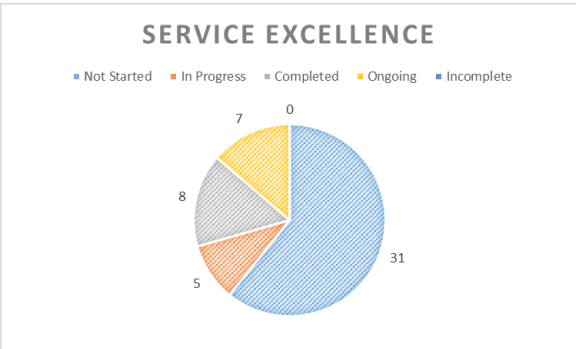
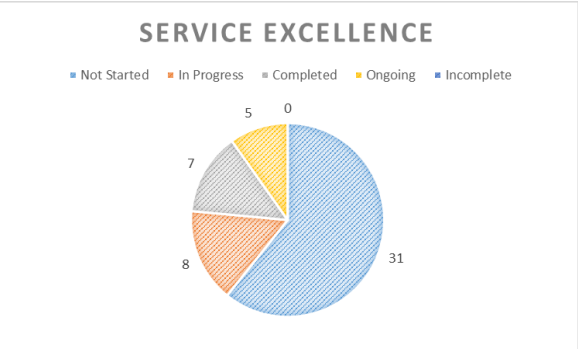
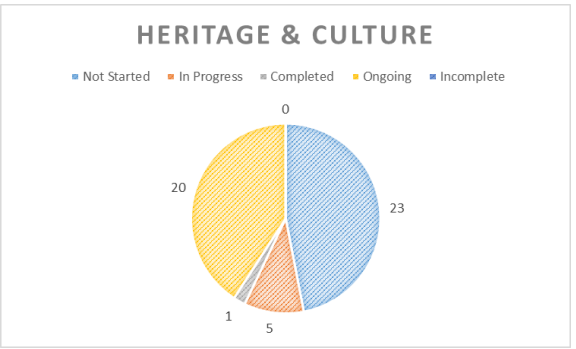
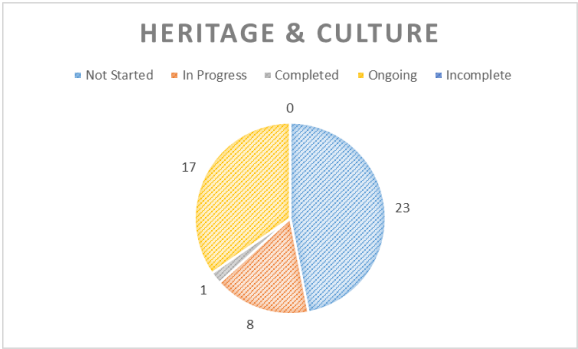
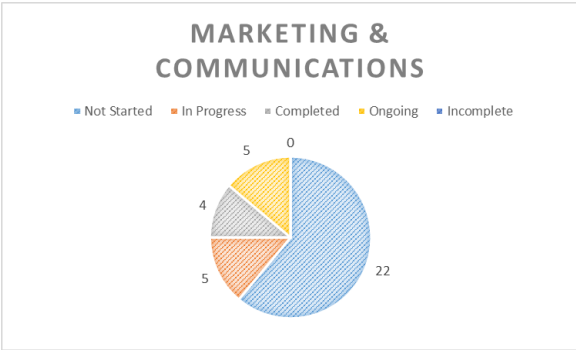
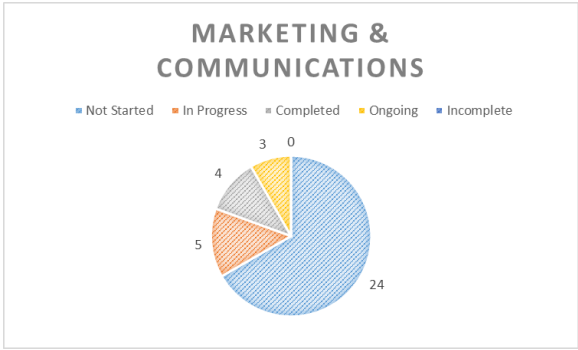
The Strategic Plan is 7.5% complete. Progress has been made on 40% of the Strategic Plan action items (inclusive of completed actions).



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 September 2024 vs November 2024





Respectfully submitted,
 Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 13

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: HOLIDAY HOURS ADJUSTMENTS
DATE: NOVEMBER 25, 2024

PURPOSE

To request the Board change the Christmas Eve hours in 2024 and 2025 to what they were typically set for in previous years.

BACKGROUND

Due to a clerical error, the Board approved a 12:30 PM closing on December 24, 2024 rather than a 12:00 PM closing at its meeting on December 11, 2024. It was mistakenly reported in that meeting that past practice was to be closed by 12:30 PM when past practice for several decades has been to be closed at 12:00 PM. This error was repeated at the Board's October 7, 2024 meeting when approving the 2025 holidays.

It is recommended that the Board correct these errors and move to change the operating hours for Christmas Eve in 2024 and 2025.

RECOMMENDED MOTION

Be it resolved that Sault Ste. Marie Public Library Board approve the modified operating hours for library locations to close at 12:00 PM on December 24, 2024 and December 24, 2025.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 14

TO: Library Board
FROM: Kaitrin Aaltonen, Business Administrator
SUBJECT: Asset Management Plan Summary
DATE: November 25, 2024

PURPOSE

To provide the Board with a summary of the City of Sault Ste. Marie's Asset Management Plan as it related to the James L. McIntyre Centennial Library.

STRATEGIC PRIORITY

Service Excellence

STRATEGIC GOAL

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

FACILITY ASSET MANAGEMENT PLAN SUMMARY

The Facility Asset Management Plan (AMP) was prepared and presented to City Council on September 9th, 2024. The AMP was prepared to comply with Ontario Regulation 588/17 (O. Reg. 588/17), which requires municipalities to create and maintain AMPS for infrastructure assets by July 1st, 2024. The regulation aims to establish guidelines for asset inventory and lifecycle management.

While the AMP is a regulatory requirement, it is worth noting that the City is not legally obligated to follow any recommendations as outlined in the plan. The AMP is a strategic document that is designed to provide a framework for long-term planning.

The Library is included as part of the city’s non-core infrastructure, however, it is assessed as part of a group. All information in the AMP was based on a comprehensive asset evaluation conducted by Morrison Hershfield Limited in 2020.

The Library is identified as one of the largest public buildings in the City’s asset list. The AMP identified a replacement value of \$12,438,000, which includes a 45% markup, including 15% for engineering, and 30% for contingency, indicating a base replacement value of \$6,840,900.

Asset Class	Facility Type	Facility Name	Asset Category	Total Replacement Value (2024)
IT	-		Copier	\$170,000
IT	-		Scanner	\$186,000
IT	-		GPS	\$365,000
IT	-		Printers	\$1,300,000
IT	-		Server Storage	\$26,000
IT	-		Surveying Camera	\$599,000
IT	-		Servers	\$6,042,000
Library		Main Branch Public Library	-	\$12,438,000
Park (Marina)		Robert Bondar Park Marina	-	\$20,000,000
Park (Marina)		Bellevue Marina	-	\$12,962,000
Police		Police Headquarters	-	\$14,523,000

The Library’s condition was not detailed, but overall City assets show that 50% are in good or very good condition, and 11% are in poor or very poor condition. The Library was identified as having a weighted average age of 31 years, and an average remaining service life of 1 year, indicating the Library is likely in that 11% classified as ‘poor’ or ‘very poor’.

The City is currently reinvesting in the Main Branch at a rate of .69% a year. The AMP recommends that \$115,000 is reinvested annually for a 20 year total reinvestment of \$2,281,000, as incorporated into a smoothed 20 year funding plan. As of November 19th, no changes or commitments to change capital funding have been made by council.

Table 5-1: Facility Capital Reinvestment Assumptions

Facility Name/Category	Annual Reinvestment Rate (2024-2033)	Reinvestment Strategy	Annual Average Reinvestment Cost (2024-2033) *
Bellevue Marina	1.00%	1% annual reinvestment considered	\$158,000
Carpentry Shop Building 'B'	0.70%	MH Report	\$17,000
CCTV Building, Public Works Yard	1.62%	MH Report	\$14,000
Central Fire Station #1	1.44%	MH Report	\$87,000
Civic Centre	0.54%	MH Report	\$324,000
Downtown Plaza	1.00%	1% annual reinvestment considered	\$134,000
Equipment Storage Garage, Public Works Yard	0.86%	MH Report	\$43,000
Ermatinger Old Stone House & Clergue Blockhouse	0.15%	MH Report	\$39,000
Fire Hall #4 / EMS Complex	2.78%	MH Report	\$269,000
Fire Station #2	1.81%	MH Report	\$27,000
Fire Station #3	1.23%	MH Report	\$18,000
Greenwood Cemetery	0.39%	MH Report	\$181,000
John Rhodes Community Centre	0.38%	MH Report	\$226,000
Lab Building, Public Works Yard	1.64%	MH Report	\$14,000
Main Branch Public Library	0.69%	MH Report	\$87,000
Northern Community Centre	0.44%	MH Report	\$267,000
Police Headquarters	1.49%	MH Report	\$217,000

Table 5-2: Facility 20-Year Total and Annual Average Reinvestment Need

Facility Name/Category	Annual Average Need	20-Year Total
Bellevue Marina	\$186,000	\$3,707,000
Carpentry Shop Building 'B'	\$13,000	\$246,000
CCTV Building, Public Works Yard	\$9,000	\$177,000
Central Fire Station #1	\$101,000	\$2,010,000
Civic Centre	\$385,000	\$7,687,000
Downtown Plaza	\$158,000	\$3,146,000
Equipment Storage Garage, Public Works	\$104,000	\$2,069,000
Ermatinger Old Stone House & Clergue	\$61,000	\$1,201,000
Fire Hall #4 / EMS Complex	\$191,000	\$3,819,000
Fire Station #2	\$22,000	\$434,000
Fire Station #3	\$13,000	\$253,000
Greenwood Cemetery	\$214,000	\$4,265,000
John Rhodes Community Centre	\$666,000	\$13,320,000
Lab Building, Public Works Yard	\$11,000	\$205,000
Main Branch Public Library	\$115,000	\$2,281,000
Northern Community Centre	\$214,000	\$4,276,000
Police Headquarters	\$175,000	\$3,488,000

Respectfully submitted by,
Kaitrin Aaltonen, Business Administrator



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 15

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OPERATIONAL HOURS REPORT
DATE: NOVEMBER 25, 2024

PURPOSE

To provide the Board with information so that the Board may consider the redistribution of operational hours to extend summer hours.

STRATEGIC PRIORITY

Service Excellence

BACKGROUND

At the February 26, 2024, Board meeting the Board passed the following motion:

MOTION

The Sault Ste. Marie Public Library Board approves the preparation of a report to address the options in order to optimize library hours of service in the summer.

Moved: L. Dubrovnik **Seconded:** J. van Haften **CARRIED**

At the March 25, 2024 staff asked for an extension to gather data in order to prepare the report. The Board agreed not to adjust its operational hours, except for the adjustment to North Branch summer hours, until a report can be prepared. The expected date for the report's completion and presentation was November 25, 2024 for the Board's regular meeting at which the Board can determine the Library's operational hours for the following year.

The last operational hours review was conducted in 2018 which focused on operational savings.

RECOMMENDATIONS

The Management team met to review the Google Business Analytics for the Library's JLM Centennial Location and to discuss redistribution of operational hours and how they might affect operations. After careful consideration, staff recommend that the Board maintain the operational hours of the library as status quo and revisit the topic after City budget deliberations. City Council's decision on the Library's 2025 operating grant may have a significant impact on the Library's operations, including its operational hours.

Further, this will give the Management team more time to review operational needs and interpret library use data. Staff propose an updated report on hours based on a complete 2024 year analysis, to be presented at the May 2025 meeting.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer