

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, September 29, 2025 – 4:30 P.M.**  
**BOARD ROOM & VIA ZOOM**  
**AGENDA**

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

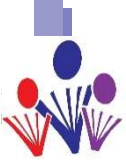


1. Call to Order
  - 1.1 Excused Absence
  - 1.2 Land Recognition – P. Bruni
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (verbal)
6. Consent Agenda\*
  - 6.1 Approval of the Minutes
    - 6.1.1 June 23, 2025, Regular Board Meeting Minutes
    - 6.1.2 August 27, 2025, Special Board Meeting Minutes
  - 6.2 Correspondence
    - 6.2.1 In-coming: Resignation – Hannah Caicco
    - 6.2.2 Out-going: NONE
  - 6.3 Financials
    - 6.3.1 September Finance Committee Report
    - 6.3.2 June Monthly Expenditure Report
    - 6.3.3 July Monthly Expenditure Report
    - 6.3.4 August Monthly Expenditure Report
    - 6.3.5 Financial Reports Ending August 2025
    - 6.3.6 Friends Report – August 2025
    - 6.3.7 ~~2026 Operations Budget~~
    - 6.3.8 Supplemental Budget Request
  - 6.4 Policy Committee
    - 6.4.1 September Policy Committee Report
    - 6.4.2 Revised Policies
      - 6.4.2.1 300-14 Children's Services Policy
      - 6.4.2.2 300-20 Information Services Policy
      - 6.4.2.3 400-14 Performance Appraisal Policy
      - 6.4.2.4 400-18 Scent Aware Workplace Policy
    - 6.4.3 Policies to be Rescinded
      - 6.4.3.1 NONE
  - 6.5 2026 Library Closures and Holiday Openings
  - 6.6 Library Temporary Closure - North Branch
  - 6.7 Summary of Motions

7. Items Removed from Consent
  - 7.1 2026 Operations Budget
8. Business Arising from the Minutes
  - 8.1 ILS Switch
9. Information Items
  - 9.1 September Membership Drive
  - 9.2 Doors Open
10. Board Development
  - 10.1 Board Vacancy
11. New Policies
  - 11.1 NONE
12. Collection Satisfaction Survey
13. Strategic Plan Update
14. New Business
  - 14.1
15. Board meetings
  - 15.1 Board Development Meeting October 27, 2025 (followed by Volunteer Reception)
  - 15.2 Regular Meeting November 24, 2025
16. Adjournment

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

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, June 23, 2025 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**



Board Members Present:

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

Absent: Hannah Caicco

Library: Matthew MacDonald, Rebekah Verdone

**1. Call to Order**

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

**1.1 Excused Absence**

**MOTION:**

The following Board Member(s) be excused from June 23, 2025, regular meeting

Hannah Caicco

Moved: S. Murray	Seconded: L. Dobrovnik	<b>CARRIED</b>
------------------	------------------------	----------------

**1.2 Land Recognition**

Read by Steve Murray

**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 June 23, 2025, meeting as amended.

Items 5. And 6. will be switched

Moved: J. Van Haaften	Seconded: L. Dobrovnik	<b>CARRIED</b>
-----------------------	------------------------	----------------

**4. Delegations**

**4.1 NONE**

**5. 2024 Audited Statements**

**MOTION:**

Be it Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual, and The security of the property of the board; Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, R. Verdone

Moved: S. Murray

Seconded: L. Dobrovnik

**CARRIED**

## **6. Report of the Closed Session**

### **MOTION**

The Sault Ste. Marie Public Library Board received the report of the Closed Session of the June 23, 2025, meeting as presented.

Moved: K. Harrison

Seconded: J. Van Haaften

**CARRIED**

## **7. Chair's Report**

The Chair gave a verbal report on his activities over the last month.

## **9. Consent Agenda**

### **9.1 Approval of the Minutes**

#### **6.1.1 May 26, 2025 Regular Board Meeting Minutes**

### **9.2 Correspondence**

#### **9.2.1 In-coming: NONE**

#### **9.2.2 Out-going: NONE**

### **9.3 Financials**

#### **9.3.1 June Finance Committee Report**

#### **~~9.3.2 May Finance Committee Report~~**

#### **9.3.3 Financial Reports Ending May 2025**

#### **9.3.4 Friends Report – April 2025**

#### **~~9.3.5 Draft 2026 Operations Budget~~**

### **9.4 Policy Committee**

#### **9.4.1 April Policy Committee Report - NONE**

#### **9.4.2 Revised Policies**

#### **9.4.3 Revised Policies**

##### **9.4.3.1 NONE**

#### **9.4.4 Policies to be Rescinded**

##### **9.4.4.1 NONE**

### **9.5 Summary of Motions**

### **MOTION**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the June 23, 2025, meeting as presented.

Moved: L. Dobrovnik

Seconded: S. Murray

**CARRIED**

## **10. Items Removed from Consent**

### **10.1 May Monthly Expenditure Report**

### **10.2 Financial Reports Ending May 2025**

### **MOTION**

The Sault Ste. Marie Public Library Board approves the **monthly expenditure report and financial statements ending May 2025** as presented.

Moved: J. Van Haaften

Seconded: K. Harrison

**CARRIED**

### **10.3 Draft 2026 Operations Budget**

## **11. Business Arising from the Minutes**

### **11.1 ILS Switch**

## **12. Information Items**

**12.1 Summer Reading Clubs**

**12.2 Capital Projects**

**MOTION**

The Sault Ste. Marie Public Library Board receives a report of the Summer reading clubs and Capital projects as information items.

Moved: S. Murray

Seconded: L. Dobrovnik

**CARRIED**

**13. Board Development**

**13.1 NONE**

**14. New Policies**

**14.1 NONE**

**15. Strategic Plan Update**

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

**16. New Business**

**16.1 NONE**

**17. Board Meetings**

**17.1 Special Budget Meeting TBD**

**17.2 Next Board Meeting September 29, 2025**

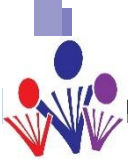
**18. Adjournment**

Meeting declared closed at 6:05 p.m.

---

Chairperson, Library Board

**Sault Ste. Marie Public Library  
Library Board  
SPECIAL MEETING  
Monday, August 27, 2025 – 4:30 P.M.  
VIA ZOOM**



Board Members Present:

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

Absent: Hannah Caicco, Erin Ferlaino, Paolo Bruni

Library: Matthew MacDonald, Abbey Engel

---

**1. Call to Order**

W. Greco called the meeting to order at 4:35 p.m.

**1.1 Excused Absence**

**MOTION:**

The following Board Member(s) be excused from May 26, 2025, regular meeting

Hannah Caicco      Erin Ferlaino      Paolo Bruni

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

**1.2 Land Recognition**

Read by Matthew MacDonald

**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 Aug 27, 2025, meeting as presented.

Moved: K. Harrison      Seconded: S. Murray      **CARRIED**

**4. 2026 Operations Budget**

The Board reviewed the 2026 operations budget.

**MOTION**

*Resolved that the Sault Ste. Marie Public Library Board approve the 2026 Operations Budget as presented.*

Moved:      Seconded:      **DEFEATED**

The Board requested a revised 2026 Operations budget to be presented at a future meeting.

## 5. Supplemental Budget Request- Security

## MOTION

*The Sault Ste. Marie Public Library Board approves the budget usage of \$12,000 from the 2026 Operational Budget for increased security at the James L. McIntyre Centennial library for the ongoing future.*

Moved:

Seconded:

## DEFEATED

The Board requested that the supplemental budget request be for the full amount required to have security full-time at the James L. McIntyre Centennial Library.

## MOTION

The Sault Ste. Marie Public Library Board approves requesting an extension from the City of Sault Ste. Marie for submitting the 2026 Operating Budget and to update the submitted supplemental request.

Moved: K. Harrison

Seconded: J. van Haaften

**CARRIED**

## 6. Library Temporary Closure- North Branch

## MOTION

Be it resolved that the Sault Ste. Marie Public Library Board approve the early closure of the North Branch at 6:00 PM on November 5, 2025, for an author event, in partnership with SooToday.

Moved:

Seconded:

**DEFERRED**

## 7. Board Meetings

## 7.1 Regular Board Meeting September 29, 2025

## 9. Adjournment

Meeting declared closed at 5:50 p.m.

Chairperson, Library Board

Dear Members of the Sault Ste. Marie Library Board of Directors,

I am writing to formally resign from my position as a member of the Board of Directors.

This decision was made after careful consideration. My ongoing responsibilities as an educator and manager are requiring greater attention and have made it increasingly difficult to fulfill my Board duties to the standard I feel is necessary.

As someone who remains deeply passionate about library spaces and the unique value they hold, especially in northern Ontario, this choice was not easy. My dedication to access, learning, and community—shaped by my own journey in education and my background as a committed ally with neighbouring First Nations—will continue in other capacities.

It has been a privilege to serve on this Board and to contribute alongside so many dedicated individuals. I am genuinely grateful for the opportunity to support the mission of the Sault Ste. Marie Library and its vital role in enriching our region. I extend my thanks to each of you for your commitment and collaboration and wish the library ongoing success in serving the diverse needs of our community.

Please let me know how I may support a smooth transition in the coming weeks. I will remain available to answer questions or provide any needed information related to my Board responsibilities.

Thank you again for your understanding and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Caicco', written in a cursive style.

Hannah Caicco





## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

---

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

**Members Absent:** Mike Olejnik

**Meeting Date:** September 17, 2025

### **Review:**

The Committee reviewed the June, July and August 2025 Expenditures Reports.

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

The Committee reviewed the amended 2026 Operations Budget. Submission for the budget to City Finance has been extended to October 1, 2025.

### **Capital Projects:**

The carpentry department at City is looking to make modifications to the south stairs handrail to prevent falls.

The Engineering study to replace the JLM Centennial Library's pneumatic controls was completed and \$185,000 will be allocated from the City's City Asset Management Fund for the project to be completed in 2026.

The Library is proceeding with replacing its ILS.

The front benches and planters at the JLM Centennial Library have been replaced.



The program room counter and sink replacement at the JLM Centennial Library is now completed.

**Information Items:**

The Library has mostly transitioned from RBC Visa Cards to US Bank, with the exception of one card that has ongoing charges that need to be switched over.

The Library has reached a settlement with Brickspace.

The Library has submitted its application for the 2025/2026 Public Library operating Grant.

**Recommendations:**

Resolved that the expenditures for the month of June 2025, which include wages, benefits and Visas in the amount of \$208,653.87 be confirmed paid.

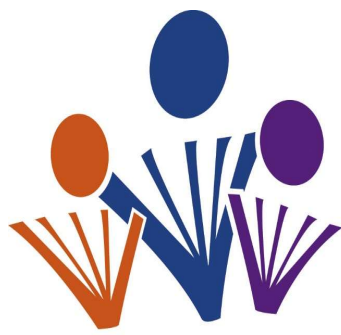
Resolved that the expenditures for the month of July 2025, which include wages, benefits and Visas in the amount of \$387,398.10 be confirmed paid.

Resolved that the expenditures for the month of August 2025, which include wages, benefits and Visas in the amount of \$140,401.04 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board approve the Financial Reports ending August 31, 2025, as presented.

Resolved that the Sault Ste. Marie Public Library Board approve the 2026 Operations Budget as presented.

Resolved that the Sault Ste. Marie Public Library Board approves a request for supplemental funding in 2026 relating to costs for full time security staff at the James. L. McIntyre Centennial Library.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for June 2025

### Cheque Register

June 5, 2025	7,140.00
June 12, 2025	29,077.18
June 19, 2025	4,291.64
June 26, 2025	47,082.56
Subtotal	<u>\$87,591.38</u>

### EFT from Bank Statements

Wages	115,681.56
RBC Visa	5,254.60
Service Fees	126.33
Subtotal	<u>\$121,062.49</u>
Total	<u><b>\$208,653.87</b></u>

### Recommendation:

The expenditures for the month of June 2025, which include wages, benefits and RBC Visa in the amount of \$208,653.87 be confirmed paid.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for July 2025

### Cheque Register

July 10, 2025	46,102.17
July 17, 2025	117,433.12
July 24, 2025	8,366.57
July 31, 2025	38,853.29
Subtotal	<u>\$210,755.15</u>

### EFT from Bank Statements

Wages	169,031.12
RBC Visa	6,730.93
US Bank Visa	739.10
Service Fees	141.80
Subtotal	<u>\$176,642.95</u>
Total	<u><b>\$387,398.10</b></u>

### Recommendation:

The expenditures for the month of July 2025, which include wages, benefits and RBC Visa in the amount of \$387,398.10 be confirmed paid.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for August 2025

### Cheque Register

August 7, 2025	13,523.99
August 14, 2025	4,496.15
August 28, 2025	2,273.85
Subtotal	<u>\$20,293.99</u>

### EFT from Bank Statements

Wages	116,830.18
RBC Visa	1,575.44
US Bank Visa	1,505.54
Service Fees	195.89
Subtotal	<u>\$120,107.05</u>
Total	<u><b>\$140,401.04</b></u>

### Recommendation:

The expenditures for the month of August 2025, which include wages, benefits and RBC Visa in the amount of \$140,401.04 be confirmed paid.

SSM LIBRARY  
Summary of All Units  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$2,484,192.08)	(\$3,666,355.96)	68%
User Fees	(3,358.74)	(\$7,000.00)	48%
Sales	(50,871.01)	(\$73,400.00)	69%
Donations	(30,308.71)	(\$22,275.00)	136%
Other income	(44,190.15)	(\$66,500.00)	66%
Prior Year Surplus		(\$83,579.73)	0%
			0%
			0%
	<u>(2,612,920.69)</u>	<u>(\$3,919,110.69)</u>	<u>67%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	1,735,189.11	\$2,880,423.69	60%
Books and periodicals	102,166.92	\$218,062.97	47%
Donation expenditures	7,632.65	\$5,792.23	132%
Utilities	54,395.54	\$95,000.00	57%
Office expenditures	101,752.43	\$197,227.95	52%
Operating expenditures	317,922.25	\$427,236.00	74%
Equipment purchases	55,339.82	\$83,867.57	66%
			0%
	<u>2,374,398.72</u>	<u>\$3,907,610.41</u>	<u>61%</u>
(Surplus)/Deficit	(238,521.97)	(\$11,500.28)	2,074%

SSM LIBRARY  
Summary of All Units  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants:			
LIBRARY ADMINISTRATION - Grants	(2,484,192.08)	(\$3,666,355.96)	68%
LIBRARY MAIN BRANCH - Grants			
LIBRARY KORAH BRANCH - Grants			
LIBRARY NORTH BRANCH - Grants			
LIBRARY CHALLENGE ADULT - Grants			
LIBRARY CONCESSION - Grants			
DEPRECIATION/FIXED ASSETS - Grants			
POSTING DEFAULT - Grants			0%
Total Grants	(2,484,192.08)	(\$3,666,355.96)	68%
User Fees:			
LIBRARY ADMINISTRATION - User Fees			
LIBRARY MAIN BRANCH - User Fees	(3,044.82)	(\$6,000.00)	51%
LIBRARY KORAH BRANCH - User Fees			
LIBRARY NORTH BRANCH - User Fees	(313.92)	(\$1,000.00)	31%
LIBRARY CHALLENGE ADULT - User Fees			
LIBRARY CONCESSION - User Fees			
DEPRECIATION/FIXED ASSETS - User Fees			
POSTING DEFAULT - User Fees			0%
Total User Fees	(3,358.74)	(\$7,000.00)	48%
Sales:			
LIBRARY ADMINISTRATION - Sales	(26,506.97)	(\$45,000.00)	59%
LIBRARY MAIN BRANCH - Sales	(14,869.40)	(\$16,750.00)	89%
LIBRARY KORAH BRANCH - Sales			
LIBRARY NORTH BRANCH - Sales	(8,113.92)	(\$10,150.00)	80%
LIBRARY CHALLENGE ADULT - Sales			
LIBRARY CONCESSION - Sales	(1,380.72)	(\$1,500.00)	92%
DEPRECIATION/FIXED ASSETS - Sales			
POSTING DEFAULT - Sales			0%
Total Sales	(50,871.01)	(\$73,400.00)	69%
Donations:			
LIBRARY ADMINISTRATION - Donations	(30,072.07)	(\$22,275.00)	135%
LIBRARY MAIN BRANCH - Donations			
LIBRARY KORAH BRANCH - Donations			
LIBRARY NORTH BRANCH - Donations	(236.64)		0%
LIBRARY CHALLENGE ADULT - Donations			
LIBRARY CONCESSION - Donations			
DEPRECIATION/FIXED ASSETS - Donations			
POSTING DEFAULT - Donations			0%
Total Donations	(30,308.71)	(\$22,275.00)	136%
Other income:			
LIBRARY ADMINISTRATION - Other income	(36,127.10)	(\$55,000.00)	66%
LIBRARY MAIN BRANCH - Other income	(3,304.03)	(\$4,500.00)	73%
LIBRARY KORAH BRANCH - Other income			
LIBRARY NORTH BRANCH - Other income	(4,759.02)	(\$7,000.00)	68%
LIBRARY CHALLENGE ADULT - Other income			
LIBRARY CONCESSION - Other income			
DEPRECIATION/FIXED ASSETS - Other income			
POSTING DEFAULT - Other income			0%

SSM LIBRARY  
Summary of All Units  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
Total Other income	(44,190.15)	(\$66,500.00)	66%
Prior Year Surplus:			
LIBRARY ADMINISTRATION - Prior Year Surplus		(\$83,579.73)	0%
LIBRARY MAIN BRANCH - Prior Year Surplus			
LIBRARY KORAH BRANCH - Prior Year Surplus			
LIBRARY NORTH BRANCH - Prior Year Surplus			
LIBRARY CHALLENGE ADULT - Prior Year Surplus			
LIBRARY CONCESSION - Prior Year Surplus			
DEPRECIATION/FIXED ASSETS - Prior Year Surplus			
POSTING DEFAULT - Prior Year Surplus			0%
Total Prior Year Surplus		(\$83,579.73)	0%
			0%
			0%
	(2,576,898.22)	(\$3,872,210.69)	67%
	(21,218.25)	(\$27,250.00)	78%
		\$0.00	0%
	(13,423.50)	(\$18,150.00)	74%
		\$0.00	0%
	(1,380.72)	(\$1,500.00)	92%
		\$0.00	0%
		\$0.00	0%
	(2,612,920.69)	(\$3,919,110.69)	67%

**EXPENDITURES**

Salaries and benefits:			
LIBRARY ADMINISTRATION - Salaries and benefits	465,932.07	\$862,830.88	54%
LIBRARY MAIN BRANCH - Salaries and benefits	1,067,293.10	\$1,679,265.40	64%
LIBRARY KORAH BRANCH - Salaries and benefits			
LIBRARY NORTH BRANCH - Salaries and benefits	201,963.94	\$338,327.41	60%
LIBRARY CHALLENGE ADULT - Salaries and benefits			
LIBRARY CONCESSION - Salaries and benefits			
DEPRECIATION/FIXED ASSETS - Salaries and benefits			
POSTING DEFAULT - Salaries and benefits			0%
Total Salaries and benefits	1,735,189.11	\$2,880,423.69	60%
Books and periodicals:			
LIBRARY ADMINISTRATION - Books and periodicals			
LIBRARY MAIN BRANCH - Books and periodicals	85,345.97	\$161,524.87	53%
LIBRARY KORAH BRANCH - Books and periodicals			
LIBRARY NORTH BRANCH - Books and periodicals	16,820.95	\$56,538.10	30%
LIBRARY CHALLENGE ADULT - Books and periodicals			
LIBRARY CONCESSION - Books and periodicals			
DEPRECIATION/FIXED ASSETS - Books and periodicals			
POSTING DEFAULT - Books and periodicals			0%
Total Books and periodicals	102,166.92	\$218,062.97	47%

Donation expenditures:



SSM LIBRARY  
Summary of All Units  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
LIBRARY ADMINISTRATION - Donation expenditures	7,103.81		0%
LIBRARY MAIN BRANCH - Donation expenditures	528.84	\$5,792.23	9%
LIBRARY KORAH BRANCH - Donation expenditures			
LIBRARY NORTH BRANCH - Donation expenditures			
LIBRARY CHALLENGE ADULT - Donation expenditures			
LIBRARY CONCESSION - Donation expenditures			
DEPRECIATION/FIXED ASSETS - Donation expenditures			
POSTING DEFAULT - Donation expenditures			0%
Total Donation expenditures	7,632.65	\$5,792.23	132%
Utilities:			
LIBRARY ADMINISTRATION - Utilities			
LIBRARY MAIN BRANCH - Utilities	54,395.54	\$95,000.00	57%
LIBRARY KORAH BRANCH - Utilities			
LIBRARY NORTH BRANCH - Utilities			
LIBRARY CHALLENGE ADULT - Utilities			
LIBRARY CONCESSION - Utilities			
DEPRECIATION/FIXED ASSETS - Utilities			
POSTING DEFAULT - Utilities			0%
Total Utilities	54,395.54	\$95,000.00	57%
Office expenditures:			
LIBRARY ADMINISTRATION - Office expenditures	62,619.12	\$105,962.92	59%
LIBRARY MAIN BRANCH - Office expenditures	34,966.18	\$79,765.03	44%
LIBRARY KORAH BRANCH - Office expenditures			
LIBRARY NORTH BRANCH - Office expenditures	4,167.13	\$11,500.00	36%
LIBRARY CHALLENGE ADULT - Office expenditures			
LIBRARY CONCESSION - Office expenditures			
DEPRECIATION/FIXED ASSETS - Office expenditures			
POSTING DEFAULT - Office expenditures			0%
Total Office expenditures	101,752.43	\$197,227.95	52%
Operating expenditures:			
LIBRARY ADMINISTRATION - Operating expenditures	40,595.19	\$31,500.00	129%
LIBRARY MAIN BRANCH - Operating expenditures	128,182.95	\$179,835.00	71%
LIBRARY KORAH BRANCH - Operating expenditures			
LIBRARY NORTH BRANCH - Operating expenditures	141,425.51	\$214,701.00	66%
LIBRARY CHALLENGE ADULT - Operating expenditures			
LIBRARY CONCESSION - Operating expenditures	7,718.60	\$1,200.00	643%
DEPRECIATION/FIXED ASSETS - Operating expenditures			
POSTING DEFAULT - Operating expenditures			0%
Total Operating expenditures	317,922.25	\$427,236.00	74%
Equipment purchases:			
LIBRARY ADMINISTRATION - Equipment purchases	54,304.47	\$71,250.00	76%
LIBRARY MAIN BRANCH - Equipment purchases	1,035.35	\$9,617.57	11%

SSM LIBRARY  
Summary of All Units  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
LIBRARY KORAH BRANCH - Equipment purchases			
LIBRARY NORTH BRANCH - Equipment purchases		\$3,000.00	0%
LIBRARY CHALLENGE ADULT - Equipment purchases			
LIBRARY CONCESSION - Equipment purchases			
DEPRECIATION/FIXED ASSETS - Equipment purchases			0%
POSTING DEFAULT - Equipment purchases			
Total Equipment purchases	55,339.82	\$83,867.57	66%
			0%
	630,554.66	\$1,071,543.80	59%
	1,371,747.93	\$2,210,800.10	62%
		\$0.00	0%
	364,377.53	\$624,066.51	58%
		\$0.00	0%
	7,718.60	\$1,200.00	643%
		\$0.00	0%
		\$0.00	0%
	2,374,398.72	\$3,907,610.41	61%
(Surplus)/Deficit:			
LIBRARY ADMINISTRATION - (Surplus)/Deficit	(1,946,343.56)	(\$2,800,666.89)	69%
LIBRARY MAIN BRANCH - (Surplus)/Deficit	1,350,529.68	\$2,183,550.10	62%
LIBRARY KORAH BRANCH - (Surplus)/Deficit		\$0.00	0%
LIBRARY NORTH BRANCH - (Surplus)/Deficit	350,954.03	\$605,916.51	58%
LIBRARY CHALLENGE ADULT - (Surplus)/Deficit		\$0.00	0%
LIBRARY CONCESSION - (Surplus)/Deficit	6,337.88	(\$300.00)	(2,113%)
DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit		\$0.00	0%
POSTING DEFAULT - (Surplus)/Deficit		\$0.00	0%
Total (Surplus)/Deficit	(238,521.97)	(\$11,500.28)	2,074%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$2,484,192.08)	(\$3,666,355.96)	68%
User Fees			
Sales	(26,506.97)	(\$45,000.00)	59%
Donations	(30,072.07)	(\$22,275.00)	135%
Other income	(36,127.10)	(\$55,000.00)	66%
Prior Year Surplus		(\$83,579.73)	0%
	<u>(2,576,898.22)</u>	<u>(\$3,872,210.69)</u>	<u>67%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	465,932.07	\$862,830.88	54%
Books and periodicals			
Donation expenditures	7,103.81		0%
Utilities			
Office expenditures	62,619.12	\$105,962.92	59%
Operating expenditures	40,595.19	\$31,500.00	129%
Equipment purchases	54,304.47	\$71,250.00	76%
	<u>630,554.66</u>	<u>\$1,071,543.80</u>	<u>59%</u>
(Surplus)/Deficit	(1,946,343.56)	(\$2,800,666.89)	69%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants:			
30-720-7201-5212 ONT SPEC GRANT OTHER	(6,600.00)	(\$8,726.00)	76%
30-720-7201-5294 GRANTS MUNICIPAL	(2,444,114.25)	(\$3,258,819.06)	75%
30-720-7201-5311 CAN SPEC GRANT	(33,477.83)	(\$5,116.00)	654%
30-720-7201-5210 ONT SPEC GRANT PAY EQUITY		(\$207,474.00)	0%
30-720-7201-5211 ONT SPEC GRANT SUMMER JOB SERV		(\$3,938.90)	0%
30-720-7201-5291 ONT SPEC GRANT LIBRARY		(\$160,595.00)	0%
30-720-7201-5293 MUN GRANT CONTRACT COMMUNIT		(\$21,687.00)	0%
Total Grants	(2,484,192.08)	(\$3,666,355.96)	68%
User Fees			
Sales:			
30-720-7201-5898 SALES FRIENDS OF THE LIBRARY	(26,506.97)	(\$45,000.00)	59%
Total Sales	(26,506.97)	(\$45,000.00)	59%
Donations:			
30-720-7201-5861 DONATIONS	(2,946.18)	(\$7,000.00)	42%
30-720-7201-5866 RESTRICTED DONATIONS	(27,125.89)	(\$15,000.00)	181%
30-720-7201-5869 DONATIONS IN KIND		(\$275.00)	0%
Total Donations	(30,072.07)	(\$22,275.00)	135%
Other income:			
30-720-7201-5847 INVESTMENT INCOME BANK	(35,058.21)	(\$55,000.00)	64%
30-720-7201-5860 SUNDRY REVENUE	(1,068.89)		0%
Total Other income	(36,127.10)	(\$55,000.00)	66%
Prior Year Surplus:			
30-720-7201-5901 SURPLUS PRIOR YEAR		(\$83,579.73)	0%
Total Prior Year Surplus		(\$83,579.73)	0%
	(2,576,898.22)	(\$3,872,210.69)	67%

**EXPENDITURES**

Salaries and benefits:			
30-720-7201-6001 SALARIES FULL TIME	346,262.83	\$648,380.80	53%
30-720-7201-6011 SALARIES PART TIME	4,251.39		0%
30-720-7201-6031 CANADA PENSION PLAN	17,910.30	\$29,246.46	61%
30-720-7201-6032 EMPLOYMENT INSURANCE	6,668.19	\$10,322.70	65%
30-720-7201-6033 EMPLOYER HEALTH TAX	6,891.30	\$12,643.43	55%
30-720-7201-6041 OMERS	34,043.94	\$58,554.72	58%
30-720-7201-6042 HEALTH CARE	13,750.39	\$36,530.37	38%
30-720-7201-6043 DENTAL	4,576.09	\$13,795.32	33%
30-720-7201-6044 GROUP INSURANCE	2,812.48	\$6,361.98	44%
30-720-7201-6045 LONG TERM DISABILITY	6,164.50	\$13,495.10	46%
30-720-7201-6046 WSIB		\$2,500.00	0%
30-720-7201-6052 RETIRED HEALTH CARE	22,600.66	\$31,000.00	73%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
Total Salaries and benefits	465,932.07	\$862,830.88	54%
Books and periodicals			
Donation expenditures:			
30-720-7201-6166 RESTRICTED DONATION EXPENSE	7,103.81		0%
Total Donation expenditures	7,103.81		0%
Utilities			
Office expenditures:			
30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS	9,302.85	\$6,750.00	138%
30-720-7201-6185 TRAINING	15,200.61	\$24,450.00	62%
30-720-7201-6470 POSTAL SERVICE	217.05		0%
30-720-7201-6474 CARTAGE	1,432.63	\$7,500.00	19%
30-720-7201-6480 TELECOMMUNICATIONS	1,434.66	\$200.00	717%
30-720-7201-6500 AUDIT FEES	8,579.66	\$10,000.00	86%
30-720-7201-6506 BOOKKEEPING SERVICE	13,884.71	\$13,884.40	100%
30-720-7201-6511 OTHER PROFESSIONAL FEES	8,414.64	\$27,643.52	30%
30-720-7201-6542 PUBLIC RELATIONS	3,267.41	\$7,200.00	45%
30-720-7201-6720 BANK CHARGES	884.90	\$3,000.00	29%
30-720-7201-6182 TRAVEL		\$4,250.00	0%
30-720-7201-6200 MILEAGE		\$1,000.00	0%
30-720-7201-6508 OTHER EMPLOYEE BENEFITS		\$85.00	0%
Total Office expenditures	62,619.12	\$105,962.92	59%
Operating expenditures:			
30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE	4,021.49	\$1,500.00	268%
30-720-7201-6462 INSURANCE	36,573.70	\$30,000.00	122%
Total Operating expenditures	40,595.19	\$31,500.00	129%
Equipment purchases:			
30-720-7201-8201 FURNITURE & FIXTURES	1,138.23		0%
30-720-7201-8202 COMPUTER EQUIPMENT	2,200.51	\$21,250.00	10%
30-720-7201-8300 SOFTWARE	50,965.73	\$50,000.00	102%
Total Equipment purchases	54,304.47	\$71,250.00	76%
	630,554.66	\$1,071,543.80	59%
(Surplus)/Deficit	(1,946,343.56)	(\$2,800,666.89)	69%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees	(3,044.82)	(\$6,000.00)	51%
Sales	(14,869.40)	(\$16,750.00)	89%
Donations			
Other income	(3,304.03)	(\$4,500.00)	73%
Prior Year Surplus			
	<u>(21,218.25)</u>	<u>(\$27,250.00)</u>	<u>78%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	1,067,293.10	\$1,679,265.40	64%
Books and periodicals	85,345.97	\$161,524.87	53%
Donation expenditures	528.84	\$5,792.23	9%
Utilities	54,395.54	\$95,000.00	57%
Office expenditures	34,966.18	\$79,765.03	44%
Operating expenditures	128,182.95	\$179,835.00	71%
Equipment purchases	1,035.35	\$9,617.57	11%
	<u>1,371,747.93</u>	<u>\$2,210,800.10</u>	<u>62%</u>
(Surplus)/Deficit	1,350,529.68	\$2,183,550.10	62%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees:			
30-720-7202-5843 DAMAGE LOST OVERDUE FEES	(3,044.82)	(\$6,000.00)	51%
Total User Fees	(3,044.82)	(\$6,000.00)	51%
Sales:			
30-720-7202-5891 SALES MERCHANDISE	(617.37)	(\$1,000.00)	62%
30-720-7202-5892 MEMBERSHIP FEES	(1,433.40)	(\$1,500.00)	96%
30-720-7202-5893 SALES COPIES PRINTS SCANS	(6,247.58)	(\$9,000.00)	69%
30-720-7202-5894 SALES SERVICES	(277.34)		0%
30-720-7202-5895 PROGRAM REGISTRATION FEES	(2,989.68)	(\$750.00)	399%
30-720-7202-5751 RENT PROGRAM ROOM A	(2,035.67)	(\$3,000.00)	68%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,268.36)	(\$1,500.00)	85%
Total Sales	(14,869.40)	(\$16,750.00)	89%
Donations			
Other income:			
30-720-7202-5751 RENT PROGRAM ROOM A	(2,035.67)	(\$3,000.00)	68%
30-720-7202-5752 RENT PROGRAM ROOM B	(1,268.36)	(\$1,500.00)	85%
Total Other income	(3,304.03)	(\$4,500.00)	73%
Prior Year Surplus			
	(21,218.25)	(\$27,250.00)	78%

**EXPENDITURES**

Salaries and benefits:			
30-720-7202-6001 SALARIES FULL TIME	645,080.45	\$946,472.94	68%
30-720-7202-6011 SALARIES PART TIME	218,982.55	\$386,645.54	57%
30-720-7202-6031 CANADA PENSION PLAN	46,414.26	\$70,402.24	66%
30-720-7202-6032 EMPLOYMENT INSURANCE	18,584.11	\$28,126.33	66%
30-720-7202-6033 EMPLOYER HEALTH TAX	16,439.57	\$25,666.50	64%
30-720-7202-6041 OMERS	64,912.28	\$113,038.73	57%
30-720-7202-6042 HEALTH CARE	32,255.09	\$62,975.56	51%
30-720-7202-6043 DENTAL	17,546.17	\$33,964.16	52%
30-720-7202-6044 GROUP INSURANCE	2,254.29	\$3,918.40	58%
30-720-7202-6045 LONG TERM DISABILITY	4,824.33	\$8,055.00	60%
Total Salaries and benefits	1,067,293.10	\$1,679,265.40	64%
Books and periodicals:			
30-720-7202-6133 BOOKS PROFESSIONAL	170.00	\$383.00	44%
30-720-7202-6135 BOOKS REFERENCE ADULT	423.00	\$3,974.07	11%
30-720-7202-6136 BOOKS ADULT	13,170.73	\$37,491.78	35%
30-720-7202-6137 BOOKS JUVENILE	8,860.98	\$16,957.33	52%
30-720-7202-6138 BOOKS FRENCH	930.33	\$1,626.32	57%
30-720-7202-6141 PERIODICALS	4,234.40	\$11,428.01	37%
30-720-7202-6151 DIGITAL VIDEO DISCS ADULT	2,955.08	\$5,479.23	54%
30-720-7202-6152 DIGITAL VIDEO DISCS JUVENILE	248.29	\$757.67	33%
30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT	7,487.58	\$9,242.00	81%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE	651.44	\$1,000.00	65%
30-720-7202-6155 GAMES ADULT & JUVENILE	431.71	\$831.11	52%
30-720-7202-6158 ELECTRONIC DATABASES	36,995.11	\$49,231.16	75%
30-720-7202-6159 AUDIO BOOKS ADULT	375.45	\$793.05	47%
30-720-7202-6160 AUDIO BOOKS JUVENILE	899.57	\$1,765.42	51%
30-720-7202-6165 MATERIALS PROCESSING	7,512.30	\$20,000.00	38%
30-720-7202-6134 MISCELLANEOUS COLLECTIONS		\$564.72	0%
Total Books and periodicals	85,345.97	\$161,524.87	53%
Donation expenditures:			
30-720-7202-6166 RESTRICTED COLLECTION EXPENSE	528.84	\$5,792.23	9%
Total Donation expenditures	528.84	\$5,792.23	9%
Utilities:			
30-720-7202-6252 WATER & ELECTRIC	44,676.34	\$73,000.00	61%
30-720-7202-6254 NATURAL GAS	9,719.20	\$22,000.00	44%
Total Utilities	54,395.54	\$95,000.00	57%
Office expenditures:			
30-720-7202-6111 OFFICE EXPENSES	16,474.06	\$25,000.00	66%
30-720-7202-6200 MILEAGE	542.01		0%
30-720-7202-6470 POSTAL SERVICE	2,449.35	\$7,500.00	33%
30-720-7202-6480 TELECOMMUNICATIONS	8,915.29	\$18,000.00	50%
30-720-7202-6560 PROGRAM SUPPLIES & SERVICES	6,585.47	\$29,265.03	23%
Total Office expenditures	34,966.18	\$79,765.03	44%
Operating expenditures:			
30-720-7202-6316 MAIN CASH OVER/UNDER	309.83	\$50.00	620%
30-720-7202-6395 JANITORIAL SUPPLY	2,190.97	\$7,500.00	29%
30-720-7202-6400 MAINTENANCE OFFICE EQUIPMENT	160.27	\$300.00	53%
30-720-7202-6410 MAINTENANCE & ALTERATIONS	61,526.15	\$70,015.00	88%
30-720-7202-6496 JANITORIAL SERVICE	27,110.59	\$51,270.00	53%
30-720-7202-6620 SECURITY	31,788.07	\$46,000.00	69%
30-720-7202-6704 MACHINE RENTAL	5,097.07	\$4,700.00	108%
Total Operating expenditures	128,182.95	\$179,835.00	71%
Equipment purchases:			
30-720-7202-8201 FURNITURE & FIXTURES	535.26	\$5,617.57	10%
30-720-7202-8271 LIBRARY EQUIPMENT	500.09	\$4,000.00	13%
Total Equipment purchases	1,035.35	\$9,617.57	11%
	1,371,747.93	\$2,210,800.10	62%
(Surplus)/Deficit	1,350,529.68	\$2,183,550.10	62%



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
-------------------	---------------	---------------	-------------------------------

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees	(313.92)	(\$1,000.00)	31%
Sales	(8,113.92)	(\$10,150.00)	80%
Donations	(236.64)		0%
Other income	(4,759.02)	(\$7,000.00)	68%
Prior Year Surplus			
	<u>(13,423.50)</u>	<u>(\$18,150.00)</u>	<u>74%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	201,963.94	\$338,327.41	60%
Books and periodicals	16,820.95	\$56,538.10	30%
Donation expenditures			
Utilities			
Office expenditures	4,167.13	\$11,500.00	36%
Operating expenditures	141,425.51	\$214,701.00	66%
Equipment purchases		\$3,000.00	0%
	<u>364,377.53</u>	<u>\$624,066.51</u>	<u>58%</u>
(Surplus)/Deficit	350,954.03	\$605,916.51	58%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees:			
30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES	(313.92)	(\$1,000.00)	31%
Total User Fees	(313.92)	(\$1,000.00)	31%
Sales:			
30-720-7204-5891 SALES MERCHANDISE	(62.97)	(\$100.00)	63%
30-720-7204-5892 MEMBERSHIP FEES	(360.22)	(\$400.00)	90%
30-720-7204-5893 SALES COPIES PRINTS SCANS	(2,495.71)	(\$2,500.00)	100%
30-720-7204-5895 PROGRAM REGISTRATION FEES	(436.00)	(\$150.00)	291%
30-720-7204-5751 RENT PROGRAM ROOM A	(2,856.30)	(\$4,000.00)	71%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,902.72)	(\$3,000.00)	63%
Total Sales	(8,113.92)	(\$10,150.00)	80%
Donations:			
30-720-7204-5866 RESTRICTED DONATIONS	(236.64)		0%
Total Donations	(236.64)		0%
Other income:			
30-720-7204-5751 RENT PROGRAM ROOM A	(2,856.30)	(\$4,000.00)	71%
30-720-7204-5752 RENT PROGRAM ROOM B	(1,902.72)	(\$3,000.00)	63%
Total Other income	(4,759.02)	(\$7,000.00)	68%
Prior Year Surplus			
	(13,423.50)	(\$18,150.00)	74%

**EXPENDITURES**

Salaries and benefits:			
30-720-7204-6001 SALARIES FULL TIME	115,819.14	\$185,880.18	62%
30-720-7204-6011 SALARIES PART TIME	47,232.25	\$82,248.19	57%
30-720-7204-6031 CANADA PENSION PLAN	8,720.66	\$13,843.86	63%
30-720-7204-6032 EMPLOYMENT INSURANCE	3,491.34	\$5,660.10	62%
30-720-7204-6033 EMPLOYER HEALTH TAX	3,184.22	\$5,151.31	62%
30-720-7204-6041 OMERS	13,041.55	\$23,775.29	55%
30-720-7204-6042 HEALTH CARE	5,843.96	\$12,595.11	46%
30-720-7204-6043 DENTAL	3,307.02	\$6,792.83	49%
30-720-7204-6044 GROUP INSURANCE	416.42	\$769.54	54%
30-720-7204-6045 LONG TERM DISABILITY	907.38	\$1,611.00	56%
Total Salaries and benefits	201,963.94	\$338,327.41	60%
Books and periodicals:			
30-720-7204-6132 ARCHIVES	185.23	\$15,361.00	1%
30-720-7204-6136 BOOKS ADULT	6,952.41	\$17,951.70	39%
30-720-7204-6137 BOOKS JUVENILE	5,415.43	\$11,203.36	48%
30-720-7204-6138 BOOKS FRENCH	1,058.24	\$1,848.45	57%
30-720-7204-6151 DIGITAL VIDEO DISCS ADULT	1,072.37	\$1,733.11	62%
30-720-7204-6152 DIGITAL VIDEO DISCS JUVENILE	202.73	\$806.18	25%
30-720-7204-6155 GAMES ADULT & JUVENILE	444.67	\$1,006.94	44%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
30-720-7204-6159 AUDIO BOOKS ADULT	320.23	\$1,184.65	27%
30-720-7204-6160 AUDIO BOOKS JUVENILE	1,169.64	\$864.83	135%
30-720-7204-6134 MISCELLANEOUS COLLECTIONS		\$1,381.25	0%
30-720-7204-6141 PERIODICALS		\$3,196.63	0%
Total Books and periodicals	16,820.95	\$56,538.10	30%
Donation expenditures			
Utilities			
Office expenditures:			
30-720-7204-6111 OFFICE EXPENSES	1,006.61	\$1,500.00	67%
30-720-7204-6480 TELECOMMUNICATIONS	3,160.52	\$10,000.00	32%
Total Office expenditures	4,167.13	\$11,500.00	36%
Operating expenditures:			
30-720-7204-6316 NORTH CASH OVER/UNDER	90.87	\$20.00	454%
30-720-7204-6620 SECURITY	201.53	\$300.00	67%
30-720-7204-6700 RENT	141,133.11	\$212,031.00	67%
30-720-7204-6410 MAINTENANCE & ALTERATIONS		\$750.00	0%
30-720-7204-6704 MACHINE RENTAL		\$1,600.00	0%
Total Operating expenditures	141,425.51	\$214,701.00	66%
Equipment purchases:			
30-720-7204-8201 OFFICE EQUIPMENT		\$1,000.00	0%
30-720-7204-8271 LIBRARY EQUIPMENT		\$2,000.00	0%
Total Equipment purchases		\$3,000.00	0%
	<u>364,377.53</u>	<u>\$624,066.51</u>	<u>58%</u>
(Surplus)/Deficit	350,954.03	\$605,916.51	58%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees			
Sales	(1,380.72)	(\$1,500.00)	92%
Donations			
Other income			
Prior Year Surplus			
	<u>(1,380.72)</u>	<u>(\$1,500.00)</u>	<u>92%</u>
<b>EXPENDITURES</b>			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures	7,718.60	\$1,200.00	643%
Equipment purchases			
	<u>7,718.60</u>	<u>\$1,200.00</u>	<u>643%</u>
(Surplus)/Deficit	6,337.88	(\$300.00)	(2,113%)

SSM LIBRARY  
LIBRARY CONCESSION  
For the Eight Months Ending Sunday, August 31, 2025

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
User Fees			
Sales:			
30-720-7206-5801 CONCESSIONS FOOD	(1,380.72)	(\$1,500.00)	92%
Total Sales	(1,380.72)	(\$1,500.00)	92%
Donations			
Other income			
Prior Year Surplus			
	(1,380.72)	(\$1,500.00)	92%
<b>EXPENDITURES</b>			
Salaries and benefits			
Books and periodicals			
Donation expenditures			
Utilities			
Office expenditures			
Operating expenditures:			
30-720-7206-6370 OPERATING SUPPLIES FOR RESALE	416.00		0%
30-720-7206-6595 RESALE GOODS	7,302.60	\$1,200.00	609%
Total Operating expenditures	7,718.60	\$1,200.00	643%
Equipment purchases			
	7,718.60	\$1,200.00	643%
(Surplus)/Deficit	6,337.88	(\$300.00)	(2,113%)



## 2025 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	NORTH BRANCH SALES	MONTHLY TOTALS
JANUARY	\$ 127.00	\$ 2,902.95	-	\$ 67.00	\$ 3,096.95
FEBRUARY	\$ 75.00	\$ 2,118.90	-	\$ 40.00	\$ 2,233.90
MARCH	\$ 112.00	\$ 2,659.95	-	\$ 91.00	\$ 2,862.95
1st Quarter Totals	\$ 314.00	\$ 7,681.80	-	\$ 198.00	\$ 8,193.80
APRIL	\$ 217.00	\$ 2,768.25	-	\$ 60.00	\$ 3,045.25
MAY	\$ 191.00	\$ 2,897.05	-	\$ 85.00	\$ 3,173.05
JUNE	\$ 138.00	\$ 3,177.45	-	\$ 62.00	\$ 3,377.45
2nd Quarter Totals	\$ 546.00	\$ 8,842.75	-	\$ 207.00	\$ 9,595.75
JULY	\$ 332.15	\$ 3,726.85	-	\$ 101.00	\$ 4,160.00
AUGUST	\$ 231.00	\$ 3,613.30	-	\$ 56.00	\$ 3,900.30
SEPTEMBER	\$ 7.00	\$ 130.00	-	\$ -	\$ 137.00
3rd Quarter Totals	\$ 570.15	\$ 7,470.15	-	\$ 157.00	\$ 8,197.30
OCTOBER	\$ -	\$ -	-	\$ -	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -	\$ -
DECEMBER	\$ -	\$ -	-	\$ -	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -	\$ -
TOTALS Year To Date	\$ 1,430.15	\$ 23,994.70	\$ -	\$ 562.00	\$ 25,986.85
	DATE	LIBRARY	FRIENDS		TOTAL
1st Quarter Totals	JAN-MAR	\$ 314.00	\$ 7,681.80	\$ 198.00	\$ 8,193.80
2nd Quarter Totals	APR-JUN	\$ 546.00	\$ 8,842.75	\$ 145.00	\$ 9,595.75
3rd Quarter Totals	JUL-SEP	\$ 570.15	\$ 7,470.15	\$ -	\$ 8,197.30
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 1,430.15	\$ 23,994.70	\$ 343.00	\$ 25,986.85
					\$ -
Grand Total		\$ 25,986.85	\$ -	\$ -	\$ 25,986.85



**THE CORPORATION OF THE CITY OF SAULT STE.  
MARIE SERVICE LEVEL CHANGE REQUEST FORM 2026**

Please submit request to the Finance Department by August 8, 2025. Please attach any other relevant information pertaining to this request.

**DEPARTMENT/DIVISION:**

**REQUEST NAME:**

**OVERVIEW:**

☐ **ESSENTIAL**

☐ **DISCRETIONARY**

**SERVICE LEVEL DETAILS:**

Name	Description	Account Number

**CHANGES TO SERVICE LEVEL:**

**ALIGNMENT WITH STRATEGIC PLAN:**

**IMPACT ANALYSIS:**INCREMENTAL OPERATING EXPENDITURES DETAIL:

Description	Duration (on-going or one-time)	Amount

INCREMENTAL SALARIES AND BENEFITS DETAIL:

Position/Job Class	Duration (on-going or one-time)	FTE Required	Amount

INCREMENTAL OPERATING REVENUES DETAIL:

Description	Duration (on-going or one-time)	Amount

TOTAL NET IMPACT:

Impact	Amount
On-going	
One-time	
Total	

CAPITAL REQUIREMENTS:

Description	Amount

**OTHER SUPPORTING INFORMATION (I.E. BUSINESS PLAN, COUNCIL RESOLUTION, CALCULATIONS, ETC.)**

--

**APPROVAL SIGNATURE:**

Department Head	Date



## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

---

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

**Members Absent:** None

**Meeting Date:** September 2, 2025

### **Review:**

The Committee reviewed and revised 300-14 Children's Services Policy, 300-20 Information Services Policy, 400-14 Performance Appraisal Policy, and 400-18 Scent Aware Workplace Policy.

No policies were rescinded.

No new policies were approved.

The committee discussed 300-15 Meeting Room Use Policy and intellectual freedom rights of groups renting library spaces.

### **Recommendations:**

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

That the Board approve the following revised policies as presented:

300-14 Children's Services Policy

300-20 Information Services Policy



400-14 Performance Appraisal Policy

400-18 Scent Aware Workplace Policy

<b>Title:</b>	Children's Services Policy	<b>Policy Number:</b> 300-14
<b>Policy Type:</b>	Operations	
<b>Approval By:</b>	Resolution Number R10202404	
<b>Approval Date:</b>	October 7, 2024	
<b>Revised Dates:</b>	September 29, 2025	
<b>Review Date:</b>	September 2025	

## **PURPOSE:**

The purpose of this policy is to outline the Library's services specific to children and youth, including topics of unattended children and rights and responsibilities of parents. This policy provides a framework for how the Library achieves its core purpose in serving children while also outlining parental responsibilities.

## **DEFINITIONS**

**CYFSA** - Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1

**Child / Children** - includes all persons who are under 12 years of age.

**Parent** - includes parents, guardians and caregivers responsible for the care and wellbeing of the child, while in the Library.

**Unattended** - is a child left without visible supervision by a parent on Library premises.

## **SCOPE**

This policy applies to all Library locations and children under the age of 16, including their parents and caregivers.

## **POLICY STATEMENT**

The Library recognizes that the needs of young people are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library services, delivered with consideration and respect. The Library therefore endeavours to provide a welcoming and safe environment for children of all ages with programs and services to meet their needs.

The Library fully endorses the Children's Rights in the Public Library statement adopted at the Ontario Library Association Annual General Meeting, November 1998 (Appendix A).

## **MEMBERSHIP**

Children under the age of 13 require a parent or legal guardian's signature and address identification to obtain a library card. Youth aged 13 and older can obtain a library card using valid school identification.

A parent or guardian, by signing the child's library card (library membership), recognizes that a library card will be issued to their child and that the parent or guardian is responsible for the materials borrowed on that library card.

A parent or guardian also accepts responsibility for any loss incurred through the use of that library card. They also accept that the applicant will obey all rules and regulations of the Library.

While staff will assist young people with finding materials or attending programs, parents/guardians are responsible for their children's use of the library and the materials they view/borrow.

## **CHILDREN'S SERVICES**

### **Collections**

The Library will maintain a comprehensive collection of materials for and about children, based on the 300-03 Collection Development Policy. The collections for children will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.

### **Programs**

The Library will provide programming for children and parents, both in and out of the library, to develop literacy skills, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.

The number of participants for all programs will be restricted based on space limitations and staff supervision available.

Some programs may limit the ages of children who can participate. This limit may be enforced by the staff for maximum benefit of the children, based on their developmental stages, who are participating in the programs. Other participant restrictions may be enforced for specialized children's programs based on the content and scope of those programs.

### **Technology**

The Library prioritizes providing access to technology and the internet to children because it fosters a rich learning environment. The Library will provide computers, as well as other technologies deemed appropriate for youth, and filtered internet access designated for children ages 14 years and younger at all of its locations.

## **LIBRARY SPACE**

The library will provide well-planned areas for children that are distinct from the adult areas with signage that is clear and age appropriate. These areas should be visually stimulating so that children are able to readily distinguish their own space from the rest of the library. These areas will have furniture, shelves and equipment that are designed for and accessible to children.

These areas for children are interactive learning environments where controlled noise levels are tolerated and where young people are invited to explore the library materials and services in their own way.

## **STAFFING**

The Library employs qualified staff to deliver and manage children's services and supports their professional growth to develop services, collections, and programs. The Library will ensure that all staff members assigned to children's services receive appropriate training to provide knowledgeable library service.

Library staff will advocate for children's services in the community by:

- i) collaborating with agencies to promote early literacy, love of reading, lifelong learning and children's well-being;
- ii) seeking support for children's services from community organizations, fundraising, donations, etc.;
- iii) networking with other agencies who provide service to children in the community, region and province;
- iv) communicating with principals, teacher librarians and teachers in the community promoting the children's services and collections to groups who could benefit from them (schools, daycares, etc.).

At no time may staff be alone with a single child where they cannot be observed and/or interrupted by others.

## **INDEPENDENT USE AND UNATTENDED CHILDREN**

Library staff can neither care for, nor take responsibility for children left unattended at the Library. Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent/guardian or an assigned caregiver.

Staff will not give information to any person as to whether a child is currently in the library or has been in the library recently. Staff may offer to take a message and ask the child to call the person back.

Children ages 10 and over are welcome to use the library independently on a regular basis, but parents are still responsible for the behavior of any children under the age of 16 while they are in the Library. Children younger than 10 must be accompanied by an adult while in the Library.

Children under the age of 5 attending programs may be supervised by the library staff only during the scheduled time of the program; their caregivers must always remain in the library building.

When children are left without adequate supervision, the Library will take the appropriate action, including contacting the child's family, Sault Ste. Marie Police Services or the Children's Aid Society/ Nogdawindamin Family and Community Services.

## **DUTY TO REPORT**

The Child, Youth and Family Services Act (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have a legislated obligation to report promptly to a Children's Aid Society if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. Additionally, though it is not required, it is advisable to still make a report for youth ages 16 to 18 years of age who are in need of protection.

When library staff members have reasonable grounds to suspect that a child is or may be in need of protection, they will promptly report the suspicion and the information upon which it is based to the Children's Aid Society or Nogdawindamin Family and Community Services, as required in CYFSA, then advise the Library CEO.

## **MISSING CHILDREN/RUNAWAYS**

In the case of a missing child, Library staff will share any available information with law enforcement and the CEO.

## **RELATED DOCUMENTS**

- 300-02 Records Management and Protection of Privacy Policy
- 300-03 Collection Development Policy
- 300-05 Membership Policy
- 300-07 Exclusion, Reinstatement and Appeals Policy
- 300-09 Rules of Conduct
- 300-20 Information Services Policy
- 300-21 Programming Policy
- 300-23 Accessible Customer Service Policy
- 300-26 Computer & Internet Use Policy



## **APPENDIX A**



∴ ontario library association

### **Position on Children's Rights in the Public Library**

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

*Adopted at the Ontario Library Association  
Annual General Meeting  
November 1998*

Posted at [http://accessola2.com/data/1/rec\\_docs/380\\_ola3.pdf](http://accessola2.com/data/1/rec_docs/380_ola3.pdf)

<b>Title:</b>	Information Services Policy	<b>Policy Number:</b> 300-20
<b>Policy Type:</b>	Operational	
<b>Approved by:</b>	Resolution Number R10202405	
<b>Approval Date:</b>	October 7, 2024	
<b>Revised Dates:</b>	September 29, 2025	
<b>Review Date:</b>	September 2025	

## **PURPOSE**

This policy describes information services provided by the library and guides library staff when answering reference questions.

## **SCOPE**

Information services provided by the Library in person, over the phone, online, and through other methods.

## **DEFINITIONS**

**Quick Reference** - a query that can be answered in under two minutes using library and online resources.

**Reference** - questions which usually require an in-depth process to arrive at a complete answer.

**Enhanced Research** - in-depth fee-based research including, but not limited to, archival and genealogical research requiring extensive staff time, expertise and use of library and available online resources.

## **POLICY STATEMENT**

The Library provides information services to connect people with resources to fulfill their informational, educational, cultural, and recreational needs. All users seeking information will be treated equitably and with respect to meet their individual needs.

## **REFERENCE AND INFORMATION SERVICES**

The Library will provide basic reference and information services to the public at no charge. The public may make reference and information queries in person at service desks, over the phone, and online through the Library's website, email, and/or through the Library's social media channels.

The staff will attempt to answer all reference questions efficiently, accurately, and as completely as possible. All questions will be considered important and legitimate, unless it becomes clearly apparent that they are otherwise.

If it is not possible to find an answer using library or online resources, staff will refer users to the inter-library loan service, other agencies, and/or community resources.

Research that requires answering many in-depth questions and will require significant staff resources, will be subject to an enhanced research fee as outlined in the Library's Fee Schedule.

## **REFERENCE AND INFORMATION RESOURCES**

Print and electronic reference collections will be maintained by library staff in accordance with the 300-03 Collection Development Policy and any collection development plans. The focus will be on the currency and relevance of the material.

The Library will make available databases that it subscribes to on the Library's website in addition to curating a collection of links to reliable, vetted, free informational online databases.

## **ARCHIVAL SERVICES**

Inquiries related to the Library's archival collections are to be made or referred to the Library's Archive Technician. Archival materials may be viewed in the Archive Viewing Room at the discretion of the Archive Technician.

## **TRAINING**

Staff will be provided with adequate training to enable them to offer reference and information services, with some positions requiring more specialized training dependent on their responsibilities (eg. genealogy, archives, etc.).

## **REPORTING**

To assess and evaluate information services, and to comply with the requirements of the *Annual Survey of Public Libraries*, statistics on reference questions will be kept and analyzed.

## **CONFIDENTIALITY**

Staff will respect and protect the confidential and private nature of requests for information.

## **RELATED POLICIES**

200-07 Library Fee-Based Services Policy

300-01 Archives Acquisitions Policy

300-02 Records Management and Protection of Privacy Policy



300-03 Collection Development Policy  
300-06 Social Media Policy  
300-22 Website Policy  
300-23 Accessible Customer Service Policy

<b>Title:</b>	Performance Appraisal Policy	<b>Policy Number:</b> 400-14
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2016-04-18	
<b>Approval Date:</b>	April 18, 2016	
<b>Revised Dates:</b>	October 28, 2019, November 29, 2021; May 30, 2022, September 29, 2025	
<b>Review Date:</b>	November 2028	

## **PURPOSE**

To periodically record essential information concerning the performance level in relation to career development, including potential for advancement and/or improvement.

## **SCOPE**

This policy pertains to Library staff.

## **DEFINITION**

**Management by Objectives (MBO)** - an appraisal method where managers and employees together identify, organize, plan and communicate objectives, including the Library's strategic plan's objectives, to focus on during an appraisal period.

**Performance Evaluation** - a formal performance review using a tool that evaluates an employee on various aspects of their job which will indicate areas where the employee meets expectations, exceeds expectations or requires improvement.

## **POLICY STATEMENT**

The Library utilizes performance evaluations and MBOs to maximize an employee's overall work performance consistent with the Library's vision, mission and values.

## **ACCOMODATIONS**

No performance evaluation will be positively or negatively affected because an employee has workplace accommodations.

## **PERFORMANCE EVALUATION SCHEDULES AND TYPES**

A Performance Evaluation will be completed in accordance with the evaluation schedule while an MBO appraisal will be completed annually and be incorporated into the Performance Evaluation every third year.

Should performance issues be observed after verbal and written notices have failed to produce improvement a Special Performance Evaluation will be scheduled. Included in this evaluation meeting will be the employee, the manager and the CEO or in the case of the CEO, by the Board CEO Evaluation Committee.

### Evaluation Schedule

Staff being Evaluated	Evaluation Schedule	Evaluator
Unionized Staff - Full-time	During probationary period, After 1 year, then every 3 years	Manager
Unionized Staff - Part-time	During probationary period, After 1 year, then every 3 years	
Contract Staff	As needed	
Non-Union Staff	After 1 year, then every 3 years	
Manager	After 1 year, then every 3 years	CEO
CEO	After 1 year, annually	Library Board

### RELATED POLICIES

100-03 Board-CEO Linkage Policy

300-09 Rules of Conduct Policy

400-01 Hiring Policy

<b>Title:</b>	Scent Aware Workplace Policy	<b>Policy Number:</b> 400-18
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2013-02-25	
<b>Approval Date:</b>	February 25, 2013	
<b>Revised Dates:</b>	March 28, 2021; April 24, 2017; May 29, 2023, September 2025	
<b>Review Date:</b>	April 2028	

## PURPOSE

This policy provides guidelines for all staff and volunteers regarding the use and wearing of fragrances, scents, scented products or scented personal products at work.

## SCOPE

This policy applies to all employees, visitors, contractors, and volunteers.

## DEFINITIONS

**Scented personal products** - includes but not limited to body spray, deodorant, hairspray, lotions, scented soaps or hand sanitizers, and perfume.

**Scented products** - includes but not limited to incense, scented candles and fragrance diffusers.

**Smudging** - a First Nation, Métis and Inuit tradition, which involves the burning of sweet grass, sage and/or cedar primarily for purification and to help create a positive mind set.

## POLICY STATEMENT

The Board provides a healthy work environment to avoid discomfort for those with sensitivities or allergies. Employees, visitors, contractors, and volunteers shall refrain from wearing scented personal products or bringing scented products into the workplace.

Notice will be posted in all work areas and service points asking everyone to be respectful to this issue.

## SCENTS RELATED TO CULTURAL OBSERVANCES

The Library respects and supports Indigenous cultural and spiritual practices and acknowledges that smudging, the use of tobacco, and other Sacred Medicines are integral to the traditions of First Nations, Métis, and Inuit peoples. These practices are permitted within public spaces and workplaces in accordance with the Province of Ontario's *Smoke-Free Ontario Act*. As such, smudging, the use of tobacco, and other Sacred Medicines are allowed at the Library.

The Library also recognizes that some individuals may be sensitive or allergic to smoke, and is committed to maintaining a clean and healthy air environment. To balance these

considerations, Library Administration must be notified in advance of any cultural observances that would cause scents, including smudging or Sacred Medicine use.

The Library is dedicated to fostering a spirit of cooperation, mutual respect, and understanding while honoring both the cultural practices and the need for a healthy environment.

#### **RELATED POLICIES**

400-03 Health and Safety Commitment Policy

400-05 Workplace Code of Conduct





# Sault Ste. Marie Public Library

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

---

---

**AGENDA ITEM: 6.5**

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** 2026 LIBRARY CLOSURES AND HOLIDAY OPENINGS  
**DATE:** SEPTEMBER 29, 2025

---

## **PURPOSE**

For the Board set the Library's closures for 2026.

## **2026 CLOSURES**

The following are the recommended Library closures for 2026 based on City closures and past practice.

<b>New Year's Day:</b>	Thursday, January 1
<b>Family Day:</b>	Monday February 16 (North Branch only)
<b>Good Friday:</b>	Friday, April 3
<b>Easter:</b>	Sunday, April 5
<b>Easter Monday:</b>	Monday, April 6
<b>Victoria Day:</b>	Monday, May 18
<b>Canada Day:</b>	Wednesday, July 1
<b>Sir William Hearst Day:</b>	Monday, August 3
<b>Labour Day:</b>	Monday, September 7
<b>Thanksgiving:</b>	Monday, October 12
<b>Remembrance Day:</b>	Wednesday, November 11
<b>Staff Development Day:</b>	Monday, November 16

**Christmas:** Friday, December 25  
**Boxing Day:** Saturday, December 26  
Monday, December 28

The following are the recommended early Library closures for 2026 based on past practice.

**Christmas Eve:** Thursday, December 24 Closed at 12:00 PM  
**New Year's Eve:** Thursday, December 31 Closed at 4:30 PM

The following is a recommended holiday opening for 2026.

**Family Day:** Monday February 16, 2026 Open at 12:00 pm, Closed at 4:00 pm  
(Centennial Library only)

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board approve the Library closures and holiday opening for the year 2026 as presented.

MOVED: SECONDDED:

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

"One stop....endless possibilities"

---

---

AGENDA ITEM: 6.6

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** LIBRARY TEMPORARY CLOSURE – NORTH BRANCH  
**DATE:** SEPTEMEBER 29, 2025

---

## **PURPOSE**

To seek approval from the Board to close the North Branch early one evening for a ticketed author event.

## **STRATEGIC PRIORITY**

Community Engagement

## **AUTHOR EVENT**

The Library will be partnering with Sootoday to hold a major author event on November 5, 2025. The author, Adam Shoalts, is a professional explorer, geographer, and historian who has published several successful non-fiction books including, *Vanished Beyond the Map: The Mystery of Lost Explorer Hubert Darrell*, *The Whisper on the Night Wind*, *Alone Against the North*, and *A History of Canada in Ten Maps*, among others. The event is sponsored by SooToday and will be hosted by the Library at the North Branch.

To learn more about Adam Shoalts, his life and his work, visit <https://adamshoalts.com/>

## **MOTION**

Be it resolved that the Sault Ste. Marie Public Library Board approve the early closure of the North Branch at 6:00 PM on November 5, 2025, for an author event, in partnership with SooToday.

Moved By:

Seconded:



# Sault Ste. Marie Public Library

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

---

---

## AGENDA ITEM: 6.7

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** SEPTEMBER 29, 2025

---

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

### RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the June 23, 2025, meeting as presented.
2. The Sault Ste. Marie Public Library Board approves the minutes of the August 27, 2025, special meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the September 17, 2025, meeting as presented.
4. The expenditures for the month of June 2025, which include wages, benefits and Visas in the amount of \$208,653.87 be confirmed paid.
5. The expenditures for the month of July 2025, which include wages, benefits and Visas in the amount of \$387,398.10 be confirmed paid.
6. The expenditures for the month of August 2025, which include wages, benefits and Visas in the amount of \$140,401.04 be confirmed paid.
7. The Sault Ste. Marie Public Library Board approve the Financial Reports ending August 31, 2025, as presented.
8. ~~The Sault Ste. Marie Public Library Board approve the 2026 Operations Budget as presented.~~

9. The Sault Ste. Marie Public Library Board approves the supplemental budget request for additional security hours at the James L. McIntyre Centennial Library.
10. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the September 2, 2025, meeting as presented.
11. The following revised policies be approved as presented:
  - 300-14 Children's Services Policy
  - 300-20 Information Services Policy
  - 400-14 Performance Appraisal Policy
  - 400-18 Scent Aware Workplace Policy
12. The Sault Ste. Marie Public Library Board approves the 2026 Library Closures and Holiday Openings as presented.
13. The Sault Ste. Marie Public Library Board approves the early closure of the North Branch at 6:00 PM on November 5, 2025, for an author event, in partnership with SooToday.

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the September 29, 2025, meeting as presented/amended:

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

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

\_\_\_\_\_  
Chair of the SSM PL Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date



# Sault Ste. Marie Public Library

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

---

---

**AGENDA ITEM: 7.1**

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** 2026 OPERATIONS BUDGET  
**DATE:** SEPTEMBER 29, 2025

---

## **PURPOSE**

For the Board to approve the Librray's 2026 Operations Budget.

## **REASON FOR REMOVAL FROM CONSENT**

Minor budget revisions from the budget presented at the Finance Committee meeting due to new information.

## **BUDGET CHANGE NOTES**

City Finance reviewed the Library's salaries and benefits calculations and made a \$777 correction.

City Finance noticed that Accidental Death & Dismemberment (AD&D) premiums were missing from the budget. An additional \$644 was added to the Expenditures in the budget to reflect this cost. As it hadn't been included in previous budgets, an account needs to be assigned to AD&D.

Library staff reduced Software (30-720-7201-8300) by \$1,421 to offset these increased costs.

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board approves the revised 2026 Operations Budget as presented.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
Grants:										
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)					(207,474)	(207,474)	-	0.00%
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)					(3,939)	(3,939)	-	0.00%
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,250)					(8,250)	(8,726)	476	-5.45%
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)					(160,595)	(160,595)	-	0.00%
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)					(21,687)	(21,687)	-	0.00%
GRANTS MUNICIPAL	30-720-7201-5294	(3,303,806)					(3,303,806)	(3,258,819)	(44,987)	1.38%
GRANTS OTHER	30-720-7201-5296	-					-	-	-	0.00%
CANADA SPEC GRANT	30-720-7201-5311	-					-	(5,116)	5,116	-100.00%
Total Grants (5000 TO 5311, 5870))		(3,705,751)	-	-	-	-	(3,705,751)	(3,621,356)	(84,395)	2.33%
Fees:										
DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(6,000)	30-720-7204-5843	(1,500)	(7,500)	(7,000)	(500)	7.14%
Total Fees (5840 TO 5845)		-	-	(6,000)	-	(1,500)	(7,500)	(7,000)	(500)	7.14%
Sales:										
									-	
SALES MERCHANDISE			30-720-7202-5891	(1,000)	30-720-7204-5891	(100)	(1,100)	(1,100)	-	0.00%
MEMBERSHIP FEES			30-720-7202-5892	(1,500)	30-720-7204-5892	(400)	(1,900)	(1,900)	-	0.00%
SALES COPIES PRINTS SCANS			30-720-7202-5893	(9,000)	30-720-7204-5893	(2,500)	(11,500)	(11,500)	-	0.00%
PROGRAM REGISTRATION FEES			30-720-7202-5895	(1,500)	30-720-7204-5895	(750)	(2,250)	(900)	(1,350)	150.00%
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(45,000)			30-720-7204-5898	(500)	(45,500)	(45,000)	(500)	1.11%
CONCESSIONS FOOD	30-720-7206-5801	(1,500)					(1,500)	(1,500)	-	0.00%
RENT PROGRAM ROOM A			30-720-7202-5751	(5,000)	30-720-7204-5751	(3,000)	(8,000)	(7,000)	(1,000)	14.29%
RENT PROGRAM ROOM B			30-720-7202-5752	(2,000)	30-720-7204-5752	(3,000)	(5,000)	(4,500)	(500)	11.11%
Total Sales (5891 TO 5898)		(46,500)	-	(20,000)	-	(10,250)	(76,750)	(73,400)	(3,350)	4.56%
Donations:										
									-	
DONATIONS	30-720-7201-5861	(10,000)					(10,000)	(7,000)	(3,000)	42.86%
RESTRICTED DONATIONS	30-720-7201-5866	(22,000)			30-720-7204-5866		(22,000)	(15,000)	(7,000)	46.67%
DONATIONS IN KIND	30-720-7201-5869	(750)				-	(750)	(275)	(475)	0.00%
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902				30-720-7204-5902		-	-	-	#DIV/0!
Total Donations (5861 TO 5869 ...)		(32,750)	-	-	-	-	(32,750)	(22,275)	(10,475)	47.03%
Other income:										
INVESTMENT INCOME BANK	30-720-7201-5847	(60,000)					(60,000)	(55,000)	(5,000)	9.09%

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
SUNDRY REVENUE	30-720-7201-5860	-	30-720-7202-5860	-			-	-	-	0.00%
SURPLUS PRIOR YEAR	30-720-7201-5901	(41,500)					(41,500)	(83,580)	42,080	-50.35%
Total Other income (5846 TO 5860 ...		(101,500)	-	-	-	-	(101,500)	(138,580)	37,080	-26.76%
TOTAL REVENUE:		\$(3,886,501)	\$ -	\$ (26,000)	\$ -	\$ (11,750)	\$(3,924,251)	\$ (3,862,611)	\$(61,640)	1.60%

Salaries and benefits:

SALARIES FULL TIME	30-720-7201-6001	651,661	30-720-7202-6001	950,786	30-720-7204-6001	190,172	1,792,619	1,780,734	11,885	0.67%
SALARIES PART TIME	30-720-7201-6011	-	30-720-7202-6011	387,975	30-720-7204-6011	91,767	479,741	468,894	10,848	2.31%
CANADA PENSION PLAN	30-720-7201-6031	31,308	30-720-7202-6031	72,799	30-720-7204-6031	15,173	119,281	113,493	5,788	5.10%
EMPLOYMENT INSURANCE	30-720-7201-6032	9,905	30-720-7202-6032	25,331	30-720-7204-6032	6,236	41,472	44,109	(2,638)	-5.98%
EMPLOYER HEALTH TAX	30-720-7201-6033	12,707	30-720-7202-6033	26,106	30-720-7204-6033	5,498	44,311	43,461	850	1.96%
OMERS	30-720-7201-6041	66,625	30-720-7202-6041	120,488	30-720-7204-6041	25,374	212,488	195,369	17,119	8.76%
HEALTH CARE	30-720-7201-6042	41,330	30-720-7202-6042	71,986	30-720-7204-6042	14,397	127,712	112,101	15,611	13.93%
DENTAL	30-720-7201-6043	15,175	30-720-7202-6043	37,361	30-720-7204-6043	7,472	60,008	54,552	5,455	10.00%
GROUP INSURANCE	30-720-7201-6044	5,443	30-720-7202-6044	3,252	30-720-7204-6044	650	9,345	11,050	(1,705)	-15.43%
LONG TERM DISABILITY	30-720-7201-6045	16,814	30-720-7202-6045	8,802	30-720-7204-6045	1,760	27,376	23,161	4,215	18.20%
WSIB	30-720-7201-6046	2,500					2,500	2,500	-	0.00%
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	31,000	-	0.00%
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-		#DIV/0!
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85					85	85	-	0.00%
AD &D		233		342		68	644	-	644	#DIV/0!
Total Salaries and benefits (6001 TO 6098)		884,785	-	1,705,228	-	358,568	2,948,581	2,880,509	68,073	2.36%

Books and periodicals:

RESTRICTED DONATION EXPENSE	30-720-7201-6166	30-720-7202-6166				1,000	5,792	(4,792)	-82.74%	
BOOKS PROFESSIONAL		30-720-7202-6133	394			-	394	383	11	0.00%
MISCELLANEOUS COLLECTIONS		30-720-7202-6134	581	30-720-7204-6134	1,420	2,000	1,946	54	2.80%	
BOOKS REFERENCE ADULT		30-720-7202-6135	4,085	30-720-7204-6135	-	4,085	3,974	111	2.80%	
BOOKS ADULT		30-720-7202-6136	38,542	30-720-7204-6136	18,454	56,996	55,443	1,552	2.80%	
BOOKS JUVENILE		30-720-7202-6137	17,432	30-720-7204-6137	11,517	28,949	28,161	788	2.80%	
BOOKS FRENCH		30-720-7202-6138	1,672	30-720-7204-6138	1,900	3,572	3,475	97	2.80%	
PERIODICALS		30-720-7202-6141	11,748	30-720-7204-6141	3,286	15,034	14,625	409	2.80%	
DIGITAL VIDEO DISCS ADULT		30-720-7202-6151	5,633	30-720-7204-6151	1,782	7,414	7,212	202	2.80%	
DIGITAL VIDEO DISCS JUVENILE		30-720-7202-6152	779	30-720-7204-6152	829	1,608	1,564	44	2.80%	
EBOOKS EAUDIO BOOKS ADULT		30-720-7202-6153	9,501	30-720-7204-6153	-	9,501	9,242	259	2.80%	
EBOOKS EAUDIO BOOKS JUVENILE		30-720-7202-6154	1,028	30-720-7204-6154	-	1,028	1,000	28	2.80%	
GAMES ADULT & JUVENILE		30-720-7202-6155	854	30-720-7204-6155	1,035	1,890	1,838	51	2.80%	



2026 Library Budget

Dated: May 21, 2025

Admin			Main		North		Total	Total 2025	Diff	Pct Chg		
CD MUSIC ADULT			30-720-7202-6156		-	30-720-7204-6156	-	-	-	0.00%		
CD MUSIC JUVENILE			30-720-7202-6157		-	30-720-7204-6157	-	-	-	0.00%		
ELECTRONIC DATABASES			30-720-7202-6158		50,610	30-720-7204-6158	-	50,610	49,231	1,378	2.80%	
AUDIO BOOKS ADULT			30-720-7202-6159		815	30-720-7204-6159	1,218	2,033	1,978	55	2.80%	
AUDIO BOOKS JUVENILE			30-720-7202-6160		1,815	30-720-7204-6160	889	2,704	2,630	74	2.80%	
IN KIND DONATIONS			30-720-7202-6161		-	30-720-7204-6161	-	-	-	-	#DIV/0!	
MATERIALS PROCESSING			30-720-7202-6165		20,560		-	20,560	20,000	560	2.80%	
Total Books and periodicals (6130 TO 6169)			-	-	166,048	-	42,330	209,378	208,494	883	0.42%	
Utilities:												
WATER & ELECTRIC			30-720-7202-6252		75,000	30-720-7204-6252	-	75,000	73,000	2,000	2.74%	
NATURAL GAS			30-720-7202-6254		20,000	30-720-7204-6254	-	21,000	22,000	(1,000)	-4.55%	
Total Utilities (6250 TO 6259)			-	-	95,000	-	-	96,000	95,000	1,000	1.05%	
Office expenditures:												
OFFICE EXPENSES			30-720-7202-6111		25,000	30-720-7204-6111	2,500	27,500	26,500	1,000	3.77%	
MEMBERSHIPS LICENSES & SUBSCRIPTIONS			30-720-7201-6170	7,500				7,500	6,750	750	11.11%	
TRAVEL			30-720-7201-6182	5,000				5,000	4,250	750	17.65%	
TRAINING			30-720-7201-6185	18,300				18,300	24,450	(6,150)	-25.15%	
MILEAGE			30-720-7201-6200	1,500	30-720-7202-6200	-	30-720-7204-6200	-	1,500	1,000	500	50.00%
POSTAL SERVICE			30-720-7201-6470	-	30-720-7202-6470	8,000		8,000	7,500	500	6.67%	
CARTAGE			30-720-7201-6474	7,500				7,500	7,500	-	0.00%	
TELECOMMUNICATIONS			30-720-7201-6480	-	30-720-7202-6480	18,000	30-720-7204-6480	10,000	28,000	28,200	(200)	-0.71%
AUDIT FEES			30-720-7201-6500	10,000				10,000	10,000	-	0.00%	
BOOKKEEPING SERVICE			30-720-7201-6506	14,301				14,301	13,884	416	3.00%	
PUBLIC RELATIONS			30-720-7201-6542	8,600				8,600	7,200	1,400	19.44%	
OTHER PROFESSIONAL FEES			30-720-7201-6511	5,000				5,000	27,644	(22,644)	-81.91%	
BANK CHARGES			30-720-7201-6720	3,000				3,000	3,000	-	0.00%	
US \$ EXCHANGE					30-720-7202-6726	-		-	-	-		
PROGRAM SUPPLIES & SERVICES					30-720-7202-6560	20,000		20,000	29,265	(9,265)	-31.66%	
Total Office expenditures (6111 TO 6120 ...)			80,701	-	71,000	-	12,500	164,201	197,143	(32,942)	-16.71%	
Operating expenditures:												
MISCELLANEOUS			30-720-7201-6316	1,589	30-720-7202-6316	-	30-720-7204-6316	1,589	1,570	19	1.21%	
MAINTENANCE OFFICE EQUIPMENT					30-720-7202-6400	1,000	30-720-7204-6400	1,000	300	700	233.33%	
MAINTENANCE & ALTERATIONS					30-720-7202-6410	85,500	30-720-7204-6410	750	86,250	70,765	15,485	21.88%
JANITORIAL SERVICE					30-720-7202-6496	55,000	30-720-7204-6496	55,000	51,270	3,730	7.28%	
SECURITY					30-720-7202-6620	1,000	30-720-7204-6620	300	1,300	1,300	-	0.00%

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
RENT				-	30-720-7204-6700	216,687	216,687	212,438	4,249	2.00%
MACHINE RENTAL			30-720-7202-6704	6,000	30-720-7204-6704	1,750	7,750	6,300	1,450	23.02%
JANITORIAL SUPPLY			30-720-7202-6395	7,500	30-720-7204-6395	-	7,500	7,500	-	0.00%
INSURANCE	30-720-7201-6462	32,099	30-720-7202-6462	-			32,099	30,000	2,099	7.00%
RESALE GOODS	30-720-7206-6595	1,200					1,200	1,200	-	0.00%
Total Operating expenditures (6300 TO 6469 ...)		34,888	-	156,000	-	219,487	410,375	382,236	28,139	7.36%
Equipment purchases:										
ARCHIVES					30-720-7204-6132	15,000	15,000	15,361	(361)	-2.35%
OFFICE EQUIPMENT	30-720-7201-8201	2,500	30-720-7202-8201	6,000	30-720-7204-8201	1,000	9,500	6,618	2,882	43.56%
COMPUTER EQUIPMENT	30-720-7201-8202	24,000					24,000	21,250	2,750	12.94%
LIBRARY EQUIPMENT		-	30-720-7202-8271	5,000	30-720-7204-8271	1,000	6,000	6,000	-	
SOFTWARE	30-720-7201-8300	41,217					41,217	50,000	(8,783)	-17.57%
Total Equipment purchases (8000 TO 8899)		67,717	-	11,000	-	17,000	95,717	99,229	(3,512)	-3.54%
TOTAL EXPENSES:	\$ 1,068,091	\$ -	\$ 2,204,275	\$ -	\$ 649,885	\$ 3,924,251	\$ 3,862,610	\$ 61,641	\$ 0	
DEFICIT / (SURPLUS)	\$(2,818,410)	\$ -	\$ 2,178,275	\$ -	\$ 638,135	\$ 0	\$ (0)	\$ 1	\$ (2)	



# Sault Ste. Marie Public Library

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

---

---

**AGENDA ITEM: 8.1**

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** ILS SWITCH  
**DATE:** SEPTEMBER 29, 2025

---

## **PURPOSE**

To inform the Board of the progress of the Library is making switching its ILS from TLC to SirsiDynix's Symphony.

## **STRATEGIC PRIORITY**

Service Excellence

## **STRATEGIC OBJECTIVE**

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

## **UPDATE**

The Library received a SOC2 report from SirsiDynix confirming the company offers cyber security that is up to the Library's and industry standards.

The Sault Ste. Marie Public Library was accepted into the Ontario Library Consortium on July 15, 2025.

The Library informed TLC on August 13, 2025, that it will be ending services with the company at the end of the renewal period.

M. MacDonald, CEO, and M. Lysyj, Manager of Technology and Collections, met with staff of TLC to discuss Exit Services on September 10, 2025.

The Library contracted Pheonix10 on September 11, 2025, to assist in the migration of the Library's data from the TLC modules to the SirsiDynix modules. This will include two extractions,

the first to gather files to set up system preferences and the second to extract the full data for smooth transition from the old ILS to the new one, with minimal data loss. Since beginning the contract with Pheonix10, the library has provided the company with access to its data modules and has had TLC create custom reports for the data migration.

### **TLC END OF CONTRACT**

The has been renewing its ILS with TLC services annually and currently has no contractual obligation to remain with company. The current renewal ends January 1, 2026. Management has been informed that should the library not be able to make the switch by February 1, 2025, TLC will charge the Library a full year's renewal amount. The company is unwilling to prorate the cost or do a short-term extension of the current renewal.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

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

---

AGENDA ITEM: 9

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** SEPTEMBER , 2025

---

## 9.1 SEPTEMBER MEMBERSHIP DRIVE

This year's September membership drive focuses on user retention. The Library is currently doing a big push for patrons to renew their library cards.

The Circulation staff has been sending out emails to expired card holders asking them to renew for a chance to win a gift card.

They are given an option to email, call, or come in to renew.

Every new or renewed library card is entered into a draw to win one of two \$50 gift cards.

The Circulation team is already seeing a lot of success with this membership drive which concludes at the end of this month.

**MEMBERSHIP DRIVE**  
SEPTEMBER 1 - 30, 2025

**RENEW** your expired Library Card  
or **SIGN UP** for a New Library Card  
and receive a ballot for a chance to win a ...

**\$50**  
Walmart or Metro Gift Card

**This will give you access to all we have to offer!!!!**

Books, Magazines, DVDs, Digital Resources, Book Club in a Bag, Discovery Passes, all Adult and Children's programming, Craftermoons, Book Clubs, Author Events... *Plus so much more!*

Visit our website at [www.ssmpl.org](http://www.ssmpl.org) or scan the QR code to sign up today!

Stop by either location and sign up today!  
James L. McIntyre Centennial Library  
North Branch

## **9.2 DOORS OPEN**

The Library will be hosting two Doors Open events on Saturday October 4th, 2025.

At the James L. McIntyre Centennial Library from 10-10:30 a.m. there will be a reading from special guest Dr. Frank Sarlo. Afterwards, Library staff will take visitors for a tour of the building, highlighting the architectural features and the history of the organization. This is the first time Doors Open has been offered at this location.

Later that day, visitors will have an opportunity to take a tour of the Archives, located at the North Branch Library.

For more information about Sault Ste. Marie Doors Open events, visit

[https://www.doorsopenontario.on.ca/pages/events/sault-ste-marie?fbclid=IwY2xjawNBG1JleHRuA2FlbQlXMAbicmlkETE3RHc4MWZWa096THhPRUR5AR5Ovd\\_LExYdbKgldGJoQ0ecWBG8\\_xkytljg93TZxP-17ljhy4Z\\_1GrIU-AmRw\\_aem\\_3kGJKRt\\_WTfdEKSolFtzmQ](https://www.doorsopenontario.on.ca/pages/events/sault-ste-marie?fbclid=IwY2xjawNBG1JleHRuA2FlbQlXMAbicmlkETE3RHc4MWZWa096THhPRUR5AR5Ovd_LExYdbKgldGJoQ0ecWBG8_xkytljg93TZxP-17ljhy4Z_1GrIU-AmRw_aem_3kGJKRt_WTfdEKSolFtzmQ)

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer

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





# Sault Ste. Marie Public Library

"One stop....endless possibilities"

---

---

AGENDA ITEM: 10.1

---

---

**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BOARD VACANCY  
**DATE:** SEPTEMBER 29, 2025

---

## **PURPOSE**

To outline next steps for the Board to fill in a vacancy after one of its members resigned.

## **STRATEGIC PRIORITY**

None

## **BOARD VACANCY**

Board member, Hannah Caicco, submitted her resignation to the Library Board on September 17, 2025 (see correspondence 6.2.1). This has created a vacancy on the Board which needs to be filled.

## **FILLING THE VACANCY**

In accordance with the Public Libraries Act, when a vacancy arises—whether due to a resignation or another reason—City Council is required to fill the position. The only exception is if the vacancy occurs within 45 days of the end of the Board's term, which does not apply in this case.

*12 Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days. R.S.O. 1990, c. P.44, s. 12.*

***Public Libraries Act, R.S.O. 1990, c. P.44***

The Board and/or CEO should therefore write to City Council informing them of the resignation and request that they fill the vacancy per the Public Libraries Act.

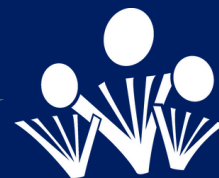
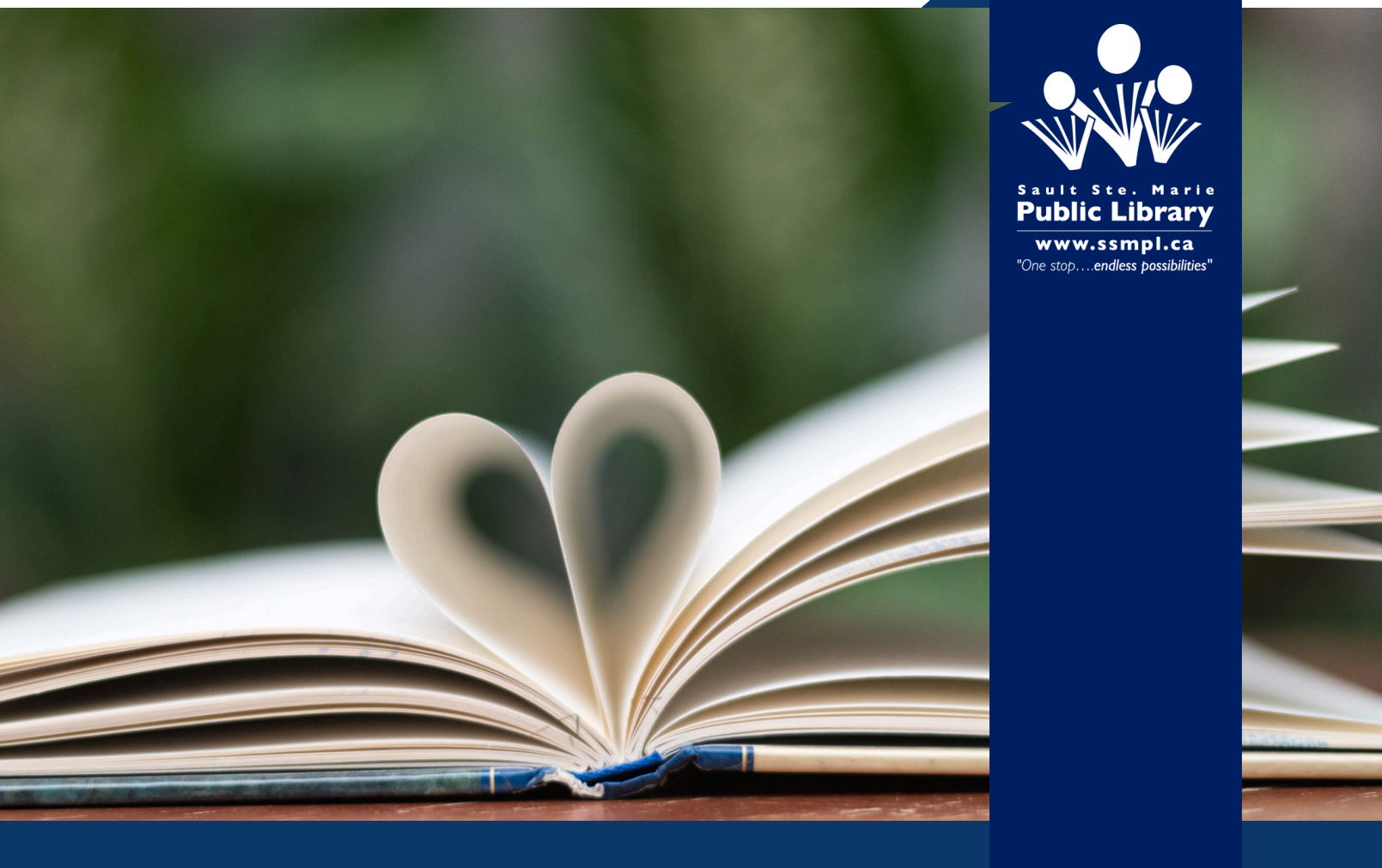
The position will be posted publicly, however the Board may wish to consider recruiting people to apply who have skills and knowledge which will complement the current Board.

**MOTION**

Be it resolved that the Sault Ste. Marie Public Library Board notify City Council of the recent resignation of one of its members and respectfully request that Council appoint a replacement to serve for the remainder of the current Board term.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer





Sault Ste. Marie  
**Public Library**

[www.ssmpl.ca](http://www.ssmpl.ca)

*"One stop...endless possibilities"*

# COLLECTIONS SATISFACTION SURVEY

SEPTEMBER 2025

# Survey Results



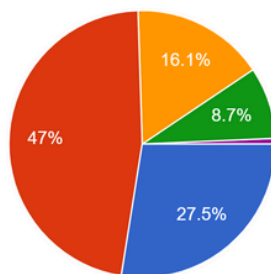
**149**  
Respondents



**322**  
Comments

How satisfied are you with the overall selection of materials in the library's collection?

149 responses



- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied



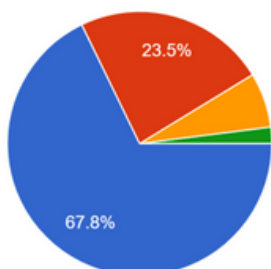
**12.2%**  
Never place holds on materials.

**3/4**

Have never borrowed from the object library.

How often do you borrow materials from the library?

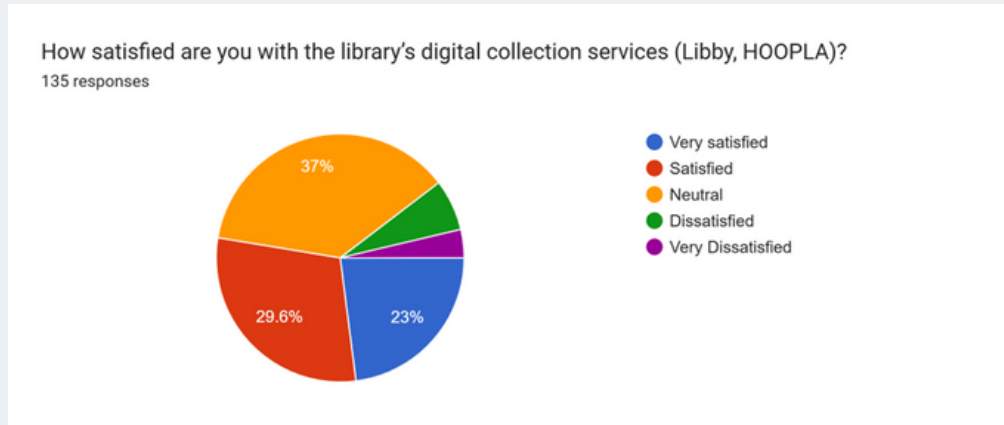
149 responses



- Frequently
- Occasionally
- Rarely
- Never

# Digital Collections

The Library offers several services which provide the public with access to eBooks, audiobooks, eMagazines and more.



## What are people saying about our digital collections?

"I enjoy access to online Libby and Hoopla, especially during the winter months."

"Only used it for one book. I like paper books better when possible."

"I still don't find some books I am looking for, I've also made requests to add books to collection and received no feedback."

"I love Libby!"

"I was very satisfied with the digital collections, as that was my primary use of the library's literature. However, it appears to not be working or has been downgraded, the books I was in process of reading are now gone, which disappoints me."

"Never had an issue."

"Never enough subscriptions. Never have books I am looking for and 90% are new or current books."

"Have not as of yet, but may try in the future, with direction."



**9** Complaints that Libby's waitlists are too long.

**14** Are dissatisfied with HOOPLA's borrowing limits and reduced collections access.

# Interlibrary Loans

**Interlibrary loan (ILL)** - the process where one library borrows materials for its users from another library because the material is not available in its own collection.

**1/3**

**Have used  
Interlibrary loans**

**17%**

**Know nothing about  
Interlibrary loans**

## What are people are saying about our ILL service?

“I use it frequently and am completely satisfied with the service.”

“Thank goodness this exists! I realize that the SSMPL can't order everything, so this really helps fill in the gaps. I would even pay a service fee.”

“Excellent service generally very quick, rarely have items I have requested been unavailable.”

“My only concern here is that I am not told if the loan is possible. Don't know if its ever coming until it shows up. Afraid to ask for more in case they all come at same time. Should be notified if not available for loan.”

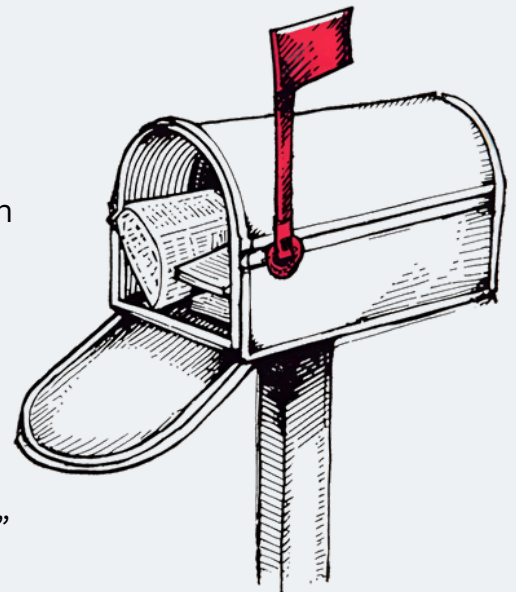
“Would like to know how this work.”

“I like that we can get books our library does not carry I wish this system was applied to DVDs as well.”

“Will look into this option.”

“Over the years I have used this service.”

“Thank you for offering this service!”



# Suggest a Purchase

29.3%

Have recommended  
purchases in the past.

1/3

Did not know they could  
make suggestions.

## What are people saying about our suggest a purchase process?

"I'll use it to suggest some independent authors I love."

"When I wanted a kids book (next in the series) I would just tell the staff at the desk."

"I haven't had a need - I have spoken with the Clerk at the circulation desk about other books in a series, for instance."

**"I've never heard back whether my suggestions were taken up." x 3**

**"As far as I can tell it wasn't effective." x 7**

"Very effective."

"I have suggested purchases in person at library and they were all ordered :)"

"I had suggested a couple of years ago that the library purchase a subscription to newspapers.com. I was told that it was under consideration but then a decision was made not to bring it in.... I have subscribed to newspapers.com a couple of times in the last 3 years and it is really too bad that Sault Ste Marie Public Library can't bring it in."

"Did not know it existed."      "I will definitely check this out."

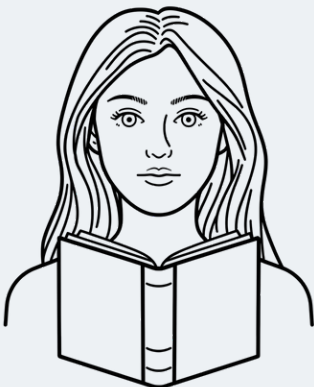
"I was told it takes forever for your suggestion to be considered."

"Good to know about, will likely use in the future."

"The books were not purchased."      "Love this service!"

"I am more likely to purchase a book if it is something that I really want to read."

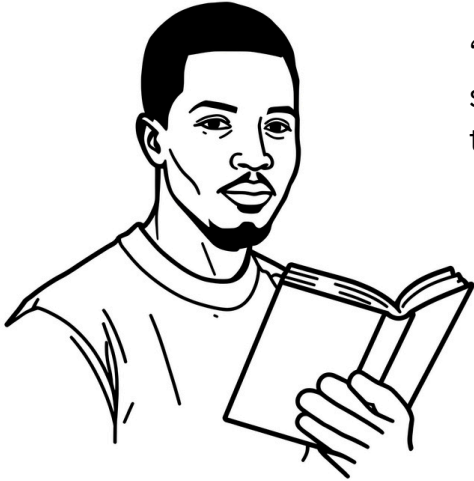
"Some of the things I suggested have been purchased but most have not."



"I have suggested books for purchase. I try to keep track so I can check if they do get ordered. It would be helpful if your could provide a notification that the book has been ordered. Might also encourage people to make suggestions!"

# Diversity

**Diversity** - the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.



“When in the library I see different displays promoting different subjects (parenting, indigenous, neuro diversity) and I think that's great.”

“Our community is changing and we are seeing more diversity culturally, and in the language is being spoken. There are so many changes in the structure of society and historic norms and values. This should be reflected in the materials that are available.”

“People with disabilities are still at a disadvantage as far as the collection goes.”

“I really appreciate the different books, especially those in the children's section. They are great, love the indigenous children's books.”

“I think the library works at meeting the community's expansive cultured groups. Not Just French!!”

**Less than 7%**

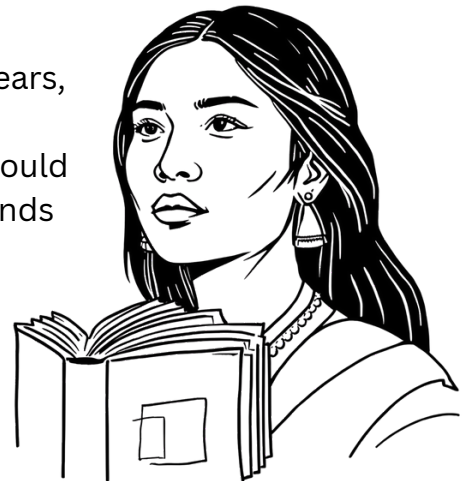
Believe our collections are not diverse enough.

“I think it does a super job of producing a wide and diversified choice.”

“Community is changing quickly so the future could mean change will be necessary.”

I've noticed more cultured diversity represented in recent years, which is encouraging to see, especially as our population continues to expand in cultural diversity. I think more work could be put into representing a wider range of linguistic backgrounds

“We can always do better. Also this question would be better answered by someone other than me who only ticks off two "diversity boxes," gender "f" and age "senior".”





# How Can We DO Better?

The following are a collection of suggestions made by respondents throughout the survey.

## The Library needs more...

- Popular titles
- Self-Help books
- Described DVDs
- French books
- Large Print books
- STEM materials
- Christian books
- Manga
- Books by local Authors
- Object Collections
- ESL materials

## It would be great if the Library could...

- Fill in gaps in series
- Offer newspapers electronically
- Expand the titles available in HOOPLA
- Satisfy holds faster
- Start a Game Collection
- Loan overhead projectors

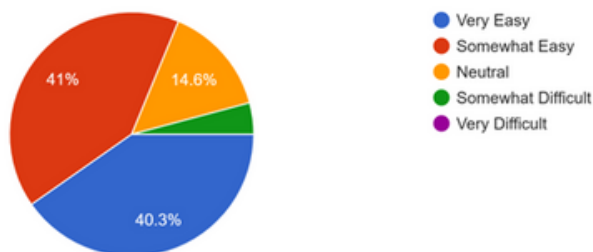


## I would like to...

- Be able to donate new releases and have them added to the Collection
- Receive Library updates via email or text
- Be alerted if it is a book I have already borrowed
- Have lead times on when I can expect books on hold to arrive

## Can People Find What they are Looking For?

When searching the library catalogue, how easy is it to find the materials you're looking for?  
144 responses



**Generally YES, but when they can't staff are there to help!**

"In case I am not able to find what I'm looking for the staff is very helpful in navigating."

# Messages from the Public

The following are comments the respondents shared after completing the survey.

"I think the Soo library locations are great. Keep up the good work!"

"I absolutely love visiting the library and the programming for the littles. Took my girls when they were small and now looking forward to bringing my grandchildren there."

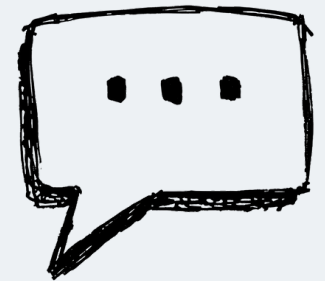
"Libraries are so important and you're doing great!"

"I love the computer and printer service. It saves me from having to have a home printer. Thank you!"

"I would like to extend an extremely large, thank you to the incredible staff and volunteers! Everyone is so welcoming, knowledgeable, and understanding. This really creates a community atmosphere!"

"The staff at ssmpl are amazing!"

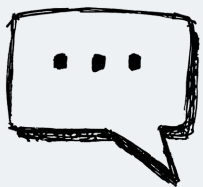
"I love all the activities offered for children. Love seeing so many families at the library also, library staff are great. They are helpful, friendly, and professional."



"90% of my library use is digital. I know Overdrive is expensive but I value it a lot and hope it stays!"

"I think you are doing just fine. In a digital world full of such vast interests reading desires and cultures you can't please everybody."

"The staff at the library are unparalleled. They're engaging with my pre-teen, honest and knowledgeable. Always quick to have an answer, or better yet, find out an answer for our questions and requests."



"The librarians deserve a huge KUDOS for their work in fulfilling book holds. I've really appreciated how much time I save by being able to place holds and simply pick up my selections from the desk. I know this can be a time-consuming task, so I hope the librarians know how thankful many of us are that they offer this service."

"Usually the books I'm interested in reading are on long wait lists. Please know I am a huge believer in public libraries, it's important and should be better funded."

"Keep up the good work!"