

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, February 23, 2026 – 4:30 P.M.**  
**BOARD ROOM & VIA ZOOM**  
**AGENDA**

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

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1. Call to Order
    - 1.1 Excused Absence
    - 1.2 Land Recognition – Read at AGM
  2. Declaration of Conflict of Interest
  3. Approval of Agenda
  4. Delegations – NONE
  5. Chair's Report
    - 5.1 OLA Super Conference Report
  6. Consent Agenda\*
    - 6.1 Approval of the Minutes
      - 6.1.1 January 26, 2026, Regular Board Meeting Minutes
    - 6.2 Correspondence
      - 6.2.1 In-coming: NONE
      - 6.2.2 Out-going: NONE
    - 6.3 Financials
      - 6.3.1 February 2026 Finance Committee Report
      - 6.3.2 January Monthly Expenditure Report
      - 6.3.3 Financial Reports Ending January 31, 2026
      - 6.3.4 Friends Report – January 2026
    - 6.4 Policy Committee
      - 6.4.1 February Policy Committee Report
      - 6.4.2 Revised Policies
        - 6.4.2.1 100-01 Governance Processes Policy
        - 6.4.2.2 200-02 Tangible Capital Assets Policy
        - 6.4.2.3 400-01 Hiring Policy
        - 6.4.2.4 400-08 Right to Disconnect Policy
      - 6.4.3 Policies to be Rescinded
        - 6.4.3.1 NONE
    - 7.6 Summary of Motions
  7. Items Removed from Consent
    - 7.1 NONE
  8. Business Arising from the Minutes
    - 8.1 ILS Switch

9. Information Items
  - 9.1 Freedom to Read Week
  - 9.2 The Library and TikTok
10. Board Development
  - 10.1 NONE
11. New Policies
  - 11.1 NONE
12. Strategic Plan Update – Provided at AGM
13. Library Accreditation
  - 13.1 Self Evaluation Update
14. New Business
  - 14.1
15. Board meetings
  - 15.1 Regular Meeting March 30, 2026
  - 15.1 Board Development Meeting April 27, 2026
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.**



# OLA Superconference 2026

## Sessions Attended::

Engaging Seniors in Food Literacy

TikTok Shenanigans

Growing Together–Indigenous Language

10 Years of Truth and Reconciliation (Poster Session)

Book Tasting

A talk by a changemaker

Keynote-Indigenous Literature

OLA Awards Gala

Why Library Boards Matter

Bringing the 5 R's

Annual Survey of PLs

We are all treaty people

Finding Hope in the Darkness

**Boot Camp:** Challenges

Reconciliation

Capital Builds

Advocacy

**Expo**

Submitted by Wayne Greco



**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, January 26, 2026 – 4:30 P.M.  
BOARD ROOM & VIA ZOOM**



Board Members Present:

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

Absent: NONE

Library: Matthew MacDonald, Abbey Engel

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**1. Call to Order**

W. Greco called the meeting to order at 4:32 PM

**1.1 Excused Absence**

NONE

**1.2 Welcome new Board Member David Nanchin**

Wayne Greco read the land acknowledgement statement.

**1.3 Land Recognition- L. Dobrovnik**

**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 January 26, 2026 meeting as amended.

Items added to agenda:

11. 2 Board Development Training Opportunities

17.3 Friends AGM

Moved: Steve Murray

Seconded: Kevin Harrison

**CARRIED**

**4. Delegations**

NONE

**5. Chair's Report**

The Board Chair presented a report on his activities as Chair over the previous month. The Chair will be attending the OLA Super Conference this week.

**6. Vice Chair Position**

**MOTION:**

The Sault Ste. Marie Public Library Board approves Lisa Dubrovnik as Vice Chair for the remainder of the term.

**7. Consent Agenda\***

**7.1 Approval of the Minutes**

**7.1.1 September 29, 2025 Regular Board Meeting Minutes**

**7.2 Correspondence**

**7.2.1 In-coming: NONE**

**7.2.2 Out-going: NONE**

**7.3 Financials**

**7.3.1 October 2025 Financial Committee Report**

**7.3.2 November 2025 Monthly Expenditure Report**

**7.3.3 January 2026 Monthly Expenditure Report**

**7.3.4 September Monthly Expenditure Report**

**7.3.5 October Monthly Expenditure Report**

**7.3.6 November Monthly Expenditure Report**

**7.3.7 December Monthly Expenditure Report**

**7.3.8 Financial Reports Ending December 31, 2025**

**7.3.9 2026 Fees Schedule**

**7.3.10 Friends Report- December 2026**

**7.4.11 Revised 2026 Operations Budget**

**7.4 Policy Committee**

**7.4.1 October Policy Committee Report**

**7.4.2 Revised Policies**

**7.4.2.1 300-21 Programming Policy**

**7.4.2.2 400-09 Human Rights Policy**

**7.4.3 400-12 Employee Recognition Policy**

**7.4.3 Policies to be Rescinded**

**7.4.3.1 NONE**

**7.5 By-law Establishing to the Sault Ste. Maire Public Library**

**7.6 Summary of Motions**

**MOTION**

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board approves the minutes of the September 29, 2025, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the October 21, 2025, meeting as presented.
3. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the January 19, 2026, meeting as presented.
4. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 18, 2025, meeting as presented.
5. The expenditures for the month of September 2025, which include wages, benefits and Visas in the amount of \$178,115.03 be confirmed paid.
6. The expenditures for the month of October 2025, which include wages, benefits and Visas in the amount of \$368,485.20 be confirmed paid.
7. The expenditures for the month of November 2025, which include wages, benefits and Visas in the amount of \$260,495.78 be confirmed paid.

8. The expenditures for the month of December 2025, which include wages, benefits and Visas in the amount of \$315,274.69 be confirmed paid.
9. The Sault Ste. Marie Public Library Board receive the Financial Reports ending December 31, 2025, as information.
10. The Sault Ste. Marie Public Library Board approve the 2026 Fees Schedule as presented.
11. The Sault Ste. Marie Public Library Board approve the revised 2026 Operations budget as presented.
12. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the October 7, 2025, meeting as presented.
13. The following revised policies be approved as presented:
  - 300-21 Programming Policy
  - 400-09 Human Rights Policy
  - 400-12 Employee Recognition Policy
  - 400-15 Using Artificial Intelligence Policy

## **MOTION**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 26, 2026 meeting as presented.

Moved: Kevin Harrison

Seconded: Lisa Dubrivnik

**CARRIED**

## **8. Items Removed from Consent**

8.1 NONE

## **9. Information Items**

9.1 ILS Switch

## **10. Information Items**

### **10.1 OPLA Council**

M. MacDonald, CEO, has been appointed to the Ontario Public Library Association's council as the Northeastern Region Council Member during the recent elections. As a Council member, he will help lead, represent, and advance the professional interests of Ontario's public library community through advocacy, development opportunities, and collaborative work across the province. Most recently he sat on the OPLA Lifetime Achievement Award Committee as part of his council duties.

### **10.2 OLA & FOPL**

The following document was jointly created by the Ontario Library Association and the Federation of Ontario Public Libraries. It was submitted by the organizations to the Minister of Finance. The document highlights the need for increased funding and support for public libraries through the creation of an Ontario Digital Public Library and an increase to the Public Libraries Operating Grant.

## **11. Board Development**

### **11.1 Board Meeting Calendar**

## **MOTION**

Be it resolved that the Sault Ste. Marie Public Library Board approves the 2026 Board meeting calendar as presented/amended.

Moved: David Nanchin

Seconded: Erin Ferlaino **CARRIED**

## **11. 2 Board Development Training Opportunities**

### **MOTION**

Be it resolved that the Sault Ste. Marie Public Library Board approves Jami Van Haaften's enrollment into the two-part HR Governance Training on the condition that the teaching are somehow made available to the rest of the Board.

Moved: Kevin Harrison

Seconded: Steve Murray **CARRIED**

## **12. New Policies**

### **12.1 CS\_02 Inclusivity, Diversity, Equity and Accessibility Commitment Statement**

#### **MOTION**

Be it resolved that the Sault Ste. Marie Public Library Board approves 12.1 CS\_02 Inclusivity, Diversity, Equity and Accessibility Commitment Statement.

Moved: Jami Van Haaften

Seconded: Steve Murray **CARRIED**

## **13. Strategic Plan Update- Deferred to AGM**

## **14. Closed Session**

### **MOTION**

Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

Moved: Kevin Harrison

Seconded: Steve Murray **CARRIED**

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

#### **MOTION**

The Sault Ste. Marie Public Library Board received the report of the Closed Session of the January 26, 2026, meeting as presented.

Moved: Lisa Dubrovnik

Seconded: Erin Ferlaino

**CARRIED**

## **16. New Business**

### **16.1 NONE**

## **17. Board Meetings**

### **17.1 AGM February 23, 2026**

### **17.2 Regular Meeting following the AGM**

### **17.3 Friends of the Library AGM February 2, 2026**

## **18. Adjournment**

The Sault Ste. Marie Public Library Board declares the January 26, 2026 meeting at 5:46:PM closed

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Chairperson, Library Board



## REPORT OF THE SSMPL BOARD

# FINANCE COMMITTEE

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

**Members Absent:** Wayne Greco

**Meeting Date:** February 17, 2026

### **Review:**

The Committee reviewed the January 2026 Expenditures Report.

The Financial Reports up to January 31, 2026, were reviewed.

### **Capital Projects:**

The CEO is investigating whether the Pneumatic Control replacement project will qualify for PUC save on energy rebates.

The ILS migration project is substantially complete.

### **Information Items:**

The committee received a report of a 10-year summary of capital investment into the JLM Centennial Library, including information about funding sources. During the period nearly \$2.5 million was invested in the building from various sources.

The committee discussed the need for a general Capital Asset Management document for the Library. The Committee will receive a copy of the JLM Centennial Library asset management document as information at the next committee meeting.



**Other Business:**

The Committee requested a review of the Committee's Terms of Reference at the next committee meeting.

**Recommendations:**

Resolved that the expenditures for the month of January 2026, which include wages, benefits and Visas in the amount of \$447,722.92 be confirmed paid.

Resolved that the Sault Ste. Marie Public Library Board receive the Financial Reports ending January 31, 2026, be approved.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for January 2026

### Cheque Register

|                  |            |
|------------------|------------|
| January 8, 2026  | 152,926.65 |
| January 15, 2026 | 19,656.59  |
| January 22, 2026 | 6,145.73   |
| January 29, 2026 | 144,501.61 |

Subtotal \$323,230.58

### EFT from Bank Statements

|              |                     |
|--------------|---------------------|
| Wages        | 119,402.12          |
| Visas        | 5,024.22            |
| Service Fees | 66.00               |
| Subtotal     | <u>\$124,492.34</u> |

Total **\$447,722.92**

### Recommendation:

The expenditures for the month of January 2026, which include wages, benefits and Visas in the amount of \$447,722.92 be confirmed paid.

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Saturday, January 31, 2026

| Department             | Actual              | Budget                  | Percentage<br>to Date |
|------------------------|---------------------|-------------------------|-----------------------|
| <b>REVENUE</b>         |                     |                         |                       |
| Grants                 | (\$844,701.50)      | (\$3,780,751.00)        | 22%                   |
| User Fees              | (265.02)            | (\$7,500.00)            | 4%                    |
| Sales                  | (6,726.26)          | (\$36,250.00)           | 19%                   |
| Donations              | (5,295.62)          | (\$32,750.00)           | 16%                   |
| Other income           | (7,028.72)          | (\$73,000.00)           | 10%                   |
| Prior Year Surplus     |                     | (\$41,500.00)           | 0%                    |
|                        | 0%                  |                         | 0%                    |
|                        | 0%                  |                         | 0%                    |
|                        | <u>(864,017.12)</u> | <u>(\$3,971,751.00)</u> | <u>22%</u>            |
| <b>EXPENDITURES</b>    |                     |                         |                       |
| Salaries and benefits  | 127,006.61          | \$2,947,863.00          | 4%                    |
| Books and periodicals  | 15,680.39           | \$220,425.00            | 7%                    |
| Donation expenditures  |                     |                         | 0%                    |
| Utilities              | 12,381.07           | \$95,000.00             | 13%                   |
| Office expenditures    | 19,466.35           | \$149,586.00            | 13%                   |
| Operating expenditures | 46,455.78           | \$503,892.00            | 9%                    |
| Equipment purchases    | 42,999.30           | \$67,343.00             | 64%                   |
|                        |                     |                         | 0%                    |
|                        | <u>263,989.50</u>   | <u>\$3,984,109.00</u>   | <u>7%</u>             |
| (Surplus)/Deficit      | (600,027.62)        | \$12,358.00             | (4,855%)              |

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Saturday, January 31, 2026

| Department                               | Actual              | Budget                  | Percentage<br>to Date |
|--|---------------------|-------------------------|-----------------------|
| <b>REVENUE</b>                           |                     |                         |                       |
| Grants:                                  |                     |                         |                       |
| LIBRARY ADMINISTRATION - Grants          | (844,701.50)        | (\$3,780,751.00)        | 22%                   |
| 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%                    |
| <b>Total Grants</b>                      | <b>(844,701.50)</b> | <b>(\$3,780,751.00)</b> | <b>22%</b>            |
| User Fees:                               |                     |                         |                       |
| LIBRARY ADMINISTRATION - User Fees       |                     |                         |                       |
| LIBRARY MAIN BRANCH - User Fees          | (284.56)            | (\$6,000.00)            | 5%                    |
| LIBRARY KORAH BRANCH - User Fees         |                     |                         |                       |
| LIBRARY NORTH BRANCH - User Fees         | 19.54               | (\$1,500.00)            | (1%)                  |
| LIBRARY CHALLENGE ADULT - User Fees      |                     |                         |                       |
| LIBRARY CONCESSION - User Fees           |                     |                         |                       |
| DEPRECIATION/FIXED ASSETS - User Fees    |                     |                         |                       |
| POSTING DEFAULT - User Fees              |                     |                         | 0%                    |
| <b>Total User Fees</b>                   | <b>(265.02)</b>     | <b>(\$7,500.00)</b>     | <b>4%</b>             |
| Sales:                                   |                     |                         |                       |
| LIBRARY ADMINISTRATION - Sales           | (2,688.45)          | (\$4,500.00)            | 60%                   |
| LIBRARY MAIN BRANCH - Sales              | (2,692.23)          | (\$20,000.00)           | 13%                   |
| LIBRARY KORAH BRANCH - Sales             |                     |                         |                       |
| LIBRARY NORTH BRANCH - Sales             | (1,249.02)          | (\$10,250.00)           | 12%                   |
| LIBRARY CHALLENGE ADULT - Sales          |                     |                         |                       |
| LIBRARY CONCESSION - Sales               | (96.56)             | (\$1,500.00)            | 6%                    |
| DEPRECIATION/FIXED ASSETS - Sales        |                     |                         |                       |
| POSTING DEFAULT - Sales                  |                     |                         | 0%                    |
| <b>Total Sales</b>                       | <b>(6,726.26)</b>   | <b>(\$36,250.00)</b>    | <b>19%</b>            |
| Donations:                               |                     |                         |                       |
| LIBRARY ADMINISTRATION - Donations       | (5,269.00)          | (\$32,750.00)           | 16%                   |
| LIBRARY MAIN BRANCH - Donations          |                     |                         |                       |
| LIBRARY KORAH BRANCH - Donations         |                     |                         |                       |
| LIBRARY NORTH BRANCH - Donations         | (26.62)             |                         | 0%                    |
| LIBRARY CHALLENGE ADULT - Donations      |                     |                         |                       |
| LIBRARY CONCESSION - Donations           |                     |                         |                       |
| DEPRECIATION/FIXED ASSETS - Donations    |                     |                         |                       |
| POSTING DEFAULT - Donations              |                     |                         | 0%                    |
| <b>Total Donations</b>                   | <b>(5,295.62)</b>   | <b>(\$32,750.00)</b>    | <b>16%</b>            |
| Other income:                            |                     |                         |                       |
| LIBRARY ADMINISTRATION - Other income    | (5,463.61)          | (\$60,000.00)           | 9%                    |
| LIBRARY MAIN BRANCH - Other income       | (905.40)            | (\$7,000.00)            | 13%                   |
| LIBRARY KORAH BRANCH - Other income      |                     |                         |                       |
| LIBRARY NORTH BRANCH - Other income      | (659.71)            | (\$6,000.00)            | 11%                   |
| 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 One Month Ending Saturday, January 31, 2026

| Department  | Actual       | Budget           | Percentage<br>to Date |
|---|--------------|------------------|-----------------------|
| Total Other income                                | (7,028.72)   | (\$73,000.00)    | 10%                   |
| Prior Year Surplus:                               |              |                  |                       |
| LIBRARY ADMINISTRATION - Prior Year Surplus       |              | (\$41,500.00)    | 0%                    |
| LIBRARY MAIN BRANCH - Prior Year Surplus          |              |                  |                       |
| LIBRARY KORAH BRANCH - Prior Year Surplus         |              |                  |                       |
| LIBRARY NORTH BRANCH - Prior Year Surplus         |              |                  |                       |
| LIBRARY CHALLENGE ADULT - Prior Year Surplus      |              |                  |                       |
| LIBRARY CONCESSION - Prior Year Surplus           |              |                  |                       |
| DEPRECIATION/FIXED ASSETS - Prior Year Surplus    |              |                  |                       |
| POSTING DEFAULT - Prior Year Surplus              |              |                  | 0%                    |
| Total Prior Year Surplus                          |              | (\$41,500.00)    | 0%                    |
|   |              |                  | 0%                    |
|   |              |                  | 0%                    |
|   | (858,122.56) | (\$3,919,501.00) | 22%                   |
|   | (3,882.19)   | (\$33,000.00)    | 12%                   |
|   |              | \$0.00           | 0%                    |
|   | (1,915.81)   | (\$17,750.00)    | 11%                   |
|   |              | \$0.00           | 0%                    |
|   | (96.56)      | (\$1,500.00)     | 6%                    |
|   |              | \$0.00           | 0%                    |
|   |              | \$0.00           | 0%                    |
|   | (864,017.12) | (\$3,971,751.00) | 22%                   |
| <b>EXPENDITURES</b>                               |              |                  |                       |
| Salaries and benefits:                            |              |                  |                       |
| LIBRARY ADMINISTRATION - Salaries and benefits    | 32,200.79    | \$884,468.00     | 4%                    |
| LIBRARY MAIN BRANCH - Salaries and benefits       | 78,861.93    | \$1,704,896.00   | 5%                    |
| LIBRARY KORAH BRANCH - Salaries and benefits      |              |                  |                       |
| LIBRARY NORTH BRANCH - Salaries and benefits      | 15,943.89    | \$358,499.00     | 4%                    |
| 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                       | 127,006.61   | \$2,947,863.00   | 4%                    |
| Books and periodicals:                            |              |                  |                       |
| LIBRARY ADMINISTRATION - Books and periodicals    |              |                  |                       |
| LIBRARY MAIN BRANCH - Books and periodicals       | 13,566.58    | \$164,801.00     | 8%                    |
| LIBRARY KORAH BRANCH - Books and periodicals      |              |                  |                       |
| LIBRARY NORTH BRANCH - Books and periodicals      | 2,113.81     | \$55,624.00      | 4%                    |
| 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                       | 15,680.39    | \$220,425.00     | 7%                    |
| Donation expenditures                             |              |                  | 0%                    |

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Saturday, January 31, 2026

| Department   | Actual           | Budget                | Percentage<br>to Date |
|--|------------------|-----------------------|-----------------------|
| <b>Utilities:</b>                                  |                  |                       |                       |
| LIBRARY ADMINISTRATION - Utilities                 |                  |                       |                       |
| LIBRARY MAIN BRANCH - Utilities                    | 12,381.07        | \$95,000.00           | 13%                   |
| LIBRARY KORAH BRANCH - Utilities                   |                  |                       |                       |
| LIBRARY NORTH BRANCH - Utilities                   |                  |                       |                       |
| LIBRARY CHALLENGE ADULT - Utilities                |                  |                       |                       |
| LIBRARY CONCESSION - Utilities                     |                  |                       |                       |
| DEPRECIATION/FIXED ASSETS - Utilities              |                  |                       |                       |
| POSTING DEFAULT - Utilities                        |                  |                       | 0%                    |
| <b>Total Utilities</b>                             | <b>12,381.07</b> | <b>\$95,000.00</b>    | <b>13%</b>            |
| <b>Office expenditures:</b>                        |                  |                       |                       |
| LIBRARY ADMINISTRATION - Office expenditures       | 14,497.09        | \$70,286.00           | 21%                   |
| LIBRARY MAIN BRANCH - Office expenditures          | 4,026.57         | \$71,000.00           | 6%                    |
| LIBRARY KORAH BRANCH - Office expenditures         |                  |                       |                       |
| LIBRARY NORTH BRANCH - Office expenditures         | 942.69           | \$8,300.00            | 11%                   |
| LIBRARY CHALLENGE ADULT - Office expenditures      |                  |                       |                       |
| LIBRARY CONCESSION - Office expenditures           |                  |                       |                       |
| DEPRECIATION/FIXED ASSETS - Office expenditures    |                  |                       |                       |
| POSTING DEFAULT - Office expenditures              |                  |                       | 0%                    |
| <b>Total Office expenditures</b>                   | <b>19,466.35</b> | <b>\$149,586.00</b>   | <b>13%</b>            |
| <b>Operating expenditures:</b>                     |                  |                       |                       |
| LIBRARY ADMINISTRATION - Operating expenditures    | 158.33           | \$33,688.00           | 0%                    |
| LIBRARY MAIN BRANCH - Operating expenditures       | 28,270.33        | \$249,517.00          | 11%                   |
| LIBRARY KORAH BRANCH - Operating expenditures      |                  |                       |                       |
| LIBRARY NORTH BRANCH - Operating expenditures      | 17,907.04        | \$219,487.00          | 8%                    |
| LIBRARY CHALLENGE ADULT - Operating expenditures   |                  |                       |                       |
| LIBRARY CONCESSION - Operating expenditures        | 120.08           | \$1,200.00            | 10%                   |
| DEPRECIATION/FIXED ASSETS - Operating expenditures |                  |                       |                       |
| POSTING DEFAULT - Operating expenditures           |                  |                       | 0%                    |
| <b>Total Operating expenditures</b>                | <b>46,455.78</b> | <b>\$503,892.00</b>   | <b>9%</b>             |
| <b>Equipment purchases:</b>                        |                  |                       |                       |
| LIBRARY ADMINISTRATION - Equipment purchases       | 42,372.45        | \$59,000.00           | 72%                   |
| LIBRARY MAIN BRANCH - Equipment purchases          | 626.85           | \$6,343.00            | 10%                   |
| LIBRARY KORAH BRANCH - Equipment purchases         |                  |                       |                       |
| LIBRARY NORTH BRANCH - Equipment purchases         |                  | \$2,000.00            | 0%                    |
| LIBRARY CHALLENGE ADULT - Equipment purchases      |                  |                       |                       |
| LIBRARY CONCESSION - Equipment purchases           |                  |                       |                       |
| DEPRECIATION/FIXED ASSETS - Equipment purchases    |                  |                       |                       |
| POSTING DEFAULT - Equipment purchases              |                  |                       | 0%                    |
| <b>Total Equipment purchases</b>                   | <b>42,999.30</b> | <b>\$67,343.00</b>    | <b>64%</b>            |
|  |                  |                       | <b>0%</b>             |
|  | <b>89,228.66</b> | <b>\$1,047,442.00</b> | <b>9%</b>             |

SSM LIBRARY  
Summary of All Units  
For the One Month Ending Saturday, January 31, 2026

| Department                                    | Actual              | Budget                | Percentage<br>to Date |
|---|---------------------|-----------------------|-----------------------|
|   | 137,733.33          | \$2,291,557.00        | 6%                    |
|   |                     | \$0.00                | 0%                    |
|   | 36,907.43           | \$643,910.00          | 6%                    |
|   |                     | \$0.00                | 0%                    |
|   | 120.08              | \$1,200.00            | 10%                   |
|   |                     | \$0.00                | 0%                    |
|   |                     | \$0.00                | 0%                    |
|   | <u>263,989.50</u>   | <u>\$3,984,109.00</u> | <u>7%</u>             |
| <b>(Surplus)/Deficit:</b>                     |                     |                       |                       |
| LIBRARY ADMINISTRATION - (Surplus)/Deficit    | (768,893.90)        | (\$2,872,059.00)      | 27%                   |
| LIBRARY MAIN BRANCH - (Surplus)/Deficit       | 133,851.14          | \$2,258,557.00        | 6%                    |
| LIBRARY KORAH BRANCH - (Surplus)/Deficit      |                     | \$0.00                | 0%                    |
| LIBRARY NORTH BRANCH - (Surplus)/Deficit      | 34,991.62           | \$626,160.00          | 6%                    |
| LIBRARY CHALLENGE ADULT - (Surplus)/Deficit   |                     | \$0.00                | 0%                    |
| LIBRARY CONCESSION - (Surplus)/Deficit        | 23.52               | (\$300.00)            | (8%)                  |
| DEPRECIATION/FIXED ASSETS - (Surplus)/Deficit |                     | \$0.00                | 0%                    |
| POSTING DEFAULT - (Surplus)/Deficit           |                     | \$0.00                | 0%                    |
| <b>Total (Surplus)/Deficit</b>                | <u>(600,027.62)</u> | <u>\$12,358.00</u>    | <u>(4,855%)</u>       |

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Saturday, January 31, 2026

| Department             | Actual              | Budget                  | Percentage<br>to Date |
|------------------------|---------------------|-------------------------|-----------------------|
| <b>REVENUE</b>         |                     |                         |                       |
| Grants                 | (\$844,701.50)      | (\$3,780,751.00)        | 22%                   |
| User Fees              |                     |                         |                       |
| Sales                  | (2,688.45)          | (\$4,500.00)            | 60%                   |
| Donations              | (5,269.00)          | (\$32,750.00)           | 16%                   |
| Other income           | (5,463.61)          | (\$60,000.00)           | 9%                    |
| Prior Year Surplus     |                     | (\$41,500.00)           | 0%                    |
|                        | <u>(858,122.56)</u> | <u>(\$3,919,501.00)</u> | <u>22%</u>            |
| <b>EXPENDITURES</b>    |                     |                         |                       |
| Salaries and benefits  | 32,200.79           | \$884,468.00            | 4%                    |
| Books and periodicals  |                     |                         |                       |
| Donation expenditures  |                     |                         |                       |
| Utilities              |                     |                         |                       |
| Office expenditures    | 14,497.09           | \$70,286.00             | 21%                   |
| Operating expenditures | 158.33              | \$33,688.00             | 0%                    |
| Equipment purchases    | 42,372.45           | \$59,000.00             | 72%                   |
|                        | <u>89,228.66</u>    | <u>\$1,047,442.00</u>   | <u>9%</u>             |
| (Surplus)/Deficit      | (768,893.90)        | (\$2,872,059.00)        | 27%                   |

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Saturday, January 31, 2026

| Department   | Actual              | Budget                  | Percentage<br>to Date |
|--|---------------------|-------------------------|-----------------------|
| <b>REVENUE</b>                                     |                     |                         |                       |
| Grants:  |                     |                         |                       |
| 30-720-7201-5294 GRANTS MUNICIPAL                  | (844,701.50)        | (\$3,378,806.00)        | 25%                   |
| 30-720-7201-5210 ONT SPEC GRANT PAY EQUITY         |                     | (\$207,474.00)          | 0%                    |
| 30-720-7201-5211 ONT SPEC GRANT SUMMER<br>JOB SERV |                     | (\$3,939.00)            | 0%                    |
| 30-720-7201-5212 ONT SPEC GRANT OTHER              |                     | (\$8,250.00)            | 0%                    |
| 30-720-7201-5291 ONT SPEC GRANT LIBRARY            |                     | (\$160,595.00)          | 0%                    |
| 30-720-7201-5293 MUN GRANT CONTRACT<br>COMMUNIT    |                     | (\$21,687.00)           | 0%                    |
| Total Grants                                       | (844,701.50)        | (\$3,780,751.00)        | 22%                   |
| User Fees  |                     |                         |                       |
| Sales:   |                     |                         |                       |
| 30-720-7201-5898 SALES FRIENDS OF THE<br>LIBRARY   | (2,688.45)          | (\$4,500.00)            | 60%                   |
| Total Sales  | (2,688.45)          | (\$4,500.00)            | 60%                   |
| Donations:   |                     |                         |                       |
| 30-720-7201-5861 DONATIONS                         | (4,269.00)          | (\$10,000.00)           | 43%                   |
| 30-720-7201-5866 RESTRICTED DONATIONS              | (1,000.00)          | (\$22,000.00)           | 5%                    |
| 30-720-7201-5869 DONATIONS IN KIND                 |                     | (\$750.00)              | 0%                    |
| Total Donations                                    | (5,269.00)          | (\$32,750.00)           | 16%                   |
| Other income:                                      |                     |                         |                       |
| 30-720-7201-5847 INVESTMENT INCOME BANK            | (5,463.61)          | (\$60,000.00)           | 9%                    |
| Total Other income                                 | (5,463.61)          | (\$60,000.00)           | 9%                    |
| Prior Year Surplus:                                |                     |                         |                       |
| 30-720-7201-5901 SURPLUS PRIOR YEAR                |                     | (\$41,500.00)           | 0%                    |
| Total Prior Year Surplus                           |                     | (\$41,500.00)           | 0%                    |
|  | <u>(858,122.56)</u> | <u>(\$3,919,501.00)</u> | <u>22%</u>            |

**EXPENDITURES**

|                                       |           |              |    |
|---------------------------------------|-----------|--------------|----|
| Salaries and benefits:                |           |              |    |
| 30-720-7201-6001 SALARIES FULL TIME   | 25,200.00 | \$651,661.00 | 4% |
| 30-720-7201-6011 SALARIES PART TIME   | 621.81    |              | 0% |
| 30-720-7201-6031 CANADA PENSION PLAN  | 1,441.48  | \$31,308.00  | 5% |
| 30-720-7201-6032 EMPLOYMENT INSURANCE | 559.70    | \$9,905.00   | 6% |
| 30-720-7201-6033 EMPLOYER HEALTH TAX  | 503.25    | \$12,707.00  | 4% |
| 30-720-7201-6041 OMERS                | 2,384.49  | \$66,625.00  | 4% |
| 30-720-7201-6042 HEALTH CARE          | 429.14    | \$41,330.00  | 1% |
| 30-720-7201-6043 DENTAL               | 136.62    | \$15,175.00  | 1% |
| 30-720-7201-6044 GROUP INSURANCE      | 70.98     | \$5,443.00   | 1% |
| 30-720-7201-6045 LONG TERM DISABILITY | 180.51    | \$16,814.00  | 1% |
| 30-720-7201-6052 RETIRED HEALTH CARE  | 672.81    | \$31,000.00  | 2% |
| 30-720-7201-6046 WSIB                 |           | \$2,500.00   | 0% |
| Total Salaries and benefits           | 32,200.79 | \$884,468.00 | 4% |
| Books and periodicals                 |           |              |    |

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the One Month Ending Saturday, January 31, 2026

| Department  | Actual       | Budget           | Percentage<br>to Date |
|---|--------------|------------------|-----------------------|
| Donation expenditures                                 |              |                  |                       |
| Utilities   |              |                  |                       |
| Office expenditures:                                  |              |                  |                       |
| 30-720-7201-6170 MEMBERSHIPS LICENSES & SUBSCRIPTIONS | 3,981.19     | \$7,500.00       | 53%                   |
| 30-720-7201-6474 CARTAGE                              | 1,441.85     | \$7,000.00       | 21%                   |
| 30-720-7201-6480 TELECOMMUNICATIONS                   | 103.54       |                  | 0%                    |
| 30-720-7201-6500 AUDIT FEES                           | 8,041.44     |                  | 0%                    |
| 30-720-7201-6511 OTHER PROFESSIONAL FEES              | 929.07       | \$5,000.00       | 19%                   |
| 30-720-7201-6182 TRAVEL                               |              | \$5,000.00       | 0%                    |
| 30-720-7201-6185 TRAINING                             |              | \$18,300.00      | 0%                    |
| 30-720-7201-6200 MILEAGE                              |              | \$1,500.00       | 0%                    |
| 30-720-7201-6506 BOOKKEEPING SERVICE                  |              | \$14,301.00      | 0%                    |
| 30-720-7201-6508 OTHER EMPLOYEE BENEFITS              |              | \$85.00          | 0%                    |
| 30-720-7201-6542 PUBLIC RELATIONS                     |              | \$8,600.00       | 0%                    |
| 30-720-7201-6720 BANK CHARGES                         |              | \$3,000.00       | 0%                    |
| Total Office expenditures                             | 14,497.09    | \$70,286.00      | 21%                   |
| Operating expenditures:                               |              |                  |                       |
| 30-720-7201-6316 MISCELLANEOUS ADMINISTRATIVE         | 158.33       | \$1,589.00       | 10%                   |
| 30-720-7201-6462 INSURANCE                            |              | \$32,099.00      | 0%                    |
| Total Operating expenditures                          | 158.33       | \$33,688.00      | 0%                    |
| Equipment purchases:                                  |              |                  |                       |
| 30-720-7201-8202 COMPUTER EQUIPMENT                   | 6,439.98     | \$20,000.00      | 32%                   |
| 30-720-7201-8300 SOFTWARE                             | 35,932.47    | \$39,000.00      | 92%                   |
| Total Equipment purchases                             | 42,372.45    | \$59,000.00      | 72%                   |
|   | 89,228.66    | \$1,047,442.00   | 9%                    |
| (Surplus)/Deficit                                     | (768,893.90) | (\$2,872,059.00) | 27%                   |

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department             | Actual            | Budget                | Percentage<br>to Date |
|------------------------|-------------------|-----------------------|-----------------------|
| <b>REVENUE</b>         |                   |                       |                       |
| Grants                 |                   |                       |                       |
| User Fees              | (284.56)          | (\$6,000.00)          | 5%                    |
| Sales                  | (2,692.23)        | (\$20,000.00)         | 13%                   |
| Donations              |                   |                       |                       |
| Other income           | (905.40)          | (\$7,000.00)          | 13%                   |
| Prior Year Surplus     |                   |                       |                       |
|                        | <u>(3,882.19)</u> | <u>(\$33,000.00)</u>  | <u>12%</u>            |
| <b>EXPENDITURES</b>    |                   |                       |                       |
| Salaries and benefits  | 78,861.93         | \$1,704,896.00        | 5%                    |
| Books and periodicals  | 13,566.58         | \$164,801.00          | 8%                    |
| Donation expenditures  |                   |                       |                       |
| Utilities              | 12,381.07         | \$95,000.00           | 13%                   |
| Office expenditures    | 4,026.57          | \$71,000.00           | 6%                    |
| Operating expenditures | 28,270.33         | \$249,517.00          | 11%                   |
| Equipment purchases    | 626.85            | \$6,343.00            | 10%                   |
|                        | <u>137,733.33</u> | <u>\$2,291,557.00</u> | <u>6%</u>             |
| (Surplus)/Deficit      | 133,851.14        | \$2,258,557.00        | 6%                    |

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department                                 | Actual     | Budget        | Percentage<br>to Date |
|--|------------|---------------|-----------------------|
| <b>REVENUE</b>                             |            |               |                       |
| Grants                                     |            |               |                       |
| User Fees:                                 |            |               |                       |
| 30-720-7202-5843 DAMAGE LOST OVERDUE FEES  | (284.56)   | (\$6,000.00)  | 5%                    |
| Total User Fees                            | (284.56)   | (\$6,000.00)  | 5%                    |
| Sales:                                     |            |               |                       |
| 30-720-7202-5891 SALES MERCHANDISE         | (232.93)   | (\$1,000.00)  | 23%                   |
| 30-720-7202-5892 MEMBERSHIP FEES           | (100.00)   | (\$1,500.00)  | 7%                    |
| 30-720-7202-5893 SALES COPIES PRINTS SCANS | (909.02)   | (\$9,000.00)  | 10%                   |
| 30-720-7202-5894 SALES SERVICES            | (8.88)     |               | 0%                    |
| 30-720-7202-5895 PROGRAM REGISTRATION FEES | (536.00)   | (\$1,500.00)  | 36%                   |
| 30-720-7202-5751 RENT PROGRAM ROOM A       | (778.80)   | (\$5,000.00)  | 16%                   |
| 30-720-7202-5752 RENT PROGRAM ROOM B       | (126.60)   | (\$2,000.00)  | 6%                    |
| Total Sales                                | (2,692.23) | (\$20,000.00) | 13%                   |
| Donations                                  |            |               |                       |
| Other income:                              |            |               |                       |
| 30-720-7202-5751 RENT PROGRAM ROOM A       | (778.80)   | (\$5,000.00)  | 16%                   |
| 30-720-7202-5752 RENT PROGRAM ROOM B       | (126.60)   | (\$2,000.00)  | 6%                    |
| Total Other income                         | (905.40)   | (\$7,000.00)  | 13%                   |
| Prior Year Surplus                         |            |               |                       |
|  | (3,882.19) | (\$33,000.00) | 12%                   |

**EXPENDITURES**

|   |           |                |     |
|---|-----------|----------------|-----|
| Salaries and benefits:                        |           |                |     |
| 30-720-7202-6001 SALARIES FULL TIME           | 47,319.23 | \$950,786.00   | 5%  |
| 30-720-7202-6011 SALARIES PART TIME           | 18,456.23 | \$387,983.00   | 5%  |
| 30-720-7202-6031 CANADA PENSION PLAN          | 3,522.54  | \$72,800.00    | 5%  |
| 30-720-7202-6032 EMPLOYMENT INSURANCE         | 1,409.84  | \$25,331.00    | 6%  |
| 30-720-7202-6033 EMPLOYER HEALTH TAX          | 1,280.67  | \$26,106.00    | 5%  |
| 30-720-7202-6041 OMERS                        | 5,207.71  | \$120,489.00   | 4%  |
| 30-720-7202-6042 HEALTH CARE                  | 979.57    | \$71,986.00    | 1%  |
| 30-720-7202-6043 DENTAL                       | 498.06    | \$37,361.00    | 1%  |
| 30-720-7202-6044 GROUP INSURANCE              | 59.67     | \$3,252.00     | 2%  |
| 30-720-7202-6045 LONG TERM DISABILITY         | 128.41    | \$8,802.00     | 1%  |
| Total Salaries and benefits                   | 78,861.93 | \$1,704,896.00 | 5%  |
| Books and periodicals:                        |           |                |     |
| 30-720-7202-6135 BOOKS REFERENCE ADULT        | 160.00    | \$4,085.00     | 4%  |
| 30-720-7202-6136 BOOKS ADULT                  | 797.11    | \$38,542.00    | 2%  |
| 30-720-7202-6137 BOOKS JUVENILE               | 363.81    | \$17,432.00    | 2%  |
| 30-720-7202-6138 BOOKS FRENCH                 | 25.16     | \$1,672.00     | 2%  |
| 30-720-7202-6151 DIGITAL VIDEO DISCS ADULT    | 468.74    | \$5,633.00     | 8%  |
| 30-720-7202-6153 EBOOKS EAUDIO BOOKS ADULT    | 3,790.21  | \$9,501.00     | 40% |
| 30-720-7202-6154 EBOOKS EAUDIO BOOKS JUVENILE | 622.30    | \$1,028.00     | 61% |
| 30-720-7202-6155 GAMES ADULT & JUVENILE       | 96.61     | \$854.00       | 11% |
| 30-720-7202-6158 ELECTRONIC DATABASES         | 3,328.33  | \$50,610.00    | 7%  |

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department                                       | Actual            | Budget                | Percentage<br>to Date |
|--|-------------------|-----------------------|-----------------------|
| 30-720-7202-6159 AUDIO BOOKS ADULT               | 101.29            | \$815.00              | 12%                   |
| 30-720-7202-6165 MATERIALS PROCESSING            | 3,813.02          | \$20,560.00           | 19%                   |
| 30-720-7202-6133 BOOKS PROFESSIONAL              |                   | \$394.00              | 0%                    |
| 30-720-7202-6134 MISCELLANEOUS<br>COLLECTIONS    |                   | \$581.00              | 0%                    |
| 30-720-7202-6141 PERIODICALS                     |                   | \$10,500.00           | 0%                    |
| 30-720-7202-6152 DIGITAL VIDEO DISCS<br>JUVENILE |                   | \$779.00              | 0%                    |
| 30-720-7202-6160 AUDIO BOOKS JUVENILE            |                   | \$1,815.00            | 0%                    |
| <b>Total Books and periodicals</b>               | <b>13,566.58</b>  | <b>\$164,801.00</b>   | <b>8%</b>             |
| Donation expenditures                            |                   |                       |                       |
| Utilities:                                       |                   |                       |                       |
| 30-720-7202-6252 WATER & ELECTRIC                | 8,071.44          | \$75,000.00           | 11%                   |
| 30-720-7202-6254 NATURAL GAS                     | 4,309.63          | \$20,000.00           | 22%                   |
| <b>Total Utilities</b>                           | <b>12,381.07</b>  | <b>\$95,000.00</b>    | <b>13%</b>            |
| Office expenditures:                             |                   |                       |                       |
| 30-720-7202-6111 OFFICE EXPENSES                 | 2,344.79          | \$25,000.00           | 9%                    |
| 30-720-7202-6200 MILEAGE                         | 263.52            |                       | 0%                    |
| 30-720-7202-6480 TELECOMMUNICATIONS              | 760.10            | \$18,000.00           | 4%                    |
| 30-720-7202-6560 PROGRAM SUPPLIES &<br>SERVICES  | 658.16            | \$20,000.00           | 3%                    |
| 30-720-7202-6470 POSTAL SERVICE                  |                   | \$8,000.00            | 0%                    |
| <b>Total Office expenditures</b>                 | <b>4,026.57</b>   | <b>\$71,000.00</b>    | <b>6%</b>             |
| Operating expenditures:                          |                   |                       |                       |
| 30-720-7202-6316 MAIN CASH OVER/UNDER            | (2.36)            |                       | 0%                    |
| 30-720-7202-6395 JANITORIAL SUPPLY               | 694.93            | \$7,500.00            | 9%                    |
| 30-720-7202-6410 MAINTENANCE &<br>ALTERATIONS    | 10,066.68         | \$80,000.00           | 13%                   |
| 30-720-7202-6496 JANITORIAL SERVICE              | 4,378.22          | \$48,000.00           | 9%                    |
| 30-720-7202-6620 SECURITY                        | 12,025.49         | \$107,017.00          | 11%                   |
| 30-720-7202-6704 MACHINE RENTAL                  | 1,107.37          | \$6,000.00            | 18%                   |
| 30-720-7202-6400 MAINTENANCE OFFICE<br>EQUIPMENT |                   | \$1,000.00            | 0%                    |
| <b>Total Operating expenditures</b>              | <b>28,270.33</b>  | <b>\$249,517.00</b>   | <b>11%</b>            |
| Equipment purchases:                             |                   |                       |                       |
| 30-720-7202-8201 FURNITURE & FIXTURES            | 626.85            | \$3,343.00            | 19%                   |
| 30-720-7202-8271 LIBRARY EQUIPMENT               |                   | \$3,000.00            | 0%                    |
| <b>Total Equipment purchases</b>                 | <b>626.85</b>     | <b>\$6,343.00</b>     | <b>10%</b>            |
|  | <b>137,733.33</b> | <b>\$2,291,557.00</b> | <b>6%</b>             |
| (Surplus)/Deficit                                | 133,851.14        | \$2,258,557.00        | 6%                    |

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department             | Actual            | Budget               | Percentage<br>to Date |
|------------------------|-------------------|----------------------|-----------------------|
| <b>REVENUE</b>         |                   |                      |                       |
| Grants                 |                   |                      |                       |
| User Fees              | 19.54             | (\$1,500.00)         | (1%)                  |
| Sales                  | (1,249.02)        | (\$10,250.00)        | 12%                   |
| Donations              | (26.62)           |                      | 0%                    |
| Other income           | (659.71)          | (\$6,000.00)         | 11%                   |
| Prior Year Surplus     |                   |                      |                       |
|                        | <u>(1,915.81)</u> | <u>(\$17,750.00)</u> | <u>11%</u>            |
| <b>EXPENDITURES</b>    |                   |                      |                       |
| Salaries and benefits  | 15,943.89         | \$358,499.00         | 4%                    |
| Books and periodicals  | 2,113.81          | \$55,624.00          | 4%                    |
| Donation expenditures  |                   |                      |                       |
| Utilities              |                   |                      |                       |
| Office expenditures    | 942.69            | \$8,300.00           | 11%                   |
| Operating expenditures | 17,907.04         | \$219,487.00         | 8%                    |
| Equipment purchases    |                   | \$2,000.00           | 0%                    |
|                        | <u>36,907.43</u>  | <u>\$643,910.00</u>  | <u>6%</u>             |
| (Surplus)/Deficit      | 34,991.62         | \$626,160.00         | 6%                    |

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department   | Actual     | Budget        | Percentage<br>to Date |
|--|------------|---------------|-----------------------|
| <b>REVENUE</b>                                     |            |               |                       |
| Grants   |            |               |                       |
| User Fees:   |            |               |                       |
| 30-720-7204-5843 DAMAGE LOST OVERDUE SERVICES FEES | 19.54      | (\$1,500.00)  | (1%)                  |
| Total User Fees                                    | 19.54      | (\$1,500.00)  | (1%)                  |
| Sales:   |            |               |                       |
| 30-720-7204-5891 SALES MERCHANDISE                 | (31.36)    | (\$100.00)    | 31%                   |
| 30-720-7204-5892 MEMBERSHIP FEES                   | (221.82)   | (\$400.00)    | 55%                   |
| 30-720-7204-5893 SALES COPIES PRINTS SCANS         | (264.13)   | (\$2,500.00)  | 11%                   |
| 30-720-7204-5895 PROGRAM REGISTRATION FEES         | (72.00)    | (\$750.00)    | 10%                   |
| 30-720-7204-5751 RENT PROGRAM ROOM A               | (451.77)   | (\$3,000.00)  | 15%                   |
| 30-720-7204-5752 RENT PROGRAM ROOM B               | (207.94)   | (\$3,000.00)  | 7%                    |
| 30-720-7204-5898 SALES FRIENDS OF THE LIBRARY      |            | (\$500.00)    | 0%                    |
| Total Sales  | (1,249.02) | (\$10,250.00) | 12%                   |
| Donations:   |            |               |                       |
| 30-720-7204-5866 RESTRICTED DONATIONS              | (26.62)    |               | 0%                    |
| Total Donations                                    | (26.62)    |               | 0%                    |
| Other income:                                      |            |               |                       |
| 30-720-7204-5751 RENT PROGRAM ROOM A               | (451.77)   | (\$3,000.00)  | 15%                   |
| 30-720-7204-5752 RENT PROGRAM ROOM B               | (207.94)   | (\$3,000.00)  | 7%                    |
| Total Other income                                 | (659.71)   | (\$6,000.00)  | 11%                   |
| Prior Year Surplus                                 |            |               |                       |
|  | (1,915.81) | (\$17,750.00) | 11%                   |

**EXPENDITURES**

Salaries and benefits:

|                                       |           |              |    |
|---------------------------------------|-----------|--------------|----|
| 30-720-7204-6001 SALARIES FULL TIME   | 8,480.83  | \$190,172.00 | 4% |
| 30-720-7204-6011 SALARIES PART TIME   | 4,851.44  | \$91,767.00  | 5% |
| 30-720-7204-6031 CANADA PENSION PLAN  | 714.69    | \$15,173.00  | 5% |
| 30-720-7204-6032 EMPLOYMENT INSURANCE | 286.81    | \$6,236.00   | 5% |
| 30-720-7204-6033 EMPLOYER HEALTH TAX  | 260.19    | \$5,498.00   | 5% |
| 30-720-7204-6041 OMERS                | 1,074.68  | \$25,374.00  | 4% |
| 30-720-7204-6042 HEALTH CARE          | 159.27    | \$14,397.00  | 1% |
| 30-720-7204-6043 DENTAL               | 82.68     | \$7,472.00   | 1% |
| 30-720-7204-6044 GROUP INSURANCE      | 10.59     | \$650.00     | 2% |
| 30-720-7204-6045 LONG TERM DISABILITY | 22.71     | \$1,760.00   | 1% |
| Total Salaries and benefits           | 15,943.89 | \$358,499.00 | 4% |

Books and periodicals:

|  |        |             |     |
|--|--------|-------------|-----|
| 30-720-7204-6132 ARCHIVES                  | 39.20  | \$15,000.00 | 0%  |
| 30-720-7204-6136 BOOKS ADULT               | 734.26 | \$18,454.00 | 4%  |
| 30-720-7204-6137 BOOKS JUVENILE            | 780.80 | \$11,517.00 | 7%  |
| 30-720-7204-6138 BOOKS FRENCH              | 86.49  | \$1,900.00  | 5%  |
| 30-720-7204-6151 DIGITAL VIDEO DISCS ADULT | 145.73 | \$1,782.00  | 8%  |
| 30-720-7204-6155 GAMES ADULT & JUVENILE    | 136.52 | \$1,035.00  | 13% |

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the One Month Ending Saturday, January 31, 2026

| Department                                       | Actual           | Budget              | Percentage<br>to Date |
|--|------------------|---------------------|-----------------------|
| 30-720-7204-6156 CD MUSIC ADULT                  | 190.81           |                     | 0%                    |
| 30-720-7204-6134 MISCELLANEOUS<br>COLLECTIONS    |                  | \$500.00            | 0%                    |
| 30-720-7204-6141 PERIODICALS                     |                  | \$2,500.00          | 0%                    |
| 30-720-7204-6152 DIGITAL VIDEO DISCS<br>JUVENILE |                  | \$829.00            | 0%                    |
| 30-720-7204-6159 AUDIO BOOKS ADULT               |                  | \$1,218.00          | 0%                    |
| 30-720-7204-6160 AUDIO BOOKS JUVENILE            |                  | \$889.00            | 0%                    |
| <b>Total Books and periodicals</b>               | <b>2,113.81</b>  | <b>\$55,624.00</b>  | <b>4%</b>             |
| Donation expenditures                            |                  |                     |                       |
| Utilities  |                  |                     |                       |
| Office expenditures:                             |                  |                     |                       |
| 30-720-7204-6111 OFFICE EXPENSES                 | 55.91            | \$2,500.00          | 2%                    |
| 30-720-7204-6200 MILEAGE                         | 19.01            |                     | 0%                    |
| 30-720-7204-6480 TELECOMMUNICATIONS              | 867.77           | \$5,800.00          | 15%                   |
| <b>Total Office expenditures</b>                 | <b>942.69</b>    | <b>\$8,300.00</b>   | <b>11%</b>            |
| Operating expenditures:                          |                  |                     |                       |
| 30-720-7204-6316 NORTH CASH OVER/UNDER           | 182.59           |                     | 0%                    |
| 30-720-7204-6700 RENT                            | 17,724.45        | \$216,687.00        | 8%                    |
| 30-720-7204-6410 MAINTENANCE &<br>ALTERATIONS    |                  | \$750.00            | 0%                    |
| 30-720-7204-6620 SECURITY                        |                  | \$300.00            | 0%                    |
| 30-720-7204-6704 MACHINE RENTAL                  |                  | \$1,750.00          | 0%                    |
| <b>Total Operating expenditures</b>              | <b>17,907.04</b> | <b>\$219,487.00</b> | <b>8%</b>             |
| Equipment purchases:                             |                  |                     |                       |
| 30-720-7204-8201 OFFICE EQUIPMENT                |                  | \$1,000.00          | 0%                    |
| 30-720-7204-8271 LIBRARY EQUIPMENT               |                  | \$1,000.00          | 0%                    |
| <b>Total Equipment purchases</b>                 |                  | <b>\$2,000.00</b>   | <b>0%</b>             |
|  | <b>36,907.43</b> | <b>\$643,910.00</b> | <b>6%</b>             |
| (Surplus)/Deficit                                | 34,991.62        | \$626,160.00        | 6%                    |

SSM LIBRARY  
LIBRARY CONCESSION  
For the One Month Ending Saturday, January 31, 2026

| Department             | Actual         | Budget              | Percentage<br>to Date |
|------------------------|----------------|---------------------|-----------------------|
| <b>REVENUE</b>         |                |                     |                       |
| Grants                 |                |                     |                       |
| User Fees              |                |                     |                       |
| Sales                  | (96.56)        | (\$1,500.00)        | 6%                    |
| Donations              |                |                     |                       |
| Other income           |                |                     |                       |
| Prior Year Surplus     |                |                     |                       |
|                        | <u>(96.56)</u> | <u>(\$1,500.00)</u> | <u>6%</u>             |
| <b>EXPENDITURES</b>    |                |                     |                       |
| Salaries and benefits  |                |                     |                       |
| Books and periodicals  |                |                     |                       |
| Donation expenditures  |                |                     |                       |
| Utilities              |                |                     |                       |
| Office expenditures    |                |                     |                       |
| Operating expenditures | 120.08         | \$1,200.00          | 10%                   |
| Equipment purchases    |                |                     |                       |
|                        | <u>120.08</u>  | <u>\$1,200.00</u>   | <u>10%</u>            |
| (Surplus)/Deficit      | 23.52          | (\$300.00)          | (8%)                  |

SSM LIBRARY  
LIBRARY CONCESSION  
For the One Month Ending Saturday, January 31, 2026

| Department  | Actual         | Budget              | Percentage<br>to Date |
|---|----------------|---------------------|-----------------------|
| <b>REVENUE</b>                                    |                |                     |                       |
| Grants  |                |                     |                       |
| User Fees   |                |                     |                       |
| Sales:  |                |                     |                       |
| 30-720-7206-5801 CONCESSIONS FOOD                 | (96.56)        | (\$1,500.00)        | 6%                    |
| Total Sales                                       | (96.56)        | (\$1,500.00)        | 6%                    |
| Donations   |                |                     |                       |
| Other income                                      |                |                     |                       |
| Prior Year Surplus                                |                |                     |                       |
|   | <u>(96.56)</u> | <u>(\$1,500.00)</u> | <u>6%</u>             |
| <b>EXPENDITURES</b>                               |                |                     |                       |
| Salaries and benefits                             |                |                     |                       |
| Books and periodicals                             |                |                     |                       |
| Donation expenditures                             |                |                     |                       |
| Utilities   |                |                     |                       |
| Office expenditures                               |                |                     |                       |
| Operating expenditures:                           |                |                     |                       |
| 30-720-7206-6370 OPERATING SUPPLIES FOR<br>RESALE | 120.08         |                     | 0%                    |
| 30-720-7206-6595 RESALE GOODS                     |                | \$1,200.00          | 0%                    |
| Total Operating expenditures                      | 120.08         | \$1,200.00          | 10%                   |
| Equipment purchases                               |                |                     |                       |
|   | <u>120.08</u>  | <u>\$1,200.00</u>   | <u>10%</u>            |
| (Surplus)/Deficit                                 | 23.52          | (\$300.00)          | (8%)                  |

**2026 FRIENDS INCOME**

| MONTH                      | BOOKSALE TABLE  | FRIENDS BOOKSTORE  | ON-LINE SALES      | NORTH BRANCH SALES | MONTHLY TOTALS     |
|----------------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| JANUARY                    | \$ 81.00        | \$ 2,651.70        | \$ -               | \$ 61.00           | \$ 2,793.70        |
| FEBRUARY                   | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| MARCH                      | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| <b>1st Quarter Totals</b>  | <b>\$ 81.00</b> | <b>\$ 2,651.70</b> | <b>\$ -</b>        | <b>\$ 61.00</b>    | <b>\$ -</b>        |
| APRIL                      | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| MAY                        | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| JUNE                       | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| <b>2nd Quarter Totals</b>  | <b>\$ -</b>     | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| JULY                       | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| AUGUST                     | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| SEPTEMBER                  | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| <b>3rd Quarter Totals</b>  | <b>\$ -</b>     | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| OCTOBER                    | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| NOVEMBER                   | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| DECEMBER                   | \$ -            | \$ -               | \$ -               | \$ -               | \$ -               |
| <b>4th Quarter Totals</b>  | <b>\$ -</b>     | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| <b>TOTALS Year To Date</b> | <b>\$ 81.00</b> | <b>\$ 2,651.70</b> | <b>\$ -</b>        | <b>\$ 61.00</b>    | <b>\$ 2,793.70</b> |
|                            |                 |                    |                    |                    |                    |
|                            | <b>DATE</b>     | <b>LIBRARY</b>     | <b>FRIENDS</b>     |                    | <b>TOTAL</b>       |
|                            |                 |                    |                    |                    |                    |
| <b>1st Quarter Totals</b>  | <b>JAN-MAR</b>  | <b>\$ 81.00</b>    | <b>\$ 2,651.70</b> | <b>\$ 61.00</b>    | <b>\$ -</b>        |
| <b>2nd Quarter Totals</b>  | <b>APR-JUN</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| <b>3rd Quarter Totals</b>  | <b>JUL-SEP</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| <b>4th Quarter Totals</b>  | <b>OCT-DEC</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |
| <b>Annual Total</b>        | <b>JAN-DEC</b>  | <b>\$ 81.00</b>    | <b>\$ 2,651.70</b> | <b>\$ 61.00</b>    | <b>\$ -</b>        |
|                            |                 |                    |                    |                    |                    |
|                            |                 |                    |                    |                    |                    |
|                            |                 |                    |                    |                    |                    |
|                            |                 |                    |                    |                    | \$ -               |
| <b>Grand Total</b>         |                 | <b>\$ 2,793.70</b> | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 2,793.70</b> |



## REPORT OF THE SSMPL BOARD

# POLICY COMMITTEE

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

**Members Absent:** Erin Ferlaino

**Meeting Date:** February 9, 2026

### **Review:**

The Committee reviewed and revised 100-01 Governance Processes, Policy, 200-02 Tangible Capital Assets Policy, 400-01 Hiring Policy, and 400-08 Right to Disconnect Policy.

No policies were rescinded.

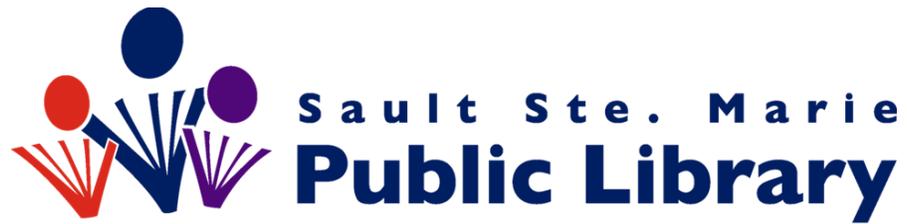
The Committee reviewed the Procedural By-laws. A revised version will be brought to the February 23, 2026, AGM for approval. The By-laws will later be brought back to the Policy Committee to explore modifications to address Board attendance requirements and procedures.

### **Recommendations:**

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

That the Board approve the following revised policies as presented:

100-01 Governance Processes Policy



200-02 Tangible Capital Assets Policy

400-01 Hiring Policy

400-08 Right to Disconnect Policy

|                       |  |                              |
|-----------------------|--|------------------------------|
| <b>Title:</b>         | Governance Processes <b>and</b> Policy                               | <b>Policy Number:</b> 100-01 |
| <b>Policy Type:</b>   | Governance   |                              |
| <b>Approval By:</b>   | Resolution Number RB 2013-04-13                                      |                              |
| <b>Approval Date:</b> | April 13, 2013   |                              |
| <b>Revised Dates:</b> | March 20, 2017; February 24, 2020, March 27, 2023, February 23, 2026 |                              |
| <b>Review Date:</b>   | February 2029  |                              |

## **PURPOSE**

This policy is specific to the operations of the Library Board and its functions and governance responsibilities and style. It enables the Library Board to remain focused on its responsibilities and maintain consistent practices.

## **SCOPE**

This policy applies to the Library Board and its individual members, committees of the Board, and the CEO.

## **DEFINITIONS**

**BOARD** - Sault Ste. Marie Public Library Board

**CEO** - Chief Executive Officer

## **POLICY STATEMENT**

The Board will operate mindful of its obligations under the Public Libraries Act and will be accountable to the community as a competent governing body.

## **Governing Style**

1. The Board shall approach its task by:
  - (a) Demonstrating strategic leadership.
  - (b) Constructively reviewing management's proposals.
  - (c) Understanding and respecting Board and management roles.
  - (d) Decision-making that is collective and objective.
  - (e) Utilizing a proactive approach.
  - (f) Encouraging inclusive, open, collaborative discussion leading to informed consensus.
  - (g) Respecting all decisions of the Board by speaking with one voice through the designated spokesperson.
  - (h) Protecting the confidentiality of discussions and information.

## **Board Responsibilities**

2. The Board is responsible for the provision of public library service. Its responsibilities are to:
  - (a) Be accountable for all responsibilities assigned through the Public Libraries Act and other relevant legislation.

- (b) Be linkage between the Municipal Council and the Library through the CEO and/or Board Chair as appropriate.
- (c) Be accountable for the organizational decisions and situations through the development, monitoring and upholding of policies.
- (d) Represents the interests of the community through discussion and consultation.
- (e) Define the diverse skills needed in Board members and articulate them to the appointing body to encourage appointments that support the business of the Board.
- (f) Orient new members to the Board.
- (g) Engage in continuous learning.
- (h) Advocate on behalf of the Library to the public and governing bodies

### **Annual Planning and Review Cycle**

- 3. To accomplish its job, the Board will follow an annual planning cycle including scheduled monitoring and review of:
  - (a) Annual Board Calendar
  - (b) The Strategic Plan
  - (c) Operating and Capital budgets and results
  - (d) Audited Statements
  - (e) Capital Assets including Facilities
  - (f) Board Policies
  - (g) Performance evaluation of CEO
  - (h) Evaluation of the Board's performance
  - (i) Policy Review Schedule

### **RELATED POLICIES**

- 100-03 Board - CEO Linkage Policy
- 100-04 Executive Limitations Policy
- 100-06 Policy Formation Framework Policy
- 100-11 Board Code of Ethics Policy
- 100-13 Planning Policy

|                       |   |                              |
|-----------------------|---|------------------------------|
| <b>Title:</b>         | Tangible Capital Assets Policy  | <b>Policy Number:</b> 200-02 |
| <b>Policy Type:</b>   | Business/Financial  |                              |
| <b>Approval By:</b>   | Resolution Number RB 2008-11-17                                       |                              |
| <b>Approval Date:</b> | November 17, 2008   |                              |
| <b>Revised Dates:</b> | February 27, 2017; February 24, 2020, May 29, 2023, February 23, 2026 |                              |
| <b>Review Date:</b>   | February 2029   |                              |

## **PURPOSE**

This policy provides control and accountability over the Library's capital assets.

## **SCOPE**

This policy applies to all Library locations falling within the reporting entity of the Library Board.

## **DEFINITIONS**

**Disposals** - the permanent removal of a tangible capital asset from the organization.

**Tangible Capital Assets** - non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are used on a continuing basis; and
- d) are not for resale in the ordinary course of operations.

In order to be recognized as a tangible capital asset for financial reporting purposes the item must have a cost or other value that can be reliably measured.

## **POLICY STATEMENT**

The proper accounting treatment for the recording of tangible capital assets shall follow the Public Sector Accounting Handbook.

## **CLASSIFICATIONS OF TANGIBLE CAPITAL ASSETS**

The following are the major classifications of Library tangible capital assets as they will be presented in financial statements:

- Land
- Buildings
- Leasehold Improvements
- Furniture and Technology
- Machinery and Equipment
- Vehicles

- Collections

## **HERITAGE ASSETS**

Heritage assets are works of art, archival materials, and historical treasures considered irreplaceable and preserved in trust for future generations. They are not to be recognized in the financial statements as tangible capital assets as it is not possible to estimate the future economic benefits associated with such property. The existence of such property is to be disclosed in the notes to the financial statements only.

## **DISPOSALS**

The CEO or designate is responsible for the handling of surplus library materials and shall determine the appropriate method of conveyance to best meet the library's needs.

Surplus materials are to be disposed of in a way that is believed to provide the highest return to the library including, but not limited to:

- a. Trade-in as part of the procurement of other similar goods acquired by the library;
- b. Donation to another community organization or library;
- c. Sale for a nominal fee;
- d. Public auction;
- e. Classifying as waste and recycling, dismantling, destroying and/or disposing.

When a tangible capital asset is disposed of any difference between net proceeds and the carrying amount of the asset is accounted for as a revenue or expense in the statement of operations.

## **RELATED POLICIES**

200-01 Purchasing and Procurement Policy  
200-03 Fundraising, Donations and Sponsorship Policy  
300-01 Archives Acquisition Policy  
300-16 Public Art Policy

|                       |   |                              |
|-----------------------|---|------------------------------|
| <b>Title:</b>         | Hiring Policy   | <b>Policy Number:</b> 400-01 |
| <b>Policy Type:</b>   | Human Resources   |                              |
| <b>Approval By:</b>   | Resolution Number RB 2004-12-13   |                              |
| <b>Approval Date:</b> | December 13, 2004   |                              |
| <b>Revised Dates:</b> | May 27, 2013, February 27, 2017; February 2020; November 2021;<br>March 2023; February 23, 2026 |                              |
| <b>Review Date:</b>   | February 2029   |                              |

## PURPOSE

This policy ensures that the Library provides equal opportunity for employment without discrimination, employs the best-qualified candidates and avoids any conflict of interest or the perception of bias in the selection process.

## SCOPE

All those who seek employment with the Sault Ste. Marie Public Library or seek different employment opportunities from within the Library.

## DEFINITIONS

**Direct reporting relationship** - when an employee reports directly to another employee.

**Prohibited grounds** - discrimination in employment against people on the basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, marital status, place of origin, race, record of offenses, sex/gender identity, and sexual orientation.

### Related employees

- Spouse: Person to whom the employee is legally married or is in a common law relationship
- Child: Natural, adopted or step-child
- Parent: Father, mother, step-father, step-mother,
- Siblings: Brother or sister, half-sibling, step-sibling,
- In-laws: Father/mother in-law, sister/brother in-law, son/daughter in-law or equivalent

**Supervision** - having formal direct responsibility for the day-to-day duties and responsibilities of another employee.

**Vulnerable Persons** - Being vulnerable is defined as in need of special care, support, or protection because of age, disability, risk of abuse or neglect.

## POLICY STATEMENT

The Library Board is committed to ensuring that hiring is based on merit and the following criteria and selection process:

- Qualifications
- Key competencies

- Applicable experiences (including references)
- Performance
- Collective agreement requirements

Direct reporting relationships where a related employee has direct supervision and/or authority to administer monetary gain, performance evaluations, discipline or recommend for hire or promotion are prohibited.

An active member of the Library Board shall not be considered for appointment to the library staff.

The provisions of the Ontario Human Rights Code shall be followed, including non-discrimination towards prospective employees for any reasons that are described as prohibitive grounds.

### **ACTING POSITIONS**

During an employee's absence, whether planned or unplanned, the CEO may assign another employee or employees to temporarily take on some or all of the duties of the absent position to ensure operations continue. This assignment is temporary and does not constitute a permanent appointment. Any duration, responsibilities, or compensation will be determined by the CEO in accordance with applicable policies and collective agreements.

### **CRIMINAL RECORD CHECK**

A current police Criminal Record Check with a vulnerable sector check is required for an applicant offered a position involving work with vulnerable persons. The Criminal Record Check with a vulnerable sector check must be submitted to the Administration Office prior to any employee commencing work.

The substance of criminal record is judged according to the following criteria:

- Number of criminal convictions for the same offence.
- Time elapsed from the most recent criminal conviction.
- How the criminal conviction relates to the position.
- Consider convictions, not arrests, when reviewing candidate Criminal Record Check.

The presence of any criminal conviction indicating a behaviour that may put at risk the safety of the Library, staff or users would disqualify a candidate from working for the library.

### **ACCOMODATIONS**

The Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.

### **RELATED POLICIES**

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence  
400-16 Relieving Pay Policy

|                       |                                 |                       |
|-----------------------|---------------------------------|-----------------------|
| <b>Title:</b>         | Right to Disconnect Policy      | Policy Number: 400-08 |
| <b>Policy Type:</b>   | Human Resources                 |                       |
| <b>Approval By:</b>   | R05202302                       |                       |
| <b>Approval Date:</b> | January 24, 2022                |                       |
| <b>Revised Dates:</b> | May 29, 2023, February 23, 2026 |                       |
| <b>Review Date:</b>   | February 2029                   |                       |

## **PURPOSE**

This policy supports a healthy work-life balance for employees through a right to disconnect from the workplace.

This policy is written so the Board is in compliance with 21.2.2 of the Employment Standards Act.

## **SCOPE**

This policy applies to all employees of the Library.

## **DEFINITIONS**

Disconnect from Work - not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

## **POLICY STATEMENT**

As the Library is an evolving workplace and has adapted with changes in technology which have enabled staff to be connected constantly and work remotely, and that there are negative effects of being constantly connected, the Library Board recognizes the importance of employees' rights to disconnect from work.

## **DISCONNECTING FROM WORK**

Employees are regularly scheduled for work and will have the right to disconnect from work outside of those scheduled hours with the exception of the following:

- a) The employee is being contacted to be offered an additional shift or overtime
- b) For any reason as described in the employee's job description which requires them to be contacted and to perform work outside of their regular work hours (e.g. on-call responsibilities)
- c) Essential communications related to their employment (i.e. disruptions to services, health and safety information, etc.)
- d) In an emergency situation
- e) Otherwise where permitted by a Collective Agreement or Library Board Policy

The library may on occasion send general communications to all employees including those who are not presently at work. Employees should not feel obligated to respond, nor are they expected to respond, to any communication until they return to work.

### **DURING VACATIONS**

All employees who are on vacation will be disconnected from work. Arrangements shall be made prior to the employees' vacation absence to either suspend their work/service or to have another employee cover their essential duties.

### **DURING SICK LEAVE**

Employees who are on sick leave shall also be disconnected from work. Employees should refrain from contacting those on sick leave unless absolutely necessary. They may be contacted for limited medical information related to their return to work.

### **RELATED POLICIES**

400-02 Management and Non-Union Human Resources Policy  
400-03 Health and Safety Commitment Policy  
400-06 Health Care and Sick Leave Policy



# Sault Ste. Marie Public Library

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

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**AGENDA ITEM: 7.6**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** FEBRUARY 23, 2026

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

**RESOLVED THAT**

1. The Sault Ste. Marie Public Library Board approves the minutes of the January 26, 2026, meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 17, 2026, meeting as presented.
3. The expenditures for the month of January 2026, which include wages, benefits and Visas in the amount of \$447,722.92 be confirmed paid.
4. The Sault Ste. Marie Public Library Board approves the Financial Reports ending January 31, 2026, as presented.
5. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the February 9, 2026, meeting as presented.
6. The following revised policies be approved as presented:
  - 100-01 Governance Processes Policy
  - 200-02 Tangible Capital Assets Policy
  - 400-01 Hiring Policy
  - 400-08 Right to Disconnect Policy

**RESOLVED THAT:**

The Sault Ste. Marie Public Library Board approves the consent agenda of the February 23, 2026, meeting as presented/amended:

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date



# Sault Ste. Marie Public Library

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

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**AGENDA ITEM: 9.1**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** ILS SWITCH  
**DATE:** JANUARY 26, 2026

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## **PURPOSE**

To inform the Board of the progress of the Library has made 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 successfully launched the Symphony ILS on January 26, 2026, replacing the former TLC ILS. There were some disruptions to services during the migration process and post launch, however most services have been restored. One unresolved issue is that Envisionwhere, the library's computer booking software, is not at this time able to authenticate library card numbers. Until this issue is resolved, patrons are using guest passes.

Staff are working through a list of workflow bugs. Some issues with migration will resolve themselves over time without staff intervention.

Unfortunately, Symphony's acquisition module was not robust enough to meet the Library's needs. Staff have decided to instead continue with Online Selection Acquisitions (OSA), which the library was using previously. This has added an additional \$2,100.46 USD to the Library's software budget. Once OSA is properly configured to work with Symphony, the library will be able to resume ordering new materials.

## **OUTSTANDING**

The following are items that are part of the ILS switch which have yet to be implemented.

### ***BlueCloud Analytics***

As part of the OLC, we are subscribed to SirsiDynix's Bluecloud Analytics which will create reports using data from the Symphony ILS allowing staff to create custom reports and use reports from an extensive catalogue.

### ***BlueCloud Mobile Experience***

The Library will be launching the Bluemobile 2 app which patrons will be able to download. Features will include a scannable digital library card that can be added to a patron's digital wallet, biometric authentication, and the capability to self-checkout materials by scanning a library barcode.

### ***Bibliocommons Customization***

While the Bibliocommons catalogue has been launched, staff are still waiting for some customization of the catalogue and for access to customize book rivers and lists.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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AGENDA ITEM: 9

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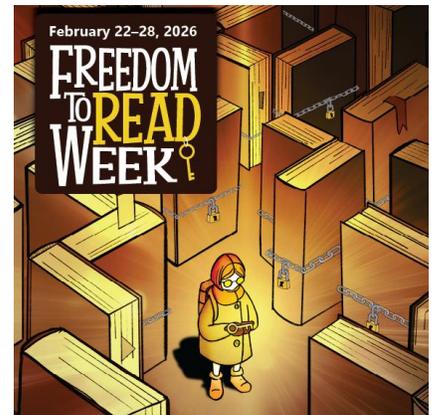
**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** FEBRUARY 23, 2026

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## **9.1 FREEDOM TO READ WEEK**

Freedom to Read Week is an annual, national event in Canada that celebrates intellectual freedom and raises awareness about censorship and the right of Canadians to choose what they read, view, and access. Led by organizations such as Freedom to Read and supported by libraries, schools, publishers, and bookstores across the country, the week encourages open discussion about challenged and banned materials and highlights the importance of protecting free expression as guaranteed under the Canadian Charter of Rights and Freedoms.

This year's Freedom to Read Week runs from February 22 – 28, 2026.



## **9.2 THE LIBRARY AND TIKTOK**

There have been some inquiries as to why our library does not have a TikTok account. Unfortunately, due to the City's current prohibition on the use of TikTok on municipal devices, the Library is unable to establish or manage an official presence on the platform at this time.

While many public libraries across Canada and North America are leveraging TikTok as an effective tool for promoting programs, highlighting collections, and engaging younger audiences through short-form video content, the City's policy restricts access on Library workstations and mobile devices, limiting our ability to participate in this growing communications channel.

Staff will continue to monitor the situation and explore alternative digital outreach strategies to ensure the Library remains visible and responsive to community engagement trends within the parameters of the City of Sault Ste. Marie's municipal policy.

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"*

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**AGENDA ITEM: 13.1**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SELF-ASSESSMENT UPDATE  
**DATE:** FEBRUARY 23, 2026

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## **PURPOSE**

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

## **STRATEGIC PRIORITY**

Service Excellence

## **STRATEGIC GOAL**

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

## **STRATEGIC OBJECTIVE**

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

## **PROVIDED**

- Self-Assessment Document

## **SELF-ASSESSMENT RESULTS**

A self-assessment was completed in early 2024 and again in 2025 using a checklist for accreditation. It was determined both times that our Library has an excellent chance of being

accredited with the OPLGMAC. In order to be accredited, our Library must score at least 80% in each category and meet all the mandatory requirements. Currently, though the Library scores greater than 80%, it does not meet all of the mandatory requirements. An updated self-assessment has shown that the Library has improved but still has not yet met some of the mandatory requirements.

## **REQUIREMENT GAPS**

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

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

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

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

The Manager of Technology and Collections has started this project by inventorying current technology but has put the project on hold while implementing the ILS switch.

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

The Policy Committee is drafting a Commitment Statement on Indigenous Awareness and Reconciliation.

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

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

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer

Likelihood of accreditation:

# Excellent



Key Areas for Improvement



● Existing Items    ○ Missing items

|                              | Number that Exist | In Need of Review |       | % Complete | Completed Mandatory |
|------------------------------|-------------------|-------------------|-------|------------|---------------------|
|                              |                   | minor             | major |            |                     |
| Governance & Administration  | 26 of 26          |                   |       | 100%       | 20 of 20            |
| Planning Documents & Process | 22 of 28          | ■                 | ■     | 79%        | 8 of 10             |
| Policy                       | 22 of 23          |                   |       | 96%        | 15 of 16            |
| Personnel & Human Resources  | 17 of 19          | ■                 | ■ ■   | 89%        | 16 of 17            |
| General                      | 24 of 25          |                   |       | 96%        | 5 of 6              |
| Collections & Services       | 24 of 24          | ■                 | —     | 100%       | 8 of 8              |
| Physical & Facilities        | 29 of 30          |                   |       | 97%        | 5 of 5              |

| LEVEL - System <i>[One form for your whole system]</i>   |   | Mandatory | Status (Y/N or N/A)<br>(whether you have the item or not) | CEO Notes   | Assessment<br>0 = no review,<br>1 = minor review,<br>4 = major review | Links / See Also References   | Further Example |
|--|---|-----------|---|---|---|---|-----------------|
| <b>Section 1: Organization of the Governing Body - Preamble - To function effectively, a governing body requires a formal framework, including officers and rules for meetings. Such a structure provides an organized way to conduct business.</b>  |   |           |   |   |   |   |                 |
| 1.1  | <b>Governing Body</b> - The library has a governing body which is constituted in accordance with the provisions of, and operates in conformity with, current Ontario public library legislation.  | M         | Y   |   |   |   |                 |
| 1.2  | <b>Officers</b> - The governing body has appointed a chair. The governing body shall also appoint a secretary and treasurer, who may be the CEO.  | M         | Y   |   |   |   |                 |
| 1.3  | <b>CEO Appointment</b> - The governing body has appointed a CEO who provides CEO duties solely dedicated to the library for no fewer than 60% of their work week.   | M         | Y   |   |   |   |                 |
| 1.4  | <b>Meetings</b> - The governing body conducts formally scheduled, regular meetings at least seven times per year. These are advertised within the library and/or online to ensure meetings are open to the public unless parts, or all, of a meeting are closed in accordance with legislation.                             | M         | Y   | Meeting schedule is available on website, with links to agendas, minutes and recorded sessions.                                     |   | <a href="https://ssmpl.ca/about-us/our-Board-Annual-Calendar-2026.p">https://ssmpl.ca/about-us/our-Board-Annual-Calendar-2026.p</a> |                 |
| 1.5  | <b>Streaming &amp; Posting of Meetings</b> - Meetings are live streamed or recorded and posted publicly for consumption at an alternate time.   |           | Y   | Meeting schedule is available on website, with links to agendas, minutes and recorded sessions.                                     |   |   |                 |
| 1.6  | <b>Meeting Minutes</b> - The governing body keeps official minutes of the proceedings of its meetings and ensures they are available to the public, with some exceptions.   | M         | Y   | Meeting schedule is available on website, with links to agendas, minutes and recorded sessions.                                     |   | <a href="#">(1844) SS MPL Library Board - YouTube</a>   |                 |
| 1.7  | <b>Terms of Reference</b> - The governing body has established written terms of reference for its officers and committees (for example: for the chair, secretary, treasurer, standing and ad hoc committees).   | M         | Y   | Meeting schedule is available on website, with links to agendas, minutes and recorded sessions.                                     |   |   |                 |
| 1.8  | <b>Bylaws</b> - The governing body maintains procedural bylaws which address its responsibilities, organization, meetings, finances, and amendment of bylaws.   | M         | Y   |   |   | <a href="#">Procedural By-Law Library Board REV 2025.pdf</a>  |                 |
| <b>Section 2: Development of Policy - Preamble - Policy is the governing body's most effective tool in ensuring continuity of governance and consistent library service. Policies help to define library programs, provide direction for future action, clarify strategic goals, and ensure that the library's philosophy or mission is implemented. Policies are only considered official when they are in written form, approved by the designated authority and reviewed (and revised if necessary) at regular intervals.</b> |   |           |   |   |   |   |                 |
| 2.1  | <b>Written Policy Process</b> - Written policies are available to guide all areas of library operations and services and are approved by the governing body as required by legislation and governance policy.   | M         | Y   |   |   | <a href="#">100-06 Policy Formation Framework Policy</a>  |                 |
| 2.2  | <b>Distribution</b> - Up-to-date copies of by-laws and governance policies are readily available, including in accessible formats, to all governing body members, employees, volunteers, and the public.  | M         | Y   |   |   | <a href="#">Sault Ste. Marie Public Library - Policies (ssmpl.ca)</a>   |                 |
| 2.3  | <b>Review</b> - The governing body has a schedule and reviews all policies within a four year period.   | M         | Y   |   |   |   |                 |
| <b>Section 3: Governing Body's Role in Planning - Preamble - Planning ensures that: the library responds to the legitimate needs of the community; continuity of service is maintained regardless of changes in personnel; the library is able to respond effectively to change; community funds are spent in an effective &amp; responsible manner; and the library's governing body &amp; staff share a common understanding of what the library is trying to achieve.</b>   |   |           |   |   |   |   |                 |
| 3.1  | <b>Review of Plans</b> - The governing body regularly reviews the library's plans on a fixed timeline or schedule (e.g. standing agenda item(s) on the monthly agenda, scheduled special review or advisory meetings or other special meetings or retreats for the purpose of discussing and tracking planning activities). |           | Y   | The strategic planning process tracks action items, and is a standing agenda item. Document is found on Board's shared Google Drive |   | <a href="#">Sault Ste. Marie Public Library - Strategic Plan</a>  |                 |

|  |  |   |   |   |  |   |   |
|--|--|---|---|---|--|---|---|
| 3.2  | <b>Report to Public</b> - The governing body regularly reports to the community on the library's progress in fulfilling its plans (e.g. Newsletters, Town Halls, Community Information Nights, Reports to Council).  |   | Y | Annual report is online and presented to Council. Library newsletter is quarterly and is widely distributed in community.                               |  | <a href="https://ssmpl.ca/UploadedFiles/files/Annual%20Report%202024%20-%20Online%20Version(1).pdf">https://ssmpl.ca/UploadedFiles/files/Annual%20Report%202024%20-%20Online%20Version(1).pdf</a> |   |
| <b>Section 4: Finances</b> - Preamble - The governing body has a responsibility to secure sufficient funds to carry out its plans for library service. Accountable to the local Council, the province and the community it represents, the governing body undertakes to ensure that the allotted funds are spent in a way that best meets the needs of the community and that is in accordance with the budget |  |   |   |   |  |   |   |
| 4.1  | <b>Budget</b> - The governing body, in co-operation with the CEO, prepares and approves an annual operating budget for the library.  | M | Y |   |  |   |   |
| 4.2  | <b>Financial Records</b> - The governing body ensures the library's finances are maintained in the manner outlined by applicable legislation, advised accounting practices such as Public Sector Accounting Principles and approved policy.  | M | Y |   |  |   |   |
| 4.3  | <b>Financial Reports</b> - The library's financial records are received and regularly reviewed by the governing body (e.g. standing item on board meeting agenda).   | M | Y | Finance Committee meets regularly to review financial records.  |  |   |   |
| 4.4  | <b>Financial Reports to Funders</b> - The governing body ensures that full and accurate financial and/or post-project reports are completed on-time and as required by any funder.   | M | Y | An external auditor completes this process annually   |  | <a href="#">Example: Canada Summer Jobs Report – Blue Mountains Public Library</a>  |   |
| 4.5  | <b>Annual Survey of Public Libraries and Financial Reporting Requirements</b> - The governing body ensures that the Annual Survey of Public Libraries, Public Library Operating Grant application form, and any other application forms and financial reporting requirements are completed and submitted in accordance with provincial government requirements.  | M | Y | The CEO informs Board members of the information reported annually, and the library Board is made aware of the reporting deadline.                      |  |   |   |
| <b>Section 5: Advocacy</b> - Preamble - The library's governing body must ensure that the community  |  |   |   |   |  |   |   |
| 5.1  | <b>Advocacy Policy</b> - The governing body maintains a written policy which defines its role and responsibilities with respect to advocacy.   | M | Y |   |  | <a href="#">100-02 Advocacy Policy</a>  |   |
| 5.2  | <b>Informing Council</b> - Information about the library's activities, accomplishments and needs is provided by the library to its funding Council(s) on a regular basis. This may be achieved through correspondence (e.g. quarterly updates, library newsletter, event invitations) and is not met by the provision of board meeting minutes.  | M | Y | We were before Council to present Annual Report and Strategic Plan  |  |   |   |
| 5.3  | <b>Meetings / Deputations with Council(s)</b> - The governing body meets with its funding Council(s) to review the library's value to the community, the library's services, its plans and achievements, or annual reports. Meetings / deputations with a Council should be formally scheduled to deliver annual reports, provide Council orientation, make special presentations and support business cases made to Council on behalf of the library. A presentation for an annual budgetary estimate, a formal review of the budget or discussion with a Council finance committee does not constitute the minimum standard or intent of this guideline. |   | Y | The Library's budget is presented to Council as part of their annual budget process. The Board Chair and CEO present draft budget and answer questions. |  |   |   |
| 5.4  | <b>Participation in Advocacy Activities</b> - Governing body members participate regularly in activities aimed at increasing community awareness of the variety and importance of library services (e.g. through participation in Ontario Library Week, First Nations Public Library Week, and in local celebrations and events).  |   | Y |   |  |   |   |
| <b>Section 6: Orientation and Information for Governing Body Members</b> - Preamble -  |  |   |   |   |  |   |   |
| 6.1  | <b>Duties and Responsibilities</b> - Governing body members are provided with written guidelines (print or digital) outlining their duties and responsibilities.   | M | Y | Part of the Governance Hub resources. Bylaws are reviewed at the AGM  |  | <a href="#">Governance Hub</a>  | <a href="#">Sault Ste. Marie Public Library</a> |
| 6.2  | <b>Orientation</b> - The governing body ensures that a thorough orientation program is carried out for all members, including: a tour of the library facility and website; the Governance HUB; and overviews of governance, policy, legislation, plans, process, personnel, accessibility, collections, services, technology and its use, and facilities.  | M | Y | Orientation modules on Niche Acemdy online portal provide orientation to new and returning members.   |  | <a href="#">Governance Hub</a>  |   |

|     |  |   |   |  |  |   |  |
|-----|--|---|---|--|--|---|--|
| 6.3 | <b>Current Information</b> - Governing body members are kept up-to-date on new developments in library matters (e.g. through membership in Ontario Library Association (OLA) or its associated councils such as OLBA; through membership in groups like the Federation of Ontario Public Libraries; through information provided by the CEO and chair; through regular information sessions at meetings; through participation in Ontario Library Service meetings and training events). |   | Y | Library Board Chair is member of FOPL executive and Board member of OLBA. One Trustee is member of Ontario Library Service Board Assembly; CEO regularly forwards email providing news from OLA, OLBA. |  |   |  |
| 6.4 | <b>AODA (Accessibility for Ontarians with Disabilities Act, 2005) Customer Service Training</b> - The governing body has undergone the mandatory Customer Service training as it pertains to developing, reviewing, and ratifying policy.  | M | Y | Training is provided for all Board members   |  | <a href="#">300-23 Accessible Customer Service Policy</a> |  |

| LEVEL - System <i>[One form for your whole system]</i> |  | Status (Y/N or N/A)<br>(whether you have the item or not) |   | CEO Notes  | Assessment<br>0 = no review,<br>1 = minor review,<br>4 = major review | Links / See Also References   | Further Example |
|--|--|---|---|--|---|---|-----------------|
| Section 7: Planning                                    |  | Mandatory   |   |  |   |   |                 |
| 7.1  | <b>Planning Policy</b> - The governing body maintains written policy which defines its role and responsibility with respect to strategic and/or business planning for the library.   | M   | Y |  |   | <a href="#">100-13 Planning Policy</a>                                      |                 |
| 7.2  | <b>Community Analysis</b> - A range of community-related information with possible implications for library service, including demographic data, is analyzed at least once every four years.   | M   | Y |  | 0   |   |                 |
| 7.3  | <b>Community Consultation</b> - Community members are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, social media, etc).  | M   | Y |  |   |   |                 |
| 7.4  | <b>Assessment of Service Hours</b> - The open hours of the library reflect the needs of its community and include evenings and/or weekends. During the last four years the library has assessed how well its open hours match community need. Where there are multiple branches, each branch's hours are tailored to its surrounding community.  | M   | Y |  |   |   |                 |
| 7.5  | <b>Performance Measurement Informs Planning</b> - Data from performance measurements (e.g. circulation statistics, program attendance/evaluations, usage rates, etc.) has been used to inform planning documents.  | M   | Y | This information would have been leveraged when creating the strategic plan document. Also Ministry's annual library statics summary is used to inform planning. |   |   |                 |
| 7.6  | <b>Planning Document</b> - The Library maintains a formal planning document which guides the library's overall direction and includes at least some of the following items: mission and vision statements, values, goals and objectives, strategic directions and action plans which are current and actively reviewed to track progress of the document. (e.g. Strategic Plan, Business Plan, Operational Plan, Official Plan, etc.). | M   | Y | Strategic planning document (2024-2029) and action plans address this segment  | 0   | <a href="#">Sault Ste. Marie Public Library - Strategic Plan (ssmpl.ca)</a> |                 |
| 7.7  | <b>Facility Planning</b> - The Library strives to provide adequate and inviting space for the collections, library staff to carry out their duties, and publics' use of library equipment, resources, and services. It has participated in a facilities planning process which has examined the library's space requirements to identify any inadequacies.   |   | N |  | 4   |   |                 |
| 7.8  | <b>Asset Management Planning</b> - The governing body maintains or participates in an asset management process which examines the library's infrastructure and maintenance. The asset management process may be managed by the municipality or the library and could include dedicated asset management plans, building condition assessments, or master plans.  |   | Y |  |   | <a href="#">200-02 Tangible Capital Assets Policy</a>                       |                 |
| 7.9  | <b>Participation in Local Planning</b> - The library has representative(s) who participate proactively in local and/or county government planning processes.   |   | Y | We contributed to the Official Plan in 2022 and are recognized as a Community Hub  |   |   |                 |
| <b>Section 8: Planning for Library Collections</b>     |  |   |   |  |   |   |                 |
| 8.1  | <b>Content and Size of the Library Collection</b> - The library has methods that accurately measure collection (physical and digital) size, content, and use to meet community needs. Items may be owned or licensed by the individual library, shared with a group of libraries in a materials pool, or part of a consortia.  |   | Y |  | 0   |   |                 |
| 8.2  | <b>Collection Plan</b> - The library system has established a written collection development plan reflecting collection priorities. The plan includes collection profiles, as well as an annual buying plan for physical and digital collections, as informed by Guideline 8.1.  |   | N | Currently under development  | 4   |   |                 |
| 8.3  | <b>Inventory</b> - An inventory of the library's collection has been completed at least once in the last five years to ensure the public catalogue accurately reflects the contents of the collection.   |   | Y |  | 0   |   |                 |

|   |   |   |   |  |   |                                    |  |
|---|---|---|---|--|---|------------------------------------|--|
| 8.4   | <b>Collection Maintenance Procedures</b> - Concise written procedures are in place for the acquisition and withdrawal of materials within the library's entire collection. These procedures reflect known authoritative standards and practices such as the CREW guidelines and utilize established or known functions within the library's automated system to access reports on the number of items entering and/or leaving the collection.   |   | Y |  | 0 |                                    |  |
| <b>Section 9: Planning for Services</b>     |   |   |   |  |   |                                    |  |
| 9.1   | <b>Service Level</b> – Each library system must determine the nature of its services and what will be offered to the public. The library produces updated profiling documentation pertaining to the level of service at any and all locations (e.g. number of hours open, types of materials, electronic infrastructure, and types of services).  |   | Y |  | 0 |                                    |  |
| 9.2   | <b>Gap Analysis of Service</b> - The library utilizes data collected and library trends in planning for improved service models and gap analysis. An analysis of public comments, suggestions, and industry trends is carried out at least every 4 years and the results are used in the planning of library service.   |   | N |  |   |                                    |  |
| 9.3   | <b>Community Need</b> - The library has determined what additional needs exist for the provision of library services to specific linguistic, and cultural groups, and people (e.g. francophone, Indigenous, or newcomers). Where there is a demonstrated need, the governing body has established and adopted policy governing the provision of services to these groups and offers services as appropriate, either on its own or in conjunction with other local organizations.  |   | N |  |   |                                    |  |
| 9.4   | <b>Multi-Year Accessibility Plan</b> - The library has a multi-year accessibility plan (alone or in partnership) that addresses the requirements of the AODA and regulations.   | M | Y |  | 3 | <a href="#">Accessibility Plan</a> | <a href="#">2023 Accessibility Compliance Report</a> |
| <b>Section 10: Planning for Programming</b> |   |   |   |  |   |                                    |  |
| 10.1  | <b>Community Programming Need</b> - The library has determined the community's programming needs, including types and formats based on evaluation and service reviews (e.g. reports, survey analysis).  |   | Y |  | 2 |                                    |  |
| 10.2  | <b>Programming Plan</b> - The library has developed a programming plan which is informed by community programming needs, the availability of other partner programs or community services and reflects current trends or recognized public library best practices.  |   | Y |  | 2 |                                    |  |
| 10.3  | <b>Formal Evaluation Process</b> - The library follows a formal process for evaluating library programming and initiatives which will inform the library programming plan on potential successes or failures to encourage continued growth within the public library.   |   | N |  |   |                                    |  |
| 10.4  | <b>2SLGBTQIA+</b> - The library offers specialized programs and services for 2SLGBTQIA+ individuals and groups in the community.  | M | Y |  |   |                                    |  |
| 10.5  | <b>Truth &amp; Reconciliation</b> - The library participates and offers programs and services aimed to support Truth and Reconciliation.  | M | Y |  |   |                                    |  |
| 10.6  | <b>Marginalized Populations</b> - The library offers programs and services to support marginalized populations, including any of the following:<br>(a) Cultural/Linguistic - The library offers specialized programs or service for cultural/ linguistic groups in the community (e.g. ESL, Indigenous language program, parenting classes in other language.)<br>(b) Newcomers - The library offers specialized programs or service for newcomers in the community.<br>(c) Socio-economic Disadvantaged- The library offers specialized programs or service for socio-economically disadvantaged groups in the community (e.g. job search, homeless, tax clinics). |   | Y |  |   |                                    |  |
| <b>Section 11: Planning for Technology</b>  |   |   |   |  |   |                                    |  |

|      |   |   |   |  |   |  |   |
|------|---|---|---|--|---|--|---|
| 11.1 | <b>Technology Plan</b> - The library has in place a plan which reflects defined goals, objectives and/or action plans for the acquisition, service, maintenance, upgrade and replacement of electronic networks, equipment, and software applications for both staff and patron use. The plan considers the library's existing technology, technology potential, and the impact of future trends on library services. It includes strategies for funding, staffing, training, and technology support as required. | M | N | Plan is under development  | 0 | Attach copy of plan  |   |
| 11.2 | <b>Technical Support</b> - The library has access to an IT professional that can provide skilled technical support for installing, maintaining, and repairing library technology.   |   | Y |  | 0 |  |   |
| 11.3 | <b>Inventory</b> - The library has an up-to-date inventory of its technology equipment and software licenses and has a schedule for inventory-taking and updating, at minimum once a year.  |   | Y |  | 0 |  |   |
| 11.4 | <b>Technology Budget</b> - Stable funding for IT replacement and upgrading, and for IT staff support, is essential for successful delivery of library services. The library makes provisions in its budget for a regular/ongoing schedule of servicing and replacement of equipment and software and for other elements as set out in its technology plan.  |   | Y |  |   |  |   |
| 11.5 | <b>Technology Disaster Recovery Procedure</b> - The library has considered and prepared for local interruptions to technology-based services (such as power outages or technical issues) as well as major disruptions or failures (catastrophic server failure or cyber attack). A procedure establishes how the library will maintain essential technology services during, or data recovery following, short-term or catastrophic interruptions to service.   |   | Y | The library has Business Continuity Plan Policy, Plan and Emergency Manual |   | Link to Business Continuity Plan Policy, Plan and Emergency Manual | <a href="#">300-10 Business Continuity Policy</a> |

| LEVEL - System <small>[One form for your whole system]</small> |   | Status (Y/N or N/A)<br>(whether you have the item or not) |   | Assessment<br>0 = no review,<br>1 = minor review,<br>4 = major review | Links / See Also References | Further Example   |
|--|---|---|---|---|-----------------------------|---|
|  |   | Mandatory   |   | CEO Notes   |                             |   |
| <b>Section 12: Safety, Security &amp; Emergencies</b>          |   |   |   |   |                             |   |
| 12.1   | <b>Safety, Security and Emergencies Policy</b> - The governing body is responsible for providing a safe and secure environment for library staff and for members of the public who use public library services. The library maintains a policy that addresses safety, security, and emergency issues.   | M   | Y |   |                             |   |
| 12.2   | <b>Working Alone</b> - The library maintains policy pertaining to staff and volunteers who work alone in the library or other designated sites (as required by the OHSA). This may be included in another Health & Safety policy and does not have to be a standalone policy.   | M   | Y | Part of Health and Safety Commitment Policy                           |                             | <a href="#">400-03 Health and Safety Commitment Policy</a>                          |
| 12.3   | <b>Workplace Violence</b> - The library maintains policy that adheres to relevant provincial and/or federal legislation on workplace violence and sexual violence (as required by the OHSA). This may be included in another Health & Safety policy and does not have to be a standalone policy.  | M   | Y | Included in Human Rights Policy                                       |                             | <a href="#">400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence</a> |
| 12.4   | <b>Workplace Harassment</b> - The library maintains policy that adheres to relevant provincial and/or federal legislation on harassment and sexual harassment (as required by the OHSA). This may be included in another Health & Safety policy and does not have to be a standalone policy.  | M   | Y | Included in Human Rights Policy                                       |                             | <a href="#">400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence</a> |
| 12.5   | <b>Public Code of Conduct</b> - The library maintains policy that informs members of the public regarding reasonable behaviour when accessing library services and sets out consequences when these behaviours are not met.   |   | Y |   |                             | <a href="#">300-09 Rules of Conduct Policy</a>                                      |
| <b>Section 13: Collection &amp; Circulation</b>                |   |   |   |   |                             |   |
| 13.1   | <b>Collection Policy</b> - The library maintains a policy concerning the library's collection which includes the responsibility for collection development and selection; selection criteria; weeding; disposition of gifts; complaints about the collection; and organization of the collection.   | M   | Y |   |                             | <a href="#">300-03 Collection Development Policy</a>                                |
| 13.2   | <b>Intellectual Freedom</b> - The library's collection development policy includes an Intellectual Freedom statement which could be one developed by a recognized library association or developed by the library itself.   | M   | Y |   |                             | <a href="#">300-03 Collection Development Policy</a>                                |
| 13.3   | <b>Circulation Policy</b> - The library maintains policy governing the circulation of library materials which includes who may borrow materials; what may be borrowed; loan periods; late fees or fine-free; renewal of loans; holds; lost or damaged materials; and circulation records.   | M   | Y |   |                             | <a href="#">300-05 Membership Policy</a>  |
| 13.4   | <b>Privacy and Access to Personal Information Policy</b> - The library maintains a policy which addresses the retention, security, release, and storage of patron information in various formats according to applicable federal and provincial legislation. The policy should include how requests for information from individuals, law enforcement and other authorities are to be addressed by library staff ( <i>Related procedures are found in guideline 18.3</i> ). | M   | Y |   |                             | <a href="#">300-02 Records Management and Protection of Privacy Policy</a>          |
| <b>Section 14: Service Policies</b>                            |   |   |   |   |                             |   |
| 14.1   | <b>Information Services Policy</b> - The library maintains a policy governing the provision of service for informational requests, including but not limited to reference inquiries and readers' advisory. This policy should include the designated members of staff responsible for responding to inquiries and any limits on resources.  | M   | Y |   |                             | <a href="#">300-20 Information Services Policy</a>                                  |
| 14.2   | <b>Accessibility for Ontarians with Disabilities Policy</b> - The library maintains an accessibility policy, including a statement of commitment, to meet the accessibility needs of persons with disabilities (as required by AODA Regulations).   | M   | Y |   |                             | <a href="#">300-23 Accessible Customer Service Policy</a>                           |

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| 14.3 | <b>Children's Services Policy</b> - The library maintains a policy governing the provision of children's services, which addresses issues such as: supervision; unattended children; accessibility for children with disabilities; access to the adult collection; the library's outreach with local schools; and an endorsement of Ontario Library Association's Children's Rights in the Public Library statement.  |   | Y |  |  | <a href="#">00-14 Children Services Policy</a>  |   |
| 14.4 | <b>Teen and/or YA Policy</b> - The library maintains a policy governing the provision of teen / YA services, which addresses issues such as: accessibility for young adults with disabilities, the library's outreach with local schools and an endorsement of Ontario Library Association's Teens' Rights in the Public Library statement.   |   | Y |  |  | <a href="#">300-11 Teen YA Services Policy</a>  |   |
| 14.5 | <b>Programming Policy</b> - The library maintains policies and/or procedures which address issues such as: what types of programs are to be provided to what parts of the community; who is responsible for developing and running programs; how partners interact with the library; and whether charges should be made for participating in programs.  | M | Y |  |  | <a href="#">00-21 Programming Policy</a>  |   |
| 14.6 | <b>Community Information Policy</b> - The library maintains a policy to address the provision of community information.   |   | Y |  |  |   |   |
| 14.7 | <b>Local History Policy</b> - The library maintains a policy inclusive of its community and territory history that includes: inclusive types of local history materials collected; genealogy collections and their circulation status; geographic area covered; techniques or methods used for materials preservation or digitization; and public access of the materials in the collection or archived by the library or library partners in the community. Policy should recognize that some collection material may have a historical colonial perspective. Local history collections should be developed to recognize all peoples who live or have lived in the library's community and territory. They should reflect respect for, and reconciliation, with Indigenous Peoples. <i>The above is recommended as a dedicated Local History Policy. The subject may also be addressed in other policies when the library is a local history partner and a First Nation, municipal, county archives or other heritage organization is the main source of local history material.</i>   |   | Y |  |  | <a href="https://ssmpl.ca/documents/assets/uploads/files/en/300-01_archives_acquisition_policy.pdf">https://ssmpl.ca/documents/assets/uploads/files/en/300-01_archives_acquisition_policy.pdf</a> |   |
| 14.8 | <b>Public Meeting Room Policy</b> - The library maintains a policy which includes: accessibility, who is eligible to use the facility, the rules and regulations, the respective responsibilities of  |   | Y |  |  | <a href="#">300-25 Use of Building Policy</a>   | <a href="#">300-15 Meeting Room Use &amp;</a> |
| 14.9 | <b>Indigenous Awareness and Reconciliation</b> - The library recognizes and embraces the principles of Truth and Reconciliation with diverse Indigenous populations. The library engages in meaningful dialogue with Indigenous Peoples and First Nation bands. In cases where local Indigenous Peoples and First Nation bands prefer to engage in dialogue with the municipality and not the library, the library stays informed and is available as a supportive resource and partner. Resources available to the public library include meaningful dialogue with Indigenous Peoples and First Nation bands as well as resources and strategies developed by the Canadian and International library community. The library sector acknowledges its need to recognize and embrace the principles of Truth and Reconciliation with diverse Indigenous populations. Subject to the frameworks developed by the library sector, as updated and inclusive of dialogue with Indigenous people, four elements should be included in each Library's policy documents.<br><br>1) a board approved respect and Land Acknowledgement Declaration for original<br>2) a board approved development policy statement that addresses the value of Indigenous<br>3) a board approved water protocol that recognizes the protocols that the library should engage in with Indigenous Peoples and First Nation bands<br>4) a board approved training for all personnel that includes the following: Staff, board, and<br>The above is recommended as a separate document that includes the effects and the overall impact of policy. These also be included in other policies. Recommended resources to inform this policy: | M | N |  |  |   |   |

|                                      |  |   |   |  |  |   |   |
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| 14.10                                | <p>Equity, Diversity and Inclusion (EDI) - The library recognizes and embraces the diverse nature of every Ontario community. The library endorses a statement on EDI that includes:</p> <p>1) assessing the barriers to accessing its services through an inclusion lens;</p> <p>2) creating a collection development policy statement regarding the inclusion of diverse materials that enables a broad range of authors, content creators, and experiences to be included and highlighted;</p> <p>3) the provision of library services of a diverse nature.</p> <p><i>This topic is recommended as a dedicated Equity, Diversity, and Inclusion Policy. It can also</i></p> | M | Y |  |  |   | Inclusivity, Diversity, Equity and Accessibility (IDEA) |
| <b>Section 15: Use of Technology</b> |  |   |   |  |  |   |   |
| 15.1                                 | <p><b>Free Access to Public Computers Policy</b> - The library has established and adopted a policy that addresses criteria rules and regulations for free public access to library devices and/or computers.</p>  | M | Y |  |  | <a href="#">300-26 Computer &amp; Internet Use Policy</a> |   |
| 15.2                                 | <p><b>Acceptable Use of the Library's Electronic Systems</b> - The library has established and adopted a policy which defines acceptable use of the internet, software, and application. This policy will address issues such as downloading, copyright infringement, and illegal activities be they on library infrastructure or personal devices.</p>  | M | Y |  |  | <a href="#">300-26 Computer &amp; Internet Use Policy</a> |   |
| 15.3                                 | <p><b>Internet Filtering and Content Control</b> - The library has formally addressed via a written statement on its position on filtering and content control via online and internet resources in the library. This statement is made available to the public to inform them of library policy. (This does not include spam filters or other security measures).</p>   | M | Y |  |  | <a href="#">300-26 Computer &amp; Internet Use Policy</a> |   |
| 15.4                                 | <p><b>Staff Use of Technology</b> - The library has established and adopted a policy on staff and volunteer use of technology. This will include descriptions of both staff expectations and personal use of library equipment and resources.</p>  |   | Y |  |  | <a href="#">400-04 Internal internet usage policy</a>     |   |

| LEVEL - System <i>[One form for your whole system]</i> |   | Status (Y/N or N/A)<br>(whether you have the item or not) |   | CEO Notes                                | Assessment<br>0 = no review,<br>1 = minor review,<br>4 = major review | Links / See Also References                         | Further Example                                   |
|--|---|---|---|--|---|---|---|
| Section 16: Human Resources                            |   |   |   |  |   |   |   |
| 16.1   | <b>Personnel Policy</b> - The library maintains written personnel management policies which address: responsibility for personnel issues; the hiring process; hours of work; right to disconnect (if required); salaries, wages and benefits; holidays, vacation and leave; performance evaluation; training and development; grievances/complaints; resignation and dismissal; retirement; and personnel records.<br><br>(Such policies may be in the form of a municipal policy or collective agreement that the governing body has adopted.) | M   | Y |  | 2   | <a href="#">400-01 Hiring Policy</a>                | <a href="#">400-08 Right to Disconnect Policy</a> |
| 16.2   | <b>Distribution of Policy</b> - Every employee of the library has access to a copy of the personnel policy and/or collective agreement (e.g. printed, intranet, shared drive, online via CUPE or the provincial portal:   | M   | Y |  | 0   |   |   |
| 16.3   | <b>Job Descriptions</b> - Job descriptions are reviewed annually and updated as required (e.g. as part of the performance evaluation process).  | M   | N | Job Descriptions currently being updated | 3   |   |   |
| 16.4   | <b>Salary Scales</b> - A current salary scale/pay grid has been established for each job category and is readily available to staff.  | M   | Y |  | 0   |   |   |
| 16.5   | <b>Paid Staff</b> - The governing body employs one or more permanent paid staff.  | M   | Y |  | 0   |   |   |
| 16.6   | <b>Administrative Hours</b> - To meet administrative, management, and service preparation duties, applicable staff are provided with paid time outside of hours devoted to working with the public.   |   | Y |  | 0   |   |   |
| 16.7   | <b>Volunteers Policy</b> - The library maintains policies which address: types of tasks to be performed; differentiation of paid and unpaid tasks (in the case of collective agreements); enlistment of volunteers, retention of volunteers; and how volunteers fit into the overall operation of the library.  | M   | Y |  | 1   | <a href="#">00-17 Volunteer Program Policy</a>      |   |
| Section 17: Evaluation and Training                    |   |   |   |  |   |   |   |
| 17.1   | <b>Performance Appraisal</b> - Performance evaluation is a formal opportunity for employees and supervisors to review and evaluate the employee's work performance. A formal, written, performance evaluation of each employee is carried out on a regular and ongoing basis (e.g. - annual basis). <i>Libraries with only one employee, who is also the CEO, will receive an N/A.</i>  | M   | Y |  | 2   | <a href="#">400-14 Performance Appraisal Policy</a> |   |
| 17.2   | <b>Evaluation of CEO</b> - A formal process is in place for reviewing the performance of the chief executive officer on a regular basis (at least once each year).  | M   | Y |  | 1   |   |   |
| 17.3   | <b>Level of Training</b> - The person managing the library services has completed, or currently undertaking, formal library education which is appropriate to the needs of the community and to the complexity of the library operation and will be from one of the following:<br>1. Master of Library & Information Science (MLIS) or equivalent<br>2. College Diploma in Library Techniques<br>3. Excel Certification<br>4. Advancing Public Library Leadership (APLL)  | M   | Y |  | 1   |   |   |
| 17.4   | <b>Continuing Education and Training</b> - The library encourages continuing education and training for its staff and makes provision for all training expenses in its policy, its long-range plan, and in its budget to an amount not less than 1% of its total wages and benefits.  |   | N |  |   |   |   |
| 17.5   | <b>Information and Customer Service</b> - Designated library staff receive training to provide answers to queries and requests for information posed by the public.   | M   | Y |  |   |   |   |

|                                     |   |   |   |  |   |  |   |
|-------------------------------------|---|---|---|--|---|--|---|
| 17.6                                | <b>Staff Training in Technology Use</b> - Library staff receive training in how to use library equipment and software applications and to assist the public in how to use equipment, applications, complete troubleshooting, and assess and report technology problems.   | M | Y |  |   |  |   |
| 17.7                                | <b>Staff Training in Policies and Procedures</b> - Library staff receive training in policies and procedures (e.g. privacy, access to information; business continuity).  | M | Y |  |   |  |   |
| 17.8                                | <b>AODA Customer Service</b> - All staff have completed the specific customer service training required under the Accessibility for Ontarians with Disabilities (AODA) legislation.   | M | Y |  |   |  |   |
| 17.9                                | <b>Truth &amp; Reconciliation Training</b> - In line with Call to Action #57, library staff receive training in such areas as awareness, knowledge, and Reconciliation activities applicable to the public library environment.   | M | Y |  |   |  |   |
| <b>Section 18: Staff Procedures</b> |   |   |   |  |   |  |   |
| 18.1                                | <b>Workplace Violence</b> - The library maintains procedures meeting legislative requirements regarding workplace violence in the library or other designated sites. (e.g. opening and closing the library, working alone, domestic or external violence coming into the workplace, sexual violence, emergency situations). | M | Y |  |   |  | <a href="#">400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence</a> |
| 18.2                                | <b>Workplace Harassment</b> - The library has a program that adheres to relevant provincial and/or federal legislation on harassment (including sexual harassment).   | M | Y |  |   |  | <a href="#">400-09 Human Rights Policy; Anti-</a>                                   |
| 18.3                                | <b>Privacy and Access to Information</b> - The library has procedures in place for the collection, access, use and disposal of personal data in various formats that adheres to relevant provincial and/or federal legislation on privacy and access to information. <i>(Relevant policy is found at 13.4)</i>              | M | Y |  | 0 |  | <a href="#">00-02 Records Management and Protection of Privacy Policy</a>           |

| <b>LEVEL - System</b> <i>[One form for your whole system]</i> |   | <b>Status (Y/N or N/A)</b><br>(whether you have the item or not) |   | <b>Assessment</b><br>0 = no review,<br>1 = minor review,<br>4 = major review | <b>Links / See Also References</b> | <b>Further Example</b> |
|---|---|--|---|--|------------------------------------|------------------------|
|   |   | <b>Mandatory</b>   |   | <b>CEO Notes</b>   |                                    |                        |
| <b>Section 19: Library</b>                                    |   |  |   |  |                                    |                        |
| 19.1  | <b>Distance</b> - Persons in the community are required to travel less than forty-five (45) minutes to the nearest stationary, mobile, or multi-branch public library service point.  |  | Y |  |                                    |                        |
| 19.2  | <b>Information about Library Programs</b> - Information about library programs, services, rules, and hours is made easily available to residents in print and on the library's web site, in the appropriate language(s). Some examples of information provision could include print material(s), links from other appropriate web sites or social media, or that of the municipality or First Nation band, including regular articles or advertisements in the local media. |  | Y |  |                                    |                        |
| <b>Section 20: Access to Services</b>                         |   |  |   |  |                                    |                        |
| 20.1  | <b>Materials Delivery Service</b> - The library provides materials on an organized and regular basis to self-identified residents of the community who are unable to travel to the library (e.g. the housebound, residents of institutions such as prisons or nursing homes).   |  | Y |  |                                    |                        |
| 20.2  | <b>Remote Access to Library Services</b> - When developing or reviewing collections and services, the library considers the needs of people (often with disabilities) who are unable to make regular visits to the library, and who rely on remote access to the library through the Internet (e.g. electronic collections; provision of online forms; online and telephone reference services).  |  | Y |  |                                    |                        |
| <b>Section 21: Collection Management</b>                      |   |  |   |  |                                    |                        |
| 21.1  | <b>Acquisition of Physical Materials</b> - The library adds new physical materials to its collection at a rate to maintain a reasonable level of currency, accuracy, and accessibility.   | M  | Y |  |                                    |                        |
| 21.2  | <b>Online Collections</b> - The library has an online collection of books and other materials which may be borrowed / downloaded by registered members for a specified period.  |  | Y |  |                                    |                        |
| 21.3  | <b>Withdrawals</b> - A regular and on-going program of removing unreliable, out-of-date, and worn-out items is carried out to: maintain the accuracy, currency and relevance of the contents of the collection; and to control the overall size of the collection.  |  | Y |  |                                    |                        |
| 21.4  | <b>Holds</b> - The library offers a "reserves or holds" service, whereby library members may request to be notified of the availability of materials which are on loan to other members or are in the process of being prepared for public use.   |  | Y |  |                                    |                        |
| 21.5  | <b>Integrated Library System</b> - The library has an ILS with remote searchability.  | M  |   |  |                                    |                        |
| 21.6  | <b>Bibliographic Records</b> - The library has procedures and schedules for adding and modifying records.   |  | Y |  |                                    |                        |
| 21.7  | <b>ILS Records</b> - The library has procedures and schedules for purging outdated records such as missing materials, and members who have been inactive for two years or more.   |  | Y |  |                                    |                        |
| <b>Section 22: Co-operation and Partnerships</b>              |   |  |   |  |                                    |                        |
| 22.1  | <b>Community Partnerships</b> - The library has established partnerships with other organizations in the community in order to coordinate resources and actions, thereby jointly improving service to the community (e.g. with schools, literacy programs, chambers of commerce, heritage groups, government offices, and advocate groups).   |  | Y |  |                                    |                        |

|   |   |   |   |                             |   |   |  |
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| 22.2  | <b>Library Sector Partnerships</b> - To strengthen and enhance service to its users, the library participates with library and information organizations beyond its own community; for example, by being an active member in regional, cooperative organizations (e.g. the Federation of Ontario Public Libraries, the Ontario Library Consortium, LiNC, PCIN, etc), or by participating in Ontario Library Service and Ontario Library Association committees.   |   | Y |                             |   |   |  |
| 22.3  | <b>Partnerships Beyond your Community</b> - The library partners with organizations beyond its own community to provide training for its staff, or to enhance the library's efficiency in service delivery, library promotion, programming, administration, and communications. For example, several Ontario projects have demonstrated that diverse technology projects can become cost-effective through partnership (e.g. regional health and wellness strategy partner; regional newcomer partner). |   | Y |                             |   |   |  |
| 22.4  | <b>Interlibrary Loan Service: Borrowing</b> - The library will borrow materials from other libraries through the provincial interlibrary loan service; and promotes this service to its members (e.g through appropriate signage, brochures, information online, etc).  | M | Y |                             |   |   |  |
| 22.5  | <b>Interlibrary Loan Service: Loaning</b> - The library will loan materials to other libraries through the provincial interlibrary loan service.  |   | Y |                             |   |   |  |
| 22.6  | <b>Cost Savings and Efficiencies through Cooperation</b> - The library can demonstrate it participates in a cooperative or consortium to maximize buying power and cost-savings measures. Examples include participation in Overdrive, ILS consortium, OLC, PCIN, contracting services for HR, etc.   |   | Y |                             |   |   |  |
| <b>Section 23: Library Website and Web-based Services</b> |   |   |   |                             |   |   |  |
| 23.1  | <b>Library Website</b> - The library has its own website or has web pages within the municipality's website; and has the ability to alter content on this site. Where the library's website is part of the municipality's website, the library pages are conveniently signposted from the site's landing page.  | M | Y |                             |   | <a href="https://ssmpl.ca/">https://ssmpl.ca/</a>   |  |
| 23.2  | <b>Accessible Website</b> - In addition to legislated requirements, the library website is regularly assessed for its ability to meet appropriate standards for access by people with a disability.   |   | Y | Website redesign is overdue | 4 |   |  |
| 23.3  | <b>Website Navigation</b> -The website has been designed according to a clear plan which follows appropriate web protocols and/or standards. Website visitors can navigate easily to the information or function they require.  |   | Y | Website redesign is overdue | 4 |   |  |
| 23.4  | <b>Library Information</b> - The website provides up-to-date information about the library, including library services, locations, programs, hours, telephone, email, membership, governance body information, and social media links.  | M | Y |                             |   | <a href="#">Sault Ste. Marie Public Library - Hours &amp; Locations (ssmpl.ca)</a>                                      |  |
| 23.5  | <b>Library Collections</b> - The website has up-to-date information about the library's collections. It may have information on the various collections in the library, highlights about new titles, and information on the electronic databases/e-resources as well as links to reading guides.  |   | Y |                             |   |   |  |
| 23.6  | <b>Social Media</b> - The library has included links to the library's social media accounts on its website.   |   | Y |                             |   |   |  |
| 23.7  | <b>Alternate Communication Techniques</b> - The library provides alternate communication methods for the public to communicate with staff (e.g. SMS, text, blog, Facebook messenger, etc.).   |   | Y |                             |   | The library regularly responds to FB messages and comments submitted through the library's website. The new ILS will be |  |
| 23.8  | <b>Security</b> - The library takes appropriate measures for protecting computer equipment, networks, applications and data from theft, corruption, and unauthorized access. This includes data backup practices, access protocols to data, and the presence of up-to-date firewalls and virus protection.  | M | Y |                             |   |   |  |

| LEVEL - On Site Observations <small>[One form per branch/location]</small> |   | Status (Y/N or N/A)<br><small>(whether you have the item or not)</small> |           | Assessment<br>0 = no review,<br>1 = minor review,<br>4 = major review | Links / See Also References | Further Example |
|--|---|--|-----------|---|-----------------------------|-----------------|
|  | Mandatory   |  | CEO Notes |   |                             |                 |
| <b>Section 24: Collections</b>   |   |  |           |   |                             |                 |
| 24.1   | <b>Lending Collection</b> - The library makes available to the public a physical collection of library materials; which can include books, library of things, and technology which may be borrowed by registered members for a specified period of time.  |  | Y         |   | 0                           |                 |
| 24.2   | <b>Labeling</b> - Items in the collection are labeled in a way that is consistent and facilitates ease of access by the public and staff (e.g. with labeling that indicates: the location of the item on the shelf, including classification code; target audience -adult, young adult, juvenile, pre-reader; in the case of fiction, genre; format -large print; and language).                    |  | Y         |   | 0                           |                 |
| 24.3   | <b>Arrangement</b> - Items in the physical collection are arranged according to purpose, convenience, and accessibility.  |  | Y         |   | 0                           |                 |
| 24.4   | <b>Reference Resources</b> - The library provides current vetted and authoritative materials dedicated to information retrieval by library users and staff in the appropriate language(s). These materials can be in physical and/or online format (e.g. The Canadian Encyclopedia).  | M  | Y         |   | 4                           |                 |
| 24.5   | <b>Advisory Aids</b> - For the convenience and guidance of all users, and in the language(s) appropriate to the community, the library promotes fiction and other creative works by individual authors and creators, or on themes which it believes will be of particular or current interest (e.g. through the use of materials lists, special displays, links or bookmarks to web content, etc.). |  | Y         |   | 2                           |                 |
| 24.6   | <b>Children's Materials</b> - The library provides materials which are designated primarily for use by children or their caregivers.  |  | Y         |   | 0                           |                 |
| 24.7   | <b>Early Literacy</b> - The library has collections and resources to support the development of early literacy and learning (such as AWE stations, preloaded tablets, etc).   |  | Y         |   | 0                           |                 |
| 24.8   | <b>Teen / YA Materials</b> - The library provides materials which are designated primarily for use by teens / YA and designed to appeal to the changing reading levels, interests and information needs of this group.  |  | Y         |   | 0                           |                 |
| 24.9   | <b>Collections: Language</b> - The library provides a collection of non-English library materials to reflect the languages used throughout the community.   |  | Y         |   | 0                           |                 |
| 24.10  | <b>Alternative formats</b> - The library provides materials in alternative formats (e.g. large print publications, talking books, closed-captioning and descriptive videos), ensuring access to its services and resources for all users. The library supplies access to library publications such as governance body minutes, brochures, or other documents in alternate formats on request.       |  | Y         |   | 0                           |                 |
| <b>Section 25: Services</b>  |   |  |           |   |                             |                 |
| 25.1   | <b>General Public (a)</b> - The library offers reference and information services to the general public.  | M  | Y         |   | 2                           |                 |
| 25.2   | <b>General Public (b)</b> - The library offers readers advisory services to the general public.   | M  | Y         |   | 2                           |                 |
| 25.3   | <b>General Public (c)</b> - The library offers community information referral services to the general public.   | M  | Y         |   | 2                           |                 |
| 25.4   | <b>General Public (d)</b> - The library offers programming to the general public.   | M  | Y         |   | 2                           |                 |
| 25.5   | <b>Seniors</b> - The library offers programs and services for seniors in the community.   |  | Y         |   | 2                           |                 |
| 25.6   | <b>Teens</b> - The library offers programs and services for teens in the community.   |  | Y         |   | 2                           |                 |
| 25.7   | <b>Children</b> - The library offers programs and services for children in the community.   |  | Y         |   | 2                           |                 |
| <b>Section 26: Technology Services</b>                                     |   |  |           |   |                             |                 |
| 26.1   | <b>Internet Connectivity</b> - The library is connected to the Internet with a minimum bandwidth (upload/download speeds) as set by the CRTC standards.   | M  | Y         |   |                             |                 |
| 26.2   | <b>Public Internet Access</b> - The library provides free use of the Internet to meet the needs of their community and guests.  | M  | Y         |   |                             |                 |
| 26.3   | <b>Wireless Networks</b> - The library has Wi-Fi for public and staff access.   |  | Y         |   |                             |                 |

|      |  |   |   |  |  |  |  |
|------|--|---|---|--|--|--|--|
| 26.4 | <b>Software Applications for Public Use</b> - The library provides software to the public, such as word processing, spreadsheet, presentation software, etc.   |   | Y |  |  |  |  |
| 26.5 | <b>Training of Users</b> - The library ensures that users have access to training in the basic use of the computers in the library, how to use the public online catalogue and member services, and how to make effective use of web sites and electronic information resources.                               |   | Y |  |  |  |  |
| 26.6 | <b>Software Applications for Staff Use</b> - The library has office or web applications for staff use such as word-processing and spreadsheets. It may have additional applications that contribute to the library's administrative efficiency (e.g. financial, social content publishing, training software). |   | Y |  |  |  |  |
| 26.7 | <b>E-mail</b> - Staff have access to a library (or municipal, band, county, etc.) e-mail system for the purposes of sending and receiving work-related emails, responding to information requests and enquiries, or other communication needs.   | M | Y |  |  |  |  |

| LEVEL - On Site Observations <small>[One form per branch/location]</small> |  | Status (Y/N or N/A)<br><small>(whether you have the item or not)</small> |           | Assessment<br><small>0 = no review,<br/>1 = minor review,<br/>4 = major review</small> | Links / See Also References | Further Example |
|--|--|--|-----------|--|-----------------------------|-----------------|
|  |  | Mandatory  | CEO Notes |  |                             |                 |
| <b>Section 27: Looking at the Exterior</b>                                 |  |  |           |  |                             |                 |
| 27.1   | <b>Minimum Hours</b> - The main library location is open to the public at least 20 staffed hours per week, over at least three days. In the case of multi-branch library systems, branches are open a minimum of 12 staffed hours per week.  | M  | Y         |  |                             |                 |
| 27.2   | <b>Visibility of Signage</b> - Library buildings are clearly identified by exterior signs which are highly visible from the street and in the appropriate language(s).   |  | Y         |  |                             |                 |
| 27.3   | <b>Posting of Hours</b> - Library hours are posted and visible from the exterior of the location.  |  | Y         |  |                             |                 |
| 27.4   | <b>Directional Signs</b> - The library provides signage indicating the presence and location of the public library in the community (e.g. signs on main community thoroughfares);<br>OR<br>Provides proof indicating they have made a request to the government responsible for the road signage to have these signs placed in the community.  |  | Y         |  |                             |                 |
| 27.5   | <b>Parking</b> - Adequate and convenient parking is available at or near the branch including AODA standard parking space(s).  |  | Y         |  |                             |                 |
| 27.6   | <b>Return of Materials</b> - The library provides an identifiable location for the secure return of library materials during regular service hours and when the library is closed (e.g. book drop).  | M  | Y         |  |                             |                 |
| <b>Section 28: Spaces Within the Library</b>                               |  |  |           |  |                             |                 |
| 28.1   | <b>Areas of the Library</b> - Distinct areas of the library are designated or readily adaptable for various services and functions (e.g. adult services, programming space, children's services, library staff work and rest, storage, etc.).  |  | Y         |  |                             |                 |
| 28.2   | <b>Physical Layout</b> - The physical layout of the library is organized in a way that is systematic, easy to navigate, and convenient for users.  |  | Y         |  |                             |                 |
| 28.3   | <b>Interior Signage</b> - Areas of the library, specific services and parts of the collection are clearly identified by appropriate signage, in language(s) used by major linguistic groups in the community.  |  | Y         |  |                             |                 |
| 28.4   | <b>Adult and Teen Shelving</b> - Materials in open stacks should be stored at heights appropriate to their primary users. At least 75% of the materials in collections are stored in such a way that the bases of the tallest books are at the following height:<br>- Adult and Teen: Maximum Height 60 inches or less<br><i>Note: recommendation to maintain the bottom of the lowest shelf no less than 8 inches from the floor OR angled to maximize readability.</i> |  | Y         |  |                             |                 |
| 28.5   | <b>Children's Shelving</b> - Materials in open stacks should be stored at heights appropriate to their primary users. At least 75% of the materials in collections are stored in such a way that the bases of the tallest books are at the following height:<br>- Children's: Maximum Height 48 inches or less   |  | Y         |  |                             |                 |
| 28.6   | <b>Shelving Capacity</b> - The amount of shelving is sufficient to store and display most materials without overcrowding.  |  |           |  |                             |                 |
| 28.7   | <b>Accessible Workstation Furniture</b> - Convenient access to the library equipment is provided for all, with independently adjustable workstation heights provided for those with disabilities and also for children.  |  | Y         |  |                             |                 |
| 28.8   | <b>Furniture</b> - The library provides furniture that is appropriate for the target user (e.g. child sized tables and chairs are provided in the children's area) or function (e.g. computer, maker space, etc.)  |  | Y         |  |                             |                 |
| 28.9   | <b>Interior Lighting</b> - Lighting levels are adequate in all areas (e.g. in collection areas, general reading and staff areas, computer stations, reading tables) - please see "Aids to Measurement".  |  | Y         |  |                             |                 |

|   |   |   |   |                      |  |  |
|---|---|---|---|----------------------|--|--|
| 28.10   | <b>Environmental Sustainability</b> - Wherever possible, the library adopts visible practices (e.g. automatic lighting, recycling, battery recycling, diverting withdrawals from landfill, LEED initiatives) that adhere to sustainable guidelines.                             |   | Y |                      |  |  |
| 28.11   | <b>User Space (Seating)</b> - The library provides seating for use of library services and materials by the public on library premises. (e.g. - leisure reading, computer use, as well as table space and/or carrels for study purposes and consultation of library materials). |   | Y |                      |  |  |
| <b>Section 29: Access within the Library</b>                |   |   |   |                      |  |  |
| 29.1  | <b>Public Washroom(s)</b> - Washroom(s) are available for public use.   | M | Y |                      |  |  |
| 29.2  | <b>Accessible Washrooms(s)</b> - The library has a washroom that provides barrier-free features (including but not limited to hands-free entry, grab bars, change tables, hands-free water and soap, and adequate turning radius for an assistive device).                      |   | Y |                      |  |  |
| 29.3  | <b>Universal Washrooms</b> - Universal washroom(s) are available for public use.  |   | Y | only at North Branch |  |  |
| 29.4  | <b>Entrance</b> - The library provides an accessible entrance.  |   | Y |                      |  |  |
| 29.5  | <b>Aisles</b> - Space between book stacks is no less than 36 inches.  |   | Y |                      |  |  |
| 29.6  | <b>Clear access</b> -Access to user areas and library materials is clear and unobstructed.  |   | Y |                      |  |  |
| 29.7  | <b>Assistive Technology</b> - The library provides assistive technology (e.g. magnification devices or software, keyboards with raised letters, large screen monitors, screen reading software, etc.).  |   | Y |                      |  |  |
| 29.8  | <b>Multiple-Floor Structures</b> - Where the public area of the library/branch occupies more than one level, wheelchair access is provided between levels. For staff, a work accommodation has been provided for a multistory facility.   |   | Y |                      |  |  |
| <b>Section 30: Safety Considerations Within the Library</b> |   |   |   |                      |  |  |
| 30.1  | <b>Emergency Procedures</b> - Each library location has distinct onsite specific written emergency procedures.  | M | Y |                      |  |  |
| 30.2  | <b>Emergency Equipment &amp; Facilities</b> - The library provides emergency equipment in supervised areas of the library open to the public.   | M | Y |                      |  |  |
| 30.3  | <b>Supervision</b> - All areas of the library open to the public are supervised by library staff, with the exception of restrooms, food service, structural or facility shell areas which are included in the fire alarm evacuation plan.                                       |   | Y |                      |  |  |
| 30.4  | <b>Exterior Lighting</b> - The library entrance, staff entrance, and parking area are clearly illuminated at night.   |   | Y |                      |  |  |
| 30.5  | <b>Emergency Procedures Training</b> - Staff have been trained on the site-specific emergency procedures in order to protect themselves and patrons. (e.g. medical emergency, weather   |   | Y |                      |  |  |