



LIBRARY BOARD
Special Meeting
Monday, August 8, 2024 – 5:00 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 – L. Dobrovnik
 2. Declaration of Conflict of Interest
 3. Approval of Agenda
 4. 2025 Operations Budget
 5. 2024 Collection Budget Amendments
 6. Board meetings
 - 6.1 Regular Meeting September 30, 2024
 7. Adjournment
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Draft 2025 Library Budget

Dated: August 1, 2024

	Admin	Main	North	Total	Total 2024	Diff	Pct Chg	
Grants:								
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)		(207,474)	(207,474)	-	0.00%	
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)		(3,939)	(3,939)	-	0.00%	
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,726)		(8,726)	(9,726)	1,000	-10.28%	
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)		(160,595)	(160,595)	-	0.00%	
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)		(21,687)	(21,687)	-	0.00%	
GRANTS MUNICIPAL	30-720-7201-5294	(3,213,819)		(3,213,819)	(3,186,803)	(27,016)	0.85%	
GRANTS OTHER	30-720-7201-5296	-		-	-	-	0.00%	
CANADA SPEC GRANT	30-720-7201-5311	(5,116)		(5,116)	(30,729)	25,613	-83.35%	
CONTRIBUTIONS FROM CITY	30-720-7201-5870	-		-	-	-	0.00%	
Total Grants (5000 TO 5311, 5870))		(3,621,356)	-	(3,621,356)	(3,620,953)	(403)	0.01%	
Fees:								
DAMAGE LOST OVERDUES SERVICES FEES			(6,000)	(1,000)	(7,000)	(4,250)	(2,750)	64.71%
SALES AUDIO TAPES			-	-	-	-	-	0.00%
PROGRAM REGISTRATION FEES			(750)	(150)	(900)	(1,950)	1,050	-53.85%
Total Fees (5840 TO 5845)		-	(6,750)	(1,150)	(7,900)	(6,200)	(1,700)	27.42%
Sales:								
SALES MERCHANDISE			(1,000)	(100)	(1,100)	(4,550)	3,450	-75.82%
MEMBERSHIP FEES			(1,500)	(400)	(1,900)	(1,650)	(250)	15.15%
SALES COPIES PRINTS SCANS			(9,000)	(2,500)	(11,500)	(10,750)	(750)	6.98%
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(45,000)		-	(45,000)	(40,000)	(5,000)	12.50%
Total Sales (5891 TO 5898)		(45,000)	(11,500)	(3,000)	(59,500)	(56,950)	(2,550)	4.48%
Donations:								
DONATIONS	30-720-7201-5861	(7,000)		(7,000)	(10,000)	3,000	-30.00%	
RESTRICTED DONATIONS	30-720-7201-5866	(15,000)		(15,000)	(6,000)	(9,000)	150.00%	
DONATIONS IN KIND	30-720-7201-5869	(275)		(275)	(275)	-	0.00%	
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902			-	(26,397)	26,397	-100.00%	
Total Donations (5861 TO 5869 ...)		(22,275)	-	(22,275)	(42,672)	20,397	-47.80%	
Other income:								
RENT PROGRAM ROOM A			(3,000)	(4,000)	(7,000)	(5,500)	(1,500)	27.27%
INVESTMENT INCOME BANK	30-720-7201-5847	(55,000)		(55,000)	(16,000)	(39,000)	243.75%	
SUNDRY REVENUE	30-720-7201-5860	-		-	-	-	0.00%	
RENT PROGRAM ROOM B			(1,500)	(3,000)	(4,500)	(1,800)	(2,700)	150.00%
CONCESSIONS FOOD	30-720-7206-5801	(1,500)		(1,500)	(1,000)	(500)	50.00%	
SURPLUS PRIOR YEAR	30-720-7201-5901	(72,550)		(72,550)	(40,321)	(32,229)	79.93%	
Total Other income (5846 TO 5860 ...)		(129,050)	(4,500)	(7,000)	(140,550)	(64,621)	(75,929)	117.50%
TOTAL REVENUE:		\$ (3,817,681)	\$ (22,750)	\$ (11,150)	\$ (3,851,581)	\$ (3,791,396)	\$ (60,185)	1.59%

Draft 2025 Library Budget

Dated: August 1, 2024

	Admin	Main	North	Total	Total 2024	Diff	Pct Chg
Salaries and benefits:							
SALARIES FULL TIME	30-720-7201-6001	648,381	946,473	185,880	1,780,734	1,744,009	36,725 2.11%
SALARIES PART TIME	30-720-7201-6011	-	386,646	82,248	468,894	457,886	11,008 2.40%
CANADA PENSION PLAN	30-720-7201-6031	29,246	70,402	13,844	113,493	111,589	1,903 1.71%
EMPLOYMENT INSURANCE	30-720-7201-6032	10,323	28,126	5,660	44,109	41,770	2,339 5.60%
EMPLOYER HEALTH TAX	30-720-7201-6033	12,643	25,667	5,151	43,461	42,539	923 2.17%
OMERS	30-720-7201-6041	58,555	113,039	23,775	195,369	190,344	5,025 2.64%
HEALTH CARE	30-720-7201-6042	36,530	62,976	12,595	112,101	89,880	22,221 24.72%
DENTAL	30-720-7201-6043	13,795	33,964	6,793	54,552	52,676	1,876 3.56%
GROUP INSURANCE	30-720-7201-6044	6,362	3,918	770	11,050	10,674	376 3.52%
LONG TERM DISABILITY	30-720-7201-6045	13,495	8,055	1,611	23,161	22,692	469 2.07%
WSIB	30-720-7201-6046	2,500	-	-	2,500	4,750	(2,250) -47.37%
RETIRED HEALTH CARE	30-720-7201-6052	31,000	-	-	31,000	31,000	- 0.00%
POST RETIREMENT EXPENSES	30-720-7201-6099	-	-	-	-	-	- 0.00%
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85	-	-	85	85	-
Total Salaries and benefits (6001 TO 6098)		862,916	1,679,265	338,327	2,880,509	2,799,892	80,616 2.88%
Books and periodicals:							
RESTRICTED DONATION EXPENSE	30-720-7201-6166	12,000	-	-	12,000	1,000	11,000 1100.00%
BOOKS PROFESSIONAL		-	250	-	250	250	- 0.00%
MISCELLANEOUS COLLECTIONS		-	500	500	1,000	1,000	- 0.00%
BOOKS REFERENCE ADULT		-	3,500	-	3,500	4,000	(500) -12.50%
BOOKS ADULT		-	35,707	15,500	51,207	51,205	3 0.00%
BOOKS JUVENILE		-	16,000	9,700	25,700	25,000	700 2.80%
BOOKS FRENCH		-	1,500	1,700	3,200	2,400	800 33.33%
PERIODICALS		-	11,100	2,000	13,100	12,500	600 4.80%
DIGITAL VIDEO DISCS ADULT		-	5,200	1,400	6,600	13,500	(6,900) -51.11%
DIGITAL VIDEO DISCS JUVENILE		-	750	750	1,500	3,000	(1,500) -50.00%
EBOOKS EAUDIO BOOKS ADULT		-	9,242	-	9,242	10,000	(758) -7.58%
EBOOKS EAUDIO BOOKS JUVENILE		-	1,000	-	1,000	500	500 100.00%
GAMES ADULT & JUVENILE		-	1,000	1,000	2,000	2,000	- 0.00%
CD MUSIC ADULT		-	-	-	-	-	- 0.00%
CD MUSIC JUVENILE		-	-	-	-	-	- 0.00%
ELECTRONIC DATABASES		-	49,231	-	49,231	40,000	9,231 23.08%
AUDIO BOOKS ADULT		-	600	600	1,200	2,400	(1,200) -50.00%
AUDIO BOOKS JUVENILE		-	1,500	500	2,000	2,200	(200) -9.09%
IN KIND DONATIONS		-	-	-	-	275	(275) -100.00%
MATERIALS PROCESSING		-	20,000	-	20,000	19,500	500 2.56%
Total Books and periodicals (6130 TO 6169)		12,000	157,080	33,650	202,730	190,730	12,001 6.29%
Utilities:							
WATER & ELECTRIC		-	73,000	-	73,000	80,000	(7,000) -8.75%
NATURAL GAS		-	22,000	-	22,000	22,000	- 0.00%
Total Utilities (6250 TO 6259)		-	95,000	-	95,000	102,000	(7,000) -6.86%

Draft 2025 Library Budget

Dated: August 1, 2024

	Admin	Main	North	Total	Total 2024	Diff	Pct Chg	
Office expenditures:								
OFFICE EXPENSES		25,000	1,500	26,500	27,500	(1,000)	-3.64%	
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	6,750		6,750	6,750	-	0.00%	
TRAVEL	30-720-7201-6182	4,250		4,250	5,300	(1,050)	-19.81%	
TRAINING	30-720-7201-6185	13,900		13,900	12,250	1,650	13.47%	
MILEAGE	30-720-7201-6200	1,000	-	1,000	1,800	(800)	-44.44%	
POSTAL SERVICE	30-720-7201-6470	-	7,500	7,500	7,100	400	5.63%	
CARTAGE	30-720-7201-6474	7,500		7,500	6,000	1,500	25.00%	
TELECOMMUNICATIONS	30-720-7201-6480	200	18,000	10,000	28,200	28,700	(500)	-1.74%
AUDIT FEES	30-720-7201-6500	10,000		10,000	14,000	(4,000)	-28.57%	
BOOKKEEPING SERVICE	30-720-7201-6506	13,884		13,884	13,480	404	3.00%	
PUBLIC RELATIONS	30-720-7201-6542	7,200		7,200	9,540	(2,340)	-24.53%	
OTHER PROFESSIONAL FEES	30-720-7201-6511	27,644		27,644	15,130	12,514	82.71%	
BANK CHARGES	30-720-7201-6720	3,000		3,000	2,800	200	7.14%	
US \$ EXCHANGE		-		-	-	-		
PROGRAM SUPPLIES & SERVICES		35,000		35,000	11,887	23,113	194.44%	
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Total Office expenditures (6111 TO 6120 ...)		95,328	85,500	11,500	192,328	162,237	30,091	18.55%
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Operating expenditures:								
MISCELLANEOUS	30-720-7201-6316	1,500	50	20	1,570	1,120	450	40.18%
MAINTENANCE OFFICE EQUIPMENT			300	-	300	2,000	(1,700)	-85.00%
MAINTENANCE & ALTERATIONS			70,543	750	71,293	72,000	(707)	-0.98%
JANITORIAL SERVICE			51,270	-	51,270	49,320	1,950	3.95%
SECURITY			1,000	300	1,300	42,716	(41,416)	-96.96%
RENT			-	212,031	212,031	209,394	2,637	1.26%
MACHINE RENTAL			4,700	1,600	6,300	6,300	-	0.00%
JANITORIAL SUPPLY			7,500	-	7,500	10,000	(2,500)	-25.00%
INSURANCE	30-720-7201-6462	30,000	-	-	30,000	30,000	-	0.00%
RESALE GOODS	30-720-7206-6595	1,200		1,200	1,000	200	20.00%	
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Total Operating expenditures (6300 TO 6469 ...)		32,700	135,363	214,701	382,764	423,850	(41,086)	-9.69%
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Equipment purchases:								
ARCHIVES				15,000	15,000	14,510	490	3.38%
OFFICE EQUIPMENT	30-720-7201-8201	-	5,000	1,000	6,000	7,000	(1,000)	-14.29%
COMPUTER EQUIPMENT	30-720-7201-8202	21,250			21,250	32,986	(11,736)	-35.58%
LIBRARY EQUIPMENT			4,000	2,000	6,000	4,500	1,500	
SOFTWARE	30-720-7201-8300	50,000			50,000	45,000	5,000	11.11%
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Total Equipment purchases (8000 TO 8899)		71,250	9,000	18,000	98,250	103,996	(5,746)	-5.53%
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TOTAL EXPENSES:		\$ 1,074,194	\$ 2,161,208	\$ 616,178	\$ 3,851,581	\$ 3,782,705	\$ 68,875	\$ 0
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DEFICIT / (SURPLUS)		\$ (2,743,487)	\$ 2,138,458	\$ 605,028	\$ (0)	\$ (8,691)	\$ 8,691	\$ (1)



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO & MICHAEL LYSJY, MANAGER OF TECHNOLOGY AND COLLECTIONS
SUBJECT: 2024 COLLECTIONS BUDGET AMENDMENTS
DATE: AUGUST 8, 2024

PURPOSE

To revise the 2024 Collections Budgets to better meet patrons' needs for digital content.

STRATEGIC PRIORITY

Service Excellence

BACKGROUND

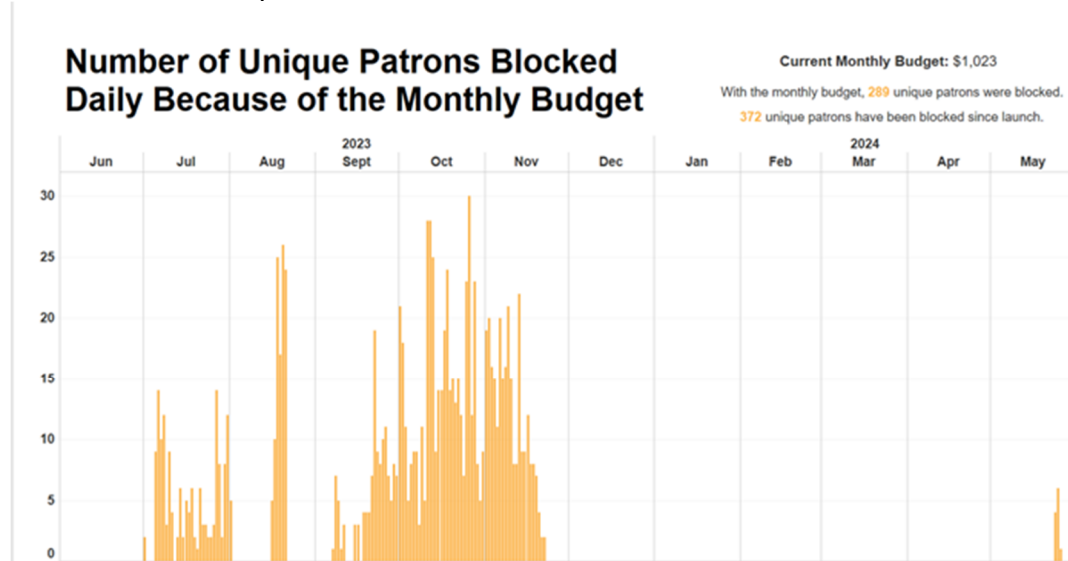
Over the last several months the Library has been receiving negative feedback from our patrons regarding the Hoopla database. The problem is that the current budget for electronic resources has created a situation where demand outweighs supply. The collection budget includes \$40,000 CAD for Electronic databases. Of that \$40,000, \$10,800 is allocated for the Hoopla Database. This works out to an allowance of \$900 per month.

Unlike other databases which charge a set yearly amount, Hoopla charges based on usage, which means that the amount we pay changes from month to month. Therefore, we are unable to predict exactly how much Hoopla will cost every month. But an examination of the monthly cost over the last year show that the average is well above the allotted \$900, and the average month cost is well above that. The AVERAGE monthly cost for the first five months of 2024 is \$1709.30. And for the last three months, the average monthly cost was \$1836.08

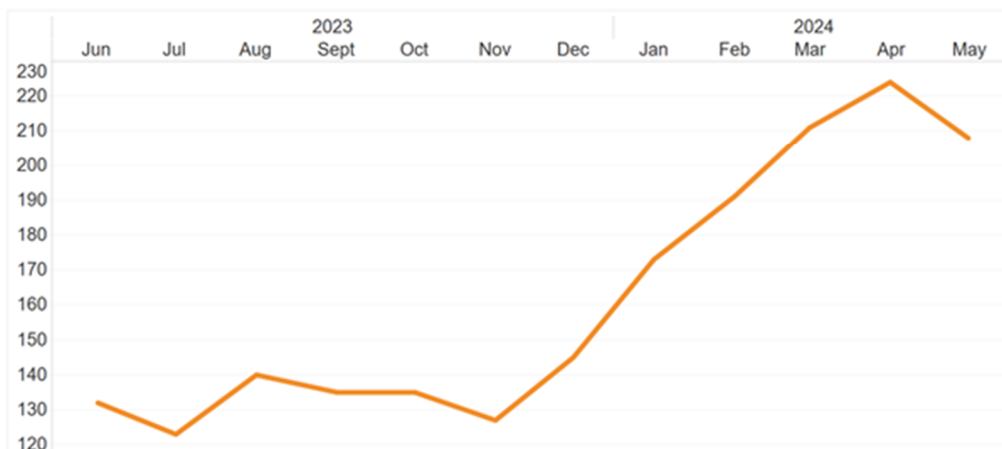
And because the monthly budget averages to \$900 over the course of the year, this means that our supply can meet less than HALF of the demand. In response to this issue, we have tried various solutions. These include:

1. Setting a daily limit on borrowing
2. Setting a monthly limit on borrowing.
3. Setting borrowing limits per patron
4. Setting limits on the cost-per-item (The more expensive items are no longer available to our patrons)

These solutions have not been positively received by our Patrons. For example, setting a daily limit means that some our patrons have been consistently unable to borrow on most days due to their schedules. Setting a monthly limit has resulted in all patrons being unable to borrow anything in the second half of the month. In short, the Library staff has experienced an increasing number of complaints and questions from patrons who are unable to access wanted materials from Hoopla.



Patrons Served - Last 12 Months



There are many reasons why we believe it would be in the best interest of both the patrons and the library to increase the budget for Hoopla:

1. Setting Daily or Monthly limits would negatively impact a great number of patrons

2. Hoopla provides benefits and services not offered by any other electronic databases in our collection
 - a. Overdrive (holds)
 - b. Better selection (Overdrive)
3. Hoopla greatly increases the overall collection of the library in terms of quantity
4. Hoopla greatly increases the overall diversity of the collection.
5. Hoopla offers a greater of formats in comparison to Overdrive (eg movies, tv shows, music)

Hoopla Comparison to Overdrive

Total Number of Items:

Hoopla: 1,690,000

Overdrive: 103,076

85% of the OverDrive collection is Metered Access which means that we only own it for a little while

15% of the OverDrive collection is One Copy, one user which means that we own the title indefinitely, like we would a book on our shelves.

Their holds ratio is 15:1 for ebooks and 20:1 for audiobooks (Ours is 10:1 for both)

44% of users are unhappy with OverDrive wait times (Hoopla has no wait times)

They have noticed a slight increase in YA and J materials circulating, so they will put more money into that.

PROPOSAL

By re-allocating monies from other funds, we can increase the quantity of items available to our patrons, which would help bridge this gap between supply and demand. Additional statistical data provided in this report demonstrates the value of the Hoopla database, in terms of both quality and quantity. Comparisons with our Overdrive database show that, while Hoopla provides access to a far greater number items, the yearly cost of the Overdrive data is currently over \$5,000 greater than Hoopla's yearly budget.

DVDs are a dying media as most people now have one or more streaming services. We offer Hoopla for tv and movies and binge-worthy documentaries with no wait times. At MA there is very limited shelving space available, even after being weeded this year.

Centennial – DVD stats

Year	Total Number of Checkouts and Renewals (CENTENNIAL ONLY)
2016	58,894
2017	59,416
2018	45,105
2019	44,170
2022	22,234

2023	30,065
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Audiobooks are accessible to people who have print disabilities. Although audiobooks are very popular, the CD format is waning compared to the growing number of affordable streaming services like Audible which now charges \$14.99 for month. We have less patron requests for Books on CD than before.

All Books on CD collections are cramped for shelving space despite being weeded recently.

Since audiobooks on HOOPLA is one of the more popular collections, is suggested that the Library divert funding from these collections to go towards Hoopla. The exception to this will be MJ Books on CD because that money is currently paying for additions to the Wonderbook collection.

RECOMMENDATION

It is recommended that the Board re-allocate a total of \$5,477 from other collection funds in the 2024 collections budget. These monies would go towards Hoopla, raising the monthly limit from \$900 to \$1800 for the months of August to December 2024.

The changes would be as follows:

CODE	NAME	ORIGINAL FUND ALLOCATION FOR 2024	FREE BALANCE	% OF ALLOCATED FUNDS COMMITTED	Proposed Amount to move to ERES	Fund Balance After Re-allocation of funds
MAAV	MA DVD / Blu-Ray	\$12,775.66	\$7556.86	40 %	\$2,477	\$5079.86
MAJDVD	MA JUV DVD / Blu-Ray	\$1,615.10	\$1472.67	8%	\$1,000	\$472.67
NOBCD	NO Bks on CD	\$1844.08	\$1760.71	4%	\$500	\$1260.71
NOJAV	NO Juv DVD / Blu-Ray	\$1525.19	\$1449.50	4%	\$1,000	\$449.50
NOJBCD	NO Juv Bks on CD	\$1603.25	\$1545.65	3%	\$500	\$1045.65

MOTION

Be it resolved that the Sault Ste. Marie Public library Board reallocate from the 2024 Operations budget \$2,477 from the MAAV budget, \$1,000 from the MAJDVD budget, \$500 from the NOBCD budget, \$1,000 from the NOJAV budget and \$500 from the NOJBCD budget, for a total of \$5,477, to the ERES (Electronic databases) budget to HOOPLA, providing a \$1,800 per month budget for the service for the remainder of 2024.

Moved By:

Seconded:

Respectfully submitted,
Matthew MacDonald, CEO
Michael Lysyj, Manager of Technology and Collections