

**LIBRARY BOARD
SPECIAL MEETING
August 27, 2025
ONLINE – VIA ZOOM
AGENDA**

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



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – M. MacDonald
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. 2026 Operations Budget
5. Supplemental Budget Request – Security
6. Library Temporary Closure - North Branch
7. Board meetings
 - 7.1 Regular Meeting September 29, 2025
8. Adjournment

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
Grants:										
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210	(207,474)					(207,474)	(207,474)	-	0.00%
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211	(3,939)					(3,939)	(3,939)	-	0.00%
ONT SPEC GRANT OTHER	30-720-7201-5212	(8,250)					(8,250)	(8,726)	476	-5.45%
ONT SPEC GRANT LIBRARY	30-720-7201-5291	(160,595)					(160,595)	(160,595)	-	0.00%
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293	(21,687)					(21,687)	(21,687)	-	0.00%
GRANTS MUNICIPAL	30-720-7201-5294	(3,257,546)					(3,257,546)	(3,213,819)	(43,727)	1.36%
GRANTS OTHER	30-720-7201-5296	-					-	-	-	0.00%
CANADA SPEC GRANT	30-720-7201-5311	-					-	(5,116)	5,116	-100.00%
Total Grants (5000 TO 5311, 5870))		(3,659,491)	-	-	-	-	(3,659,491)	(3,621,356)	(38,135)	1.05%
Fees:										
DAMAGE LOST OVERDUES SERVICES FEES			30-720-7202-5843	(6,000)	30-720-7204-5843	(1,500)	(7,500)	(7,000)	(500)	7.14%
Total Fees (5840 TO 5845)		-	-	(6,000)	-	(1,500)	(7,500)	(7,000)	(500)	7.14%
Sales:									-	
SALES MERCHANDISE			30-720-7202-5891	(1,000)	30-720-7204-5891	(100)	(1,100)	(1,100)	-	0.00%
MEMBERSHIP FEES			30-720-7202-5892	(1,500)	30-720-7204-5892	(400)	(1,900)	(1,900)	-	0.00%
SALES COPIES PRINTS SCANS			30-720-7202-5893	(9,000)	30-720-7204-5893	(2,500)	(11,500)	(11,500)	-	0.00%
PROGRAM REGISTRATION FEES			30-720-7202-5895	(1,500)	30-720-7204-5895	(150)	(1,650)	(900)	(750)	83.33%
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898	(45,000)			30-720-7204-5898	(500)	(45,500)	(45,000)	(500)	1.11%
CONCESSIONS FOOD	30-720-7206-5801	(1,500)					(1,500)	(1,500)	-	0.00%
RENT PROGRAM ROOM A			30-720-7202-5751	(7,500)	30-720-7204-5751	(4,500)	(12,000)	(7,000)	(5,000)	71.43%
RENT PROGRAM ROOM B			30-720-7202-5752	(3,500)	30-720-7204-5752	(3,500)	(7,000)	(4,500)	(2,500)	55.56%
Total Sales (5891 TO 5898)		(46,500)	-	(24,000)	-	(11,650)	(82,150)	(73,400)	(8,750)	11.92%
Donations:									-	
DONATIONS	30-720-7201-5861	(10,000)					(10,000)	(7,000)	(3,000)	42.86%
RESTRICTED DONATIONS	30-720-7201-5866	(20,000)			30-720-7204-5866		(20,000)	(15,000)	(5,000)	33.33%
DONATIONS IN KIND	30-720-7201-5869	(750)				-	(750)	(275)	(475)	0.00%
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902				30-720-7204-5902		-	-	-	#DIV/0!
Total Donations (5861 TO 5869 ...		(30,750)	-	-	-	-	(30,750)	(22,275)	(8,475)	38.05%
Other income:										
INVESTMENT INCOME BANK	30-720-7201-5847	(75,000)					(75,000)	(55,000)	(20,000)	36.36%

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
SUNDRY REVENUE	30-720-7201-5860	-	30-720-7202-5860	-			-	-	-	0.00%
SURPLUS PRIOR YEAR	30-720-7201-5901	(41,500)					(41,500)	(83,580)	42,080	-50.35%
Total Other income (5846 TO 5860 ...		(116,500)	-	-	-	-	(116,500)	(138,580)	22,080	-15.93%
TOTAL REVENUE:		\$(3,853,241)	\$ -	\$ (30,000)	\$ -	\$ (13,150)	\$(3,896,391)	\$ (3,862,611)	\$(33,780)	0.87%

Salaries and benefits:

SALARIES FULL TIME	30-720-7201-6001	647,920	30-720-7202-6001	950,786	30-720-7204-6001	190,172	1,788,878	1,780,734	8,144	0.46%
SALARIES PART TIME	30-720-7201-6011	-	30-720-7202-6011	387,975	30-720-7204-6011	91,767	479,741	468,894	10,848	2.31%
CANADA PENSION PLAN	30-720-7201-6031	29,236	30-720-7202-6031	71,743	30-720-7204-6031	14,901	115,880	113,493	2,387	2.10%
EMPLOYMENT INSURANCE	30-720-7201-6032	10,185	30-720-7202-6032	24,562	30-720-7204-6032	6,025	40,771	44,109	(3,338)	-7.57%
EMPLOYER HEALTH TAX	30-720-7201-6033	12,634	30-720-7202-6033	26,106	30-720-7204-6033	5,498	44,238	43,461	777	1.79%
OMERS	30-720-7201-6041	59,722	30-720-7202-6041	114,918	30-720-7204-6041	25,374	200,014	195,369	4,645	2.38%
HEALTH CARE	30-720-7201-6042	37,553	30-720-7202-6042	64,739	30-720-7204-6042	12,948	115,240	112,101	3,139	2.80%
DENTAL	30-720-7201-6043	14,182	30-720-7202-6043	34,915	30-720-7204-6043	6,983	56,080	54,552	1,527	2.80%
GROUP INSURANCE	30-720-7201-6044	6,414	30-720-7202-6044	3,936	30-720-7204-6044	787	11,138	11,050	88	0.80%
LONG TERM DISABILITY	30-720-7201-6045	13,495	30-720-7202-6045	8,055	30-720-7204-6045	1,611	23,161	23,161	-	0.00%
WSIB	30-720-7201-6046	2,500					2,500	2,500	-	0.00%
RETIRED HEALTH CARE	30-720-7201-6052	31,000					31,000	31,000	-	0.00%
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	-	
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	85					85	85	-	
Total Salaries and benefits (6001 TO 6098)		864,926	-	1,687,734	-	356,066	2,908,726	2,880,509	28,218	0.98%

Books and periodicals:

RESTRICTED DONATION EXPENSE	30-720-7201-6166		30-720-7202-6166				-	5,792	(5,792)	-100.00%
BOOKS PROFESSIONAL			30-720-7202-6133	257		-	257	383	(126)	0.00%
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	1,028	30-720-7204-6134	514	1,542	1,946	(404)	-20.76%
BOOKS REFERENCE ADULT			30-720-7202-6135	3,598	30-720-7204-6135	-	3,598	3,974	(376)	-9.46%
BOOKS ADULT			30-720-7202-6136	40,092	30-720-7204-6136	15,934	56,026	55,443	583	1.05%
BOOKS JUVENILE			30-720-7202-6137	18,504	30-720-7204-6137	9,972	28,476	28,161	315	1.12%
BOOKS FRENCH			30-720-7202-6138	1,542	30-720-7204-6138	1,748	3,290	3,475	(185)	-5.33%
PERIODICALS			30-720-7202-6141	12,336	30-720-7204-6141	2,056	14,392	14,625	(233)	-1.59%
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	5,346	30-720-7204-6151	1,439	6,785	7,212	(428)	-5.93%
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	771	30-720-7204-6152	771	1,542	1,564	(22)	-1.40%
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	10,280	30-720-7204-6153	-	10,280	9,242	1,038	11.23%
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	1,028	30-720-7204-6154	-	1,028	1,000	28	2.80%
GAMES ADULT & JUVENILE			30-720-7202-6155	1,028	30-720-7204-6155	1,028	2,056	1,838	218	11.86%
CD MUSIC ADULT			30-720-7202-6156	-	30-720-7204-6156	-	-	-	-	0.00%

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg
CD MUSIC JUVENILE			30-720-7202-6157	-	30-720-7204-6157	-	-	-	-	0.00%
ELECTRONIC DATABASES			30-720-7202-6158	51,400	30-720-7204-6158	-	51,400	49,231	2,169	4.41%
AUDIO BOOKS ADULT			30-720-7202-6159	617	30-720-7204-6159	617	1,234	1,978	(744)	-37.62%
AUDIO BOOKS JUVENILE			30-720-7202-6160	2,056	30-720-7204-6160	771	2,827	2,630	197	7.48%
IN KIND DONATIONS			30-720-7202-6161	-	30-720-7204-6161	-	-	-	-	#DIV/0!
MATERIALS PROCESSING			30-720-7202-6165	20,560		-	20,560	20,000	560	2.80%
Total Books and periodicals (6130 TO 6169)		-	-	170,442	-	34,849	205,292	208,494	(3,203)	-1.54%
Utilities:										
WATER & ELECTRIC			30-720-7202-6252	75,000	30-720-7204-6252	-	75,000	73,000	2,000	2.74%
NATURAL GAS			30-720-7202-6254	20,000	30-720-7204-6254	-	20,000	22,000	(2,000)	-9.09%
Total Utilities (6250 TO 6259)		-	-	95,000	-	-	95,000	95,000	-	0.00%
Office expenditures:										
OFFICE EXPENSES			30-720-7202-6111	30,000	30-720-7204-6111	2,500	32,500	26,500	6,000	22.64%
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	7,500					7,500	6,750	750	11.11%
TRAVEL	30-720-7201-6182	4,250					4,250	4,250	-	0.00%
TRAINING	30-720-7201-6185	16,100					16,100	24,450	(8,350)	-34.15%
MILEAGE	30-720-7201-6200	1,500	30-720-7202-6200	-	30-720-7204-6200	-	1,500	1,000	500	50.00%
POSTAL SERVICE	30-720-7201-6470	-	30-720-7202-6470	8,000			8,000	7,500	500	6.67%
CARTAGE	30-720-7201-6474	7,500					7,500	7,500	-	0.00%
TELECOMMUNICATIONS	30-720-7201-6480	-	30-720-7202-6480	18,000	30-720-7204-6480	10,000	28,000	28,200	(200)	-0.71%
AUDIT FEES	30-720-7201-6500	10,000					10,000	10,000	-	0.00%
BOOKKEEPING SERVICE	30-720-7201-6506	14,301					14,301	13,884	416	3.00%
PUBLIC RELATIONS	30-720-7201-6542	8,600					8,600	7,200	1,400	19.44%
OTHER PROFESSIONAL FEES	30-720-7201-6511	5,000					5,000	27,644	(22,644)	-81.91%
BANK CHARGES	30-720-7201-6720	3,000					3,000	3,000	-	0.00%
US \$ EXCHANGE			30-720-7202-6726	-			-	-	-	
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	20,000			20,000	29,265	(9,265)	-31.66%
Total Office expenditures (6111 TO 6120 ...)	77,751	-	76,000	-	12,500	166,251	197,143	(30,892)	-15.67%	
Operating expenditures:										
MISCELLANEOUS	30-720-7201-6316	1,500	30-720-7202-6316	-	30-720-7204-6316		1,500	1,570	(70)	-4.46%
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,000	30-720-7204-6400		1,000	300	700	233.33%
MAINTENANCE & ALTERATIONS			30-720-7202-6410	85,500	30-720-7204-6410	750	86,250	70,765	15,485	21.88%
JANITORIAL SERVICE			30-720-7202-6496	55,000	30-720-7204-6496		55,000	51,270	3,730	7.28%
SECURITY			30-720-7202-6620	13,000	30-720-7204-6620	300	13,300	1,300	12,000	923.08%
RENT				-	30-720-7204-6700	218,386	218,386	212,438	5,948	2.80%

2026 Library Budget

Dated: May 21, 2025

	Admin		Main		North		Total	Total 2025	Diff	Pct Chg	
MACHINE RENTAL			30-720-7202-6704	6,000	30-720-7204-6704	1,750	7,750	6,300	1,450	23.02%	
JANITORIAL SUPPLY			30-720-7202-6395	7,500	30-720-7204-6395	-	7,500	7,500	-	0.00%	
INSURANCE	30-720-7201-6462	30,000	30-720-7202-6462	-			30,000	30,000	-	0.00%	
RESALE GOODS	30-720-7206-6595	1,200					1,200	1,200	-	0.00%	
Total Operating expenditures (6300 TO 6469 ...)		32,700	-	168,000	-	221,186	421,886	382,236	39,650	10.37%	
Equipment purchases:											
ARCHIVES					30-720-7204-6132	15,000	15,000	15,361	(361)	-2.35%	
OFFICE EQUIPMENT	30-720-7201-8201	2,500	30-720-7202-8201	6,000	30-720-7204-8201	1,000	9,500	6,618	2,882	43.56%	
COMPUTER EQUIPMENT	30-720-7201-8202	24,000					24,000	21,250	2,750	12.94%	
LIBRARY EQUIPMENT		-	30-720-7202-8271	5,000	30-720-7204-8271	1,000	6,000	6,000	-		
SOFTWARE	30-720-7201-8300	44,736					44,736	50,000	(5,264)	-10.53%	
Total Equipment purchases (8000 TO 8899)		71,236	-	11,000	-	17,000	99,236	99,229	7	0.01%	
TOTAL EXPENSES:	\$ 1,046,613	\$	-	\$2,208,177	\$	-	\$ 641,601	\$ 3,896,391	\$ 3,862,610	\$ 33,780	\$ 0
DEFICIT / (SURPLUS)	\$(2,806,628)	\$	-	\$2,178,177	\$	-	\$ 628,451	\$ (0)	\$ (0)	\$ 0	\$ (1)

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

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

DEPARTMENT/DIVISION:

REQUEST NAME:

OVERVIEW:

☐ **ESSENTIAL**

☐ **DISCRETIONARY**

SERVICE LEVEL DETAILS:

Name	Description	Account Number

CHANGES TO SERVICE LEVEL:

ALIGNMENT WITH STRATEGIC PLAN:

IMPACT ANALYSIS:INCREMENTAL OPERATING EXPENDITURES DETAIL:

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

INCREMENTAL SALARIES AND BENEFITS DETAIL:

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

INCREMENTAL OPERATING REVENUES DETAIL:

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

TOTAL NET IMPACT:

Impact	Amount
On-going	
One-time	
Total	

CAPITAL REQUIREMENTS:

Description	Amount

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

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APPROVAL SIGNATURE:

Department Head	Date

Sault Ste. Marie Public Library
Operational Hours
Year 2026

<div>Operating Hours</div> <div>James L. McIntyre Centennial Library</div>									
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Regular Operating Hours				Summer Operating Hours			
Jan 1st to June 21, September 8th-December 31st				June 22nd - September 7th			
Monday	9 to	21	12	Monday	9 to	20	11
Tuesday	9 to	21	12	Tuesday	9 to	18	9
Wednesday	9 to	21	12	Wednesday	9 to	18	9
Thursday	9 to	21	12	Thursday	9 to	18	9
Friday	9 to	18	9	Friday	9 to	18	9
Saturday	9 to	17	8	Saturday	9 to	17	8
Sunday	14 to	17	3	Sunday	Closed		
Total Hours/Wk			68	Total Hours/Wk			55

<div>Hours Per Month</div> <div>Year: 2026</div>	
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January	289
February	272
March	299
April	272
May	280
June	279
July	238
August	228
September	272
October	289
November	275
December	274.5
Total Hours/Year	3267.5
Quoted Hr Cost	\$ 32.00
Subtotal	\$ 104,560.00
HST	\$ 1,840.26
Amount	\$ 106,400.26
SSMPL operational amount contribution	\$ 12,000.00
Total Amount less SSMPL amount contribution	\$ 94,400.26



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: LIBRARY TEMPORARY CLOSURE – NORTH BRANCH
DATE: AUGUST 27, 2025

PURPOSE

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

STRATEGIC PRIORITY

Community Engagement

AUTHOR EVENT

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

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

MOTION

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

Moved By:

Seconded:

Respectfully submitted,
Matthew MacDonald, CEO